Strategic Management[1]
MGMT 5760.001,026 – Fall 2020

This is an 8-week course that runs from August 24, 2020 until October 16, 2020.

Professor:	Dr. A. BarNir
Office:	385 F, Business Leadership Building
Phone:	940-565-4334
E-mail:	anat.barnir@unt.edu **best way to reach me, please do not use Canvas internal email **
Office hours:	Online (Zoom / phone):
	Monday, Wednesday, Thursday, 4:00 pm – 5:00 pm & other times by appointment.
	*Please email me no later than 2 pm on the day you want to visit so I could set up a private zoom meeting and send you the link.

COURSE DESCRIPTION, OBJECTIVES, PRE-REQUISITES

The course deals with examination and evaluation of current theories, issues and programs involved in the making of strategic decisions in organizations. Emphasis is placed on critical thinking, judgment, and solving strategic problems within uncertain and complex environments. Topics include competitive advantage, competitive dynamics, sustaining superior performance and making strategic choices in the domestic and global environments. An application-based approach will be used to apply theory to practice.

After successful completion of the course, student should be able to:
1. Describe the primary functions and activities of strategic management
2. Analyze the external environment and it impact on business strategy
3. Identify internal strengths and weaknesses and evaluate their impact on strategy planning and implementation
4. Develop a strategic plan for a business
5. Explain how a company can use and develop a resource base to effectively execute its strategy
6. Discuss the value of corporate business portfolio and recommend the best portfolio for a business

There are no pre-requisites to this course.

REQUIRED MATERIAL

Course reading packet: to be purchased directly from Harvard Business Publishing. This packet consists of 4 required articles that supplement the textbook material. Click on the link
https://hbsp.harvard.edu/import/733469

All material in the reading packet is required. Material designated as *Optional* is material to be used in the latter part of the semester and students may purchase it either now, as one packet, or later in the semester. However, the material is REQUIRED. Additional material is posted in the respective Module on the course website. This material (articles, videos, etc.) is an integral part of the course.

COMMUNICATION

1) **Announcements**: This is the *primary means* by which I communicate information to the class. Make a habit of checking this link on the course website at least once in 48 hours. Read all messages promptly and email me with any questions or concerns.
2. **Email**
   a) Contact me at anat.barnir@unt.edu and include "MGMT 5760" in the subject of the email.
   b) Sign your email. If you go by a name that that is different from the one under which you are registered in the course, also include your registration name.

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[1] Instructor reserves the right to make changes to the syllabus, as needed.

c) Email response time: Emails received before 5 pm on a business day will be answered no later than the end of the next business day. Emails received after 5 pm on a business day or not on a regular business day will be answered no later than within 2 business days. If you do not get a response in that time frame, your email may have been directed to the Junk folder, so please re-send it.

d) Emails from me to the class: The default email is your EagleConnect/myUNT address. If you do not check or use this account, make sure to log in and change the settings so messages sent to it are forward to your preferred account. For instructions and assistance, visit https://eagleconnect.unt.edu.

e) Broadcast emails
Broadcast emails (emails sent from a student on which the entire class or a large group of students is copied) are NOT allowed without prior permission. Such emails clutter mailboxes and reduce overall attention to important messages. If you feel you have something important to share with the entire class, please email me first.

COURSE STRUCTURE, TECHNOLOGY REQUIREMENTS, & ORGANIZATION

Course structure

a. The course is a semester long 100% online course. Although the method provides flexibility, be aware that the course has a set schedule of weekly assignments / activities and deadlines that must be met as well as scheduled times and defined availability windows for taking quizzes/tests/exams or submitting assignments.

b. There are no required synchronous meetings. Optional weekly meetings may be held via Zoom, and an announcement will be made. Those meetings will be recorded for students who cannot attend.

c. All course assignments are accepted ONLY through **CANVAS.** If you are not familiar with it, browse through the guides and tutorials links, which are available through the *Help?* link appearing at the bottom of the navigation bar on the course home page.

Technology Requirements

Minimum technology requirements for this course are:
- Computer
- Reliable internet access
  - ❖ Broadband connection (DSL, Cable, T-1 or better) is required for exams (NO wireless). Dialup and wireless connections have proved to be unreliable and should not be used to take exams.
- Microsoft office suite (Word, PowerPoint)
- Webcam (or a technology that allows for on-camera participation)
- Adobe – acrobat
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

d. The course requires knowledge of basic computer skills, and use of Microsoft Word, Adobe-pdf, and PowerPoint. Students should have access to a computer with reliable Internet connectivity to complete this course. Knowledge of CANVAS is required.

