course description and objectives

mgmt 3850: initiation of new ventures. emphasis on developing effective entrepreneurial skills, analytical abilities, market analysis capabilities, and understanding of principles of successful entrepreneurial actions. includes preparation of a feasibility study. (unt undergraduate catalog)

upon completion of the course, participants should –

▪ understand the basic theory and principles of entrepreneurship and small business management
▪ be able to analyze the decision-making process associated with entrepreneurial activities
▪ be able to conduct entrepreneurship and small business research
▪ be able to recommend effective courses of action for entrepreneurial businesses and solve problems for such businesses
▪ be able to conduct feasibility analysis

required material

barringer, b. r., & ireland, r. d. 2019. entrepreneurship: successfully launching new ventures, 6th edition, pearson. (earlier editions of the textbook will not work for this course.)
isbn: 978-0134729961 (loose leaf, other formats may be available)

communication

a. announcements:
this is the primary means by which i communicate important information to the entire class. make sure to frequently check for new announcements, and at minimum every 48 hours. read all messages from me promptly, and email with any questions or concerns.

2. email
a) contact me at anat.barnir@unt.edu and include “mgmt 3850” 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.
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

† instructor reserves the right to make changes to the syllabus
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 not sent to your preferred account. For instructions and assistance, visit [https://eagleconnect.unt.edu](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.

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**COURSE STRUCTURE, TECHNOLOGY REQUIREMENTS, & ORGANIZATION**

**Course structure**

1. 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.
2. 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.
3. 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 & skill requirements**

1) Minimum technology requirements for this course are:
   a. Computer
   b. 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.
   c. Microsoft office suite (Word, PowerPoint)
   d. Webcam (or a technology that allows for on-camera participation)
   e. Adobe – acrobat
   f. [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

2. 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 8-9 of this syllabus.

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**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](http://it.unt.edu/helpdesk) by phone (940-565-2324), email [helpdesk@unt.edu](mailto: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 expected to log in and read announcements and emails **at least 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 that 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 https://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. 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 *material* 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.
Performance Evaluation

<table>
<thead>
<tr>
<th>Grade component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Individual</strong></td>
<td></td>
</tr>
<tr>
<td>1a. Syllabus quiz</td>
<td>10</td>
</tr>
<tr>
<td>1b. Business concept assignment</td>
<td>50</td>
</tr>
<tr>
<td>1c. Weekly Canvas Activities (10 @ 20 pts each)</td>
<td>200</td>
</tr>
<tr>
<td>1d. Exams (3 @ 120 pts)</td>
<td>360</td>
</tr>
<tr>
<td><strong>2. Team</strong></td>
<td></td>
</tr>
<tr>
<td>Feasibility project</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>770</td>
</tr>
</tbody>
</table>

*Individual grades will be affected by peer evaluation.*

**Letter grade equivalent**
693 - 770 = A; 616–692 = B; 539–615 = C; 462–538 = D; below 462 = F

**Syllabus quiz (10 points)**
You will complete a quiz on the course and its requirements as manifested in the syllabus and online documents, to ensure that you have read the syllabus and understand the requirements.
Details:
- Availability period: 8/24/2020 8 am to 9/6/2020, 9 pm.
- 10 questions at 1 point each (total of 10 points). 12 minutes. One attempt.
- Material covered:
  - Syllabus
  - Information posted on the course website

**Tests / exams**
*Required exams:* You will take three required exams during the course. Exams are not comprehensive and cover all content of relevant Modules (see course schedule). Exams may consist of closed ended and short essay questions. Exam structure may vary (that is, types of questions, number of questions, or length of exam may vary from one exam to the other).

*Makeup exams:* If you have a legitimate reason as stated under the heading missed deadlines / excused absence for not taking any of the exams, contact me to discuss a make-up. **You must contact me as soon as possible after the missed exam** if you feel missing the exam is justified. Documentation is required.