Content presentation and organization

As a general rule, material and content are available through the Module link on Canvas. When logging in to the course, you will see a first Module titled "*Guides and Guidelines*" followed by weekly content modules organized by date. Each Module pertains to specific content and may consist of reading material, videos, supplementary activities, and more. All material in the Module folder is considered required reading and is covered in the test/exam, including videos and linked articles. The Modules follow the course schedule as noted on pages 8-9of this syllabus.

TECHNICAL HELP AND SUPPORT

1. If you have questions or issues with technical aspects of the course, you should contact the Help Desk staff (http://it.unt.edu/helpdesk) by phone (940-565-2324), email (helpdesk@unt.edu), or in person (Sage Hall Room 130). Help Desk advisors can often guide you while on the phone with you.

2. Also, make note of any scheduled maintenance time during which the system is not available. It is not recommended to engage in any course activity within 15 minutes of that timeframe.

3. Troubleshooting during tests/exams: if you run into technical issues while taking a test/exam, call the Help Desk immediately (have their phone number handy). After you talk with the Help Desk, email me to let me know you had an issue and if it was resolved. In your email, ==provide a phone number== where I can reach you. I am not online 24/7, but if I am at the time I get your message and think I can help, I will call you.
4. Do not wait until the last hour before an assignment or exam is due to submit it. If you do and run into technical difficulties, you will miss out on the assignment/exams. All assignments and exams are available for multiple days, so please make time to access and do the activity before the deadline. Remember – computers have a way of punishing us when we take too many chances….

POLICIES & PROCEDURES

I.   *Times & dates*
Times noted in this syllabus are U.S. Central times. Also note that all dates are written according to U.S. conventional format (month / day):
> 9/10 = September 10th ; 10/9 = October 9th

II.   *Sundown Rule*
Students have five (5) business days from the time a grade is posted to inquire about it. The purpose is to resolve any question as soon as grades are posted rather than wait until the end of the semester. An exception are exams / assignments due on the last week of the semester, when you must contact me immediately and before I turn the grades in.

Note that exams are not returned, and students wanting to go over them should make an appointment (online or phone). At least 48-hour notice is required to schedule an appointment, and exam appointments are not scheduled during the day an exam becomes or is available.

III.   *Attendance policy*
 - This is a 100% online class with no required synchronous meetings.
 - Students are required to **log in and read announcements** and emails **at minimum once every 48 hours**.
 - Students must follow the syllabus schedule and virtually attend class by reviewing material, completing assignment, and participating in discussions.

COVID-19 Impact on Attendance
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.
If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

IV.   *Missed deadlines due to excused absences*
Assignments / exams are due on/by the scheduled dates. *Legitimate, verifiable, and documented* excuses such as medical emergencies, natural disasters, or UNT computer problems that affect ALL students may grant accommodation but will be dealt with on a case-by-case basis. Work related issues, traffic, travel, travel related delays, personal conflicts, malfunction of personal computer, etc., typically do NOT constitute grounds for accommodation. If you believe that you deserve special consideration for a particular event, contact me via email prior to the scheduled event if possible, or as soon as possible after the missed event. Please provide supporting documents.

V. *Extra credit*
There are no extra credit assignments planned in this course. If you are counting on a grade in this class that you need to graduate, your best strategy is to work hard, pay attention to the requirements, and utilize the opportunities build into the course such as taking optional exam, etc.

VI. *Students who are F-1 Visa Holders*
An important message regarding federal regulations for F-1 visa holders is posted on the course website (MODULES>>Policies). If you are an F-1 student, make sure to read the message as it may have serious immigration consequences.

VII. *Plagiarism and TurnItIn policies*
Course assignments / discussions / projects / or exam questions may be checked electronically at www.TurnItIn.com for similarities to already published work appearing in an extensive database, to prevent plagiarism and to ensure independent and original work of students. The instructor reserves the right to decide which assignments will be checked and will usually apply a randomized process. Plagiarism will not be tolerated and will be considered as a breach of UNT academic Integrity Policy. An assignment deemed plagiarized will incur a grade of zero. Recurring plagiarism may result in course failure and university level consequences.

VIII. *Canvas Learning System grades*
Grades posted in Canvas Learning System are **unofficial.** Your instructor will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning System and destruction of grade reports. Official grades and Canvas Learning System grades should match. Please check your grades regularly and contact your instructor to discuss discrepancies.