Exam dates & coverage:

<table>
<thead>
<tr>
<th>Availability dates</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1   Sun., 9/27 7 pm – Mon., 9/28, 9 pm</td>
<td>Modules 1-5</td>
</tr>
<tr>
<td>Exam 2   Sun., 10/25, 7 pm – Mon., 10/26, 9 pm</td>
<td>Modules 6-10</td>
</tr>
<tr>
<td>Exam 3   Sun., 12/6, 7 pm – Mon., 12/7, 9 pm</td>
<td>Modules 11-14</td>
</tr>
</tbody>
</table>

**Things to consider:**
1. Each exam lasts around 1 hour and must be completed during their availability period. Students must arrange to be available for 1 hour during the availability period above to take the exam.
Canvas will cut students off at the end of the availability period regardless of when they started and whether they used the entire allotted exam time. Lockdown browser procedures may be implemented.

2. Students are discouraged from waiting until the last hours of the availability periods to take the exam.

3. Please see page 2 of this document Technical Help and Support for assistance with troubleshooting procedures in case of technical difficulties.

4. The document posted on the course website in the Examinations section must be read and re-read prior to the exam.

5. Please see last page of this syllabus – Appendix.

**Business Concept Assignment – 50 points**
This individual assignment that constitutes the foundation for selecting a business idea. The assignment involves creativity and will challenge you to consider the many aspects that make a good business idea. The assignment will be available prior to exam 1 and due on 10/4, per course schedule.

**Canvas Activities (CA) – 200 points (10 x 20 points)**
Each week a Canvas Activity is assigned. The objective of the activities is to direct students to think about specific issues in the weekly content and create a forum for engagement among students. CA are available and submitted through the Discussion tool in Canvas and consist of a) submitting a **response post** to a set of questions posed by the instructor, and b) returning to the discussion forum and commenting to the response posts of other students - **engagement**.

To facilitate a productive discussion the following protocols are applied.
1) CA is released every Monday 8 am (per course schedule)
2) Students submit the **response post** no later than the end of day Friday
3) Once the **response post** is submitted, the student can start with the **engagement** by commenting on posts from other students. This component is due by Sunday, 9 pm.

Please read and follow the guidelines posted on the course website. A grading rubric is also available. Make sure to review it.

**Feasibility Analysis Project – 150 points**
A feasibility analysis is a document in which you outline the feasibility of a hypothetical business given the business internal characteristics and the industry and environmental contexts. If you are planning on starting a business, a feasibility study in this course will be an excellent exercise. Teamwork is an integral part of this project.

Teams will self-select. Placement will only be made by the instructor when absolutely necessary. Peer evaluations will be conducted at several points during the semester and individual grades will be weighted by peer evaluation. Peer evaluations are mandatory and grade penalty will apply to the individual grade of any student who fails to turn in peer evaluation as required.

See detailed instructions under the FEASIBILITY ANALYSIS PROJECT link on the home page.
## Tentative Course Schedule

**Availability & Due dates:**
- **Modules:** Released every Monday 8:00 am (check Module folder for videos)
- **Canvas Activities:** Available from Monday, 8:00 am. Due by Friday (Response post) / Sunday 9:00 pm (Engagement)