IX. *Acceptable student behavior*
Student behavior that interferes with the instructor's ability to conduct the course or with other students' ability to learn is disruptive and unacceptable. If a student's behavior is deemed disruptive, the student will be warned and instructed to cease the disruptive behavior. If this does not happen, the student may be removed from activities and/or referred to the Dean of Students for consideration whether the behavior constitutes violation of the Code of Student Conduct.

X. *Course evaluations.*
Course evaluations are conducted for each organized course at UNT. At the end of the semester you will be informed of the availability of the evaluation. Please take time to complete it.

XI. *Dropping the course.*
If you decide to drop the course, do so within UNT set deadlines, which are available through the Registrar's website (http://registrar.unt.edu/registration/spring-registration-guide). In order to drop the course, contact either the Management Department or the Registrar's office and follow their instructions. Students are NOT automatically dropped for non-participation. Emailing me to have you dropped from the course **will NOT** get you dropped (in which case you remain on the roster and will be assigned a grade). Going through proper procedures is the only way to drop.

XIII. *Emergency Evacuation Procedures for Business Leadership Building:*
Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.
Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members

of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

XIV.   UNT Policies

Please refer to the UNT policies section on the course website for additional important university policies.

ADA COMPLIANCE

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/). An ODA letter of needed accommodation must be received by your instructor no less than 3 working days prior to the time the accommodation is needed.

ACADEMIC INTEGRITY

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Academic integrity policies are designed to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, your case will be referred to the appropriate authority for review. Scholastic dishonesty includes, but is not limited to, a) use of unauthorized assistance in taking tests, exams, or any assignment not designated as a group project; b) acquisition, without permission, of tests or academic material belonging to faculty or university staff; c) plagiarism, including copying from any published / non-published work without proper citation (including material published online).

For detailed information about UNT policy please see the UNT Standards of Academic Integrity available at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs- Academic_Integrity.pdf

STATEMENT ON FACE COVERING

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

INTELLECTUAL PROPERTY

Copyright and Intellectual Property Statement
State common law and federal copyright law protect all material appearing on this website and material distributed and presented for this course. The word m*aterial* includes (but is not limited to) all content and any document, slides, presentation, notes/text, exam, lecture, or recording. Whereas a student is authorized to take notes in class and to make a copy or print course material, the authorization extends to students in this course

only, and only to making one set for the student's own personal use and no other use. You are not authorized to record or make copies of the material, lectures/notes/slides, to disseminate and/or provide your notes or course material to anyone else, or to make any commercial use of course material without express prior written permission from me. Exams and exam questions are also copyrighted material and disseminating them in physical, digital, or any manner is strictly prohibited. Failing to follow this policy is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes.   Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Assignment	Points Possible
Discussion forums (3 @ 60 points)	180 points
Quizzes (8 @ 14 points each)	112 points
Exams (2 @ 150 points each)	300 points
Strategic Analysis project	160 points
Total Points Possible	752 points

Letter grade equivalents are as follows:
676-752 points=**A** / 601-675 points=**B** / 526-600 points=**C** / 451-525=**D** / below 451=**F**

Discussion Forums (DF) assignments

You will submit three Discussion Forum assignments (DFs)s using the course Discussion Board. DFs consist of a question set focusing on the Module topic. A DF entails linking issues raised in the discussion questions to the theory, readings, and other material (e.g., videos), as well as to practice. You will be expected to engage in extensive outside reading & research for each discussion, bring unique references and contributions in each post, and substantively **add** to what was said in previous postings. This method of teaching requires that you undertake a reasonable amount of outside research using outside sources so you can add to the learning experience of the forum. Expect to spend at least 3-4 hours a week on such research.

a.   Each DF is available for one week, per course schedule. A DF cannot be submitted outside its timeframe.
b.   Students will submit 3 DFs. There are four DFs available and you may choose any 3 of those. Due to class size, it is NOT possible to submit more than 3 DFs and have the lowest grade dropped. If more than 3 DFs are submitted, the first 3 will count.
c.   Each DF is worth 60 points (8% of the course grade). Treat those assignments seriously, review the grading rubric which is available on the course website, and give yourself ample time to respond to the assignment.

See details in the document ==*DF Assignment Guidelines,*== which is posted on the website (MODULES >> GUIDES & GUIDELINES).

Reading Quizzes (RQs)

Short quizzes area available for each reading unit (module), per course schedule. Quizzes are intended to help you assess your understanding of the material and give you the opportunity to review and re-study before exams. Quizzes are available between Friday 8:00 am and the end of the Module availability (Sunday, 9:00 pm) per course schedule (exception on week 3 due to exam). Quizzes **should be completed** before the end of their availability period: access to quizzes is cut off on Sunday, 9:00 pm even if a student has not used the entire allotted time. Quizzes consist of 7 multiple choice / True-False questions. Eight quizzes are needed: you may (and are encouraged) to take all the available quizzes and then drop the lowest scores so the highest 8 grades will count.

Exams

You will take two exams.
> Exam I – Availability period: **Friday 9/11 7 pm to Sunday, 9/13, 9 pm**
> Exam II – Availability period: **Wednesday 10/14 7 pm to Friday, 10/16 9 pm**

The generous 50-hour window during which the exam is available is intended to provide as much accommodation as possible with your individual commitments. Please respect the timeframe given. Do not wait until the last hours to access the exam unless you absolutely have to. Each exam lasts approximately 60 minutes (exact time will be announced close to the exam). Exams consist of multiple choice, True/False, and short essay questions and will focus on knowledge and understanding of the assigned material. (Other forms of evaluation

are provided through discussions and project.) Exams cover the material in the module, which includes the readings as well as videos / supplemental readings.

Exams must be <mark>started and completed during their **availability period**</mark>. Canvas automatically submits all exams at the end of the availability period regardless of whether the student used the entire allotted time, so make sure to factor this in when deciding on when to start your exam. For example, if you start a 60-minute exam 30 minute before the end of its availability period, you will only have 30 minutes for that exam.

Exam grades are released after all students completed the exam and I have reviewed them. This is done to assess the reliability and validity of the exam and ensure that all students had the opportunity to earn the grade they deserved based upon their effort and preparation. However, if you believe there is an error in your reported exam grade, do not hesitate to contact me

Please review the document *Exam Information* which is posted on your course website. Also, review the **Appendix** on the last page of this document.

Strategy Analysis Project

You will conduct a comprehensive project which focuses on analyzing the strategic environment and strategic actions in two industries. This assignment is designed to let you test your ability to synthesize and apply your learning and is available at the end last two weeks of the semester. The Project is a team assignment. You will have an opportunity to sign up to a team based on your interest in specific industries to analyze.

Peer evaluations will be implemented. Individual grades may be affected by peer evaluation.

Please see the Strategy Analysis Project documents on the course website for more information.

Course Schedule
(Instructor reserves the right to make changes, if needed)

<mark>Check the **Weekly Module link** on course website for additional readings, videos, and information on assignments & tasks.</mark>

Week/ date	Topic & Material (CRP=Course Reading Packet; **RQ** = Reading Quiz)
	The Nature of Strategy

Week 1 Starting 8/24	Review website, get to know CANVAS, review material posted in the *Guides & Guidelines* section of the website (under *MODULES)*
	
	Mod 1: introduction to strategy
	    Read:
	    CRP: *Introduction to strategy (RQ #1)*
	
	Mod 2: Performance in changing environments
	    Read:
	    CRP: *Sustaining Competitive advantage (RQ #2)*
	
	RQs: available Friday – Sunday 9:00 pm

	The Business Environment and Effects on Strategy

Week 2 Starting 8/31	Mod 3: Analyzing Industries
	    Read:
	    CRP: *Industry analysis (RQ #3)*
	
	Mod 4: Environmental dynamism and uncertainty
	    Read:
	    CRP: *Product life cycle*
	    CRP: *What a difference a word makes: Understanding threats to performance in a VUCA world**
	*(RQ#4 – covers **both readings** for Module 4)*
	
	Discussion Forum 1: available 8/31 8:00 am – Sunday 9/6, 9:00 pm
	RQs: available Friday – Sunday 9:00 pm

Week 3 Starting 9/7	Mod 5: Global strategy
	    Read:
	    CRP: *Competing globally (RQ #5)*
	
	Discussion Forum 2: available 9/7 8:00 am – Sunday 9/13, 9:00 pm
	RQ: available Wednesday – Friday, 7:00 pm
	
	Exam I – All material covered Modules 1, 2, 3, 4 & 5
	Availability period: Friday 9/11 7:00 pm to Sunday, 9/13, 9:00 pm. Exam <mark>**must be completed**</mark> during the availability period. DO NOT wait until the last hours to access exam. See *Technical Issues (p. 3) if you run into problems.*

	Business Level Strategy

Week 4 Starting 9/14	Mod 6: Innovation and technology, game theory
	    Read:
	    CRP*: Technology strategy (RQ #6)*
	    CRP*: Competitive and cooperative dynamics (RQ #7)*
	
	Discussion Forum 3: available 9/14 8:00 am – Sunday 9/20, 9:00 pm
	RQs: available Friday – Sunday 9:00 pm

Week 5 Starting 9/21	Mod 7: Business level context
	    Read:
	    CRP: *Competitive advantage*
	    CRP: *Types of Strategy: Which fits your business**
	    *(RQ #8 (covers **both readings** for Module 7)*
	
	Mod 8: Executing strategy, competitive dynamics
	    Read:
	     CRP: *Executing strategy (RQ #9)*
	
	Discussion Forum 4: available 9/21 8:00 am – Sunday 9/27, 9:00 pm
	RQs: available Friday – Sunday 9:00 pm

	Corporate Level Strategy

Week 6 Starting 9/28	Mod 9: Corporate strategy formulation
	    Read:
	    CRP: *Corporate strategy (RQ #10)*
	
	Mod 10: Corporate Strategy Management
	    Read:
	    CRP: *Portfolio techniques for corporate strategic planning (RQ #11)*
	
	RQs: available Friday – Sunday 9:00 pm
	
	Strategy Analysis Project Part 1 - Available (Monday 9/28)

Week 7 Starting 10/5	**Strategy Analysis Project worktime** • DUE: Thursday, 10/8 9 pm - Strategy analysis Project Part 1 (1 per team) • Strategy Analysis Project Part 2 available (Thursday, 10/8. 9pm)
Week 8 Starting 10/12	**Strategy Analysis Project worktime** • DUE: Tuesday, 10/13 – Strategy Analysis Project (1 per team) • DUE: Wednesday, 10/14 - Peer evaluations (individual, via weblink). **Exam II** – Includes Modules 6, 7, 8, 9 & 10 Availability period: Wednesday 10/14/20 7:00 pm to Friday, 10/16/20, 9:00 pm. Exam <mark>**must be completed**</mark> during the availability period. DO NOT wait until the last hours to access exam. See *Technical Issues (p. 3) if you run into problems.*

UNT College of Business Student Ethics Statement

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer "hacking" or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

Student Standards of Academic Integrity
http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

Code of Student Conduct and Discipline
http://conduct.unt.edu/sites/default/files/pdf/code_of_student_conduct.pdf

Computer Use Policy
http://policy.unt.edu/policy/3-10

Appendix – IMPORTANT INFORMATION REGARDING EXAM

1.   Carefully read the information on the exam available in previous pages of this syllabus.

2.   Exams are available online, and you can access them from any desktop or laptop. **It is not   recommended to take tests from mobile devices such as iPads or tablets** due to connectivity issues students have experienced in the past.

3.   You **must arrange to be available for the exam time at some point during the scheduled exam availability times**. It is your responsibility to make sure you know how to use the online delivery platform and that your computer has all appropriate plug-ins etc., to run the test.

4.   Exams must be completed during their **availability period**. Canvas automatically submits all exams at the end of the availability period regardless of how much time the student spent on it, so make sure to factor this in when deciding on when to start your exam. For example, if you start a 60-minute exam 30 minute before the end of its availability period, you will only have 30 minutes for that exam.

5.   It is strongly recommended **NOT to wait until the last hours of the availability period to access a test**. If you wait till the last hour of the availability period and encounter difficulties,   you may miss the test, in which case you get zero for it. Note that when you wait till the last hours, you will have very little recourse to handle any technical or other issues that emerge (see the item *Technical Help during an exam.*)

6.   Time of test is measured by Canvas system: starting time begins when you hit "start/begin" and ending time is when you hit "Submit" and "Finish".

7.   Canvas **does not record any answer** entered after the allocated time has passed. Be aware that there may be a few seconds of processing time from the time you hit submit, so if you submit in the last seconds, you may not have your answer saved.

8.   Computer setup. Make sure that your computer is properly configured and set up with all the necessary software, browser configurations, etc. for taking exams. Specific guidelines are available through the UNT HelpDesk website It is your responsibility to have adequate and adequately configured computer equipment and software to take this online course.

9.   **Technical help during an exam/quiz**. If you encounter technical problems, contact the Help Desk immediately (940-565-2324). **Make sure to have the phone number of the Help Desk handy and be mindful of their hours.** The folks there often can walk you through a solution over the phone. After you call the Help Desk, leave me an e-mail message to let me know you had a problem and whether it got corrected. In your email, include a phone number where I can reach you in case I am online and can call right away.

10.   **Academic Integrity**: Use of cell phones, cameras, or any electronic device is not allowed during a test. Talking to other students, soliciting or giving help is not allowed. Copying,   photographing or disseminating the questions in any form is prohibited. The first item in each test is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit on the test. Being dishonest about any statement of this item is a violation of academic integrity and subject to automatic F in this course and appropriate measures granted by the University for violating academic integrity.