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Readings &amp; Assignments (Chapter number may be different from Module number)</th>
</tr>
</thead>
</table>
| 8/24     | Course overview | - Obtain book  
- Log on to Course website, review website and syllabus, check compatibility, take tutorials if needed  
*Read & View:*  
- Academic Integrity unit (course website)  
- Chapter 1 & more  
*Prepare & Submit:*  
- Canvas Activity 1 |
| 8/31     | Module 2  
Individual creativity, idea generation, recognizing opportunities | *Read & View:*  
- Chapter 2 & more  
*Prepare & Submit:*  
- Canvas Activity 2  
- Course quiz due |
| 9/7      | Module 3  
Business models | *Read & View:*  
- Chapter 4 & more  
*Prepare & Submit:*  
- Canvas Activity 3 |
| 9/14     | Module 4  
Industry and competitive analysis | *Read & View:*  
- Chapter 5 & more  
*Prepare & Submit:*  
- Canvas Activity 4  
- Business Concept assignment Available |
| 9/21     | Module 5  
Feasibility analysis | *Read & View:*  
- Chapter 3 & more  
*Prepare & Submit:*  
- Canvas Activity 5 |
| 9/27-9/28| Exam 1  
| | **Exam**  
Modules 1 – 5  
Available Sunday 9/27 7 pm to Monday 9/28 9 pm |
| 9/28     | Module 6  
Pricing and marketing | *Read & View:*  
- Chapter 11 & more  
*Prepare & Submit:*  
- Business Concept assignment Due (Sunday, 10/4, 9 pm) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Read &amp; View:</th>
<th>Prepare &amp; Submit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5</td>
<td>Module 7 Ethics and legal aspects</td>
<td>▪ Chapter 7 &amp; more</td>
<td>• Canvas Activity 6</td>
</tr>
<tr>
<td>10/12</td>
<td>Module 8 Determining financial needs</td>
<td>▪ Chapter 8 &amp; more</td>
<td>• Canvas Activity 7</td>
</tr>
<tr>
<td>10/19</td>
<td>Module 9 Building the team</td>
<td>▪ Chapter 9 &amp; more</td>
<td>• Canvas Activity 8&lt;br&gt;• Deadline for signing up for project teams</td>
</tr>
<tr>
<td>10/25</td>
<td>Module 10 Obtaining funding</td>
<td>▪ Chapter 10 &amp; more</td>
<td>• Canvas Activity 9&lt;br&gt;• Feasibility project released</td>
</tr>
<tr>
<td>10/25-10/26</td>
<td>Exam 2</td>
<td><strong>Exam 2</strong>&lt;br&gt;Modules 6 – 10&lt;br&gt;Available Sunday 10/25 7 pm to Monday 10/26 9 pm</td>
<td></td>
</tr>
<tr>
<td>10/26</td>
<td>Module 11 Intellectual property</td>
<td>▪ Chapter 12 &amp; more</td>
<td>• Canvas Activity 10</td>
</tr>
<tr>
<td>11/2</td>
<td>Module 12 Preparing for growth</td>
<td>▪ Chapter 13 &amp; more</td>
<td>• Canvas Activity 11</td>
</tr>
<tr>
<td>11/9</td>
<td>Module 13 Strategies for growth</td>
<td>▪ Chapter 14 &amp; more</td>
<td>• Canvas Activity 12</td>
</tr>
<tr>
<td>11/16</td>
<td>Module 14 Franchising</td>
<td>▪ Chapter 15 &amp; more</td>
<td>• Canvas Activity 13</td>
</tr>
<tr>
<td>11/23</td>
<td>Project worktime</td>
<td>Thanksgiving holiday (Thursday – Friday)</td>
<td></td>
</tr>
<tr>
<td>11/30</td>
<td>Pre-finals Project worktime</td>
<td>Feasibility project due (1 per team) – Wednesday 12/2&lt;br&gt;Peer evaluation due Thursday, 12/3, via weblink</td>
<td></td>
</tr>
<tr>
<td>12/5</td>
<td>Final exam</td>
<td><strong>Exam 3 Final</strong>&lt;br&gt;Modules 11-14 Sunday 12/6 8am to Monday 12/7 9 pm</td>
<td></td>
</tr>
</tbody>
</table>
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

Computer Use Policy
http://policy.unt.edu/policy/3-10
Appendix I – IMPORTANT INFORMATION REGARDING ONLINE EXAMS

*The word EXAMS pertains to exams, tests, quizzes.

1. Carefully read the information on the exam available in previous pages of this syllabus as well as the material *Instructions for Exams*, posted on course website.

2. When exams are available online, 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 during the scheduled 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 are available for a specific period of time, referred to as the availability period. **Availability period is the time during which you must start and finish the exam.** Canvas is set to cut you off once the availability period has ended, regardless of how much time you spent on the exam.

5. It is strongly recommended **NOT to wait until the last hours of the availability period to access an exam.** 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. CANVAS does not record any answer entered after the allocated time has passed or the availability period has ended. Be aware that there may be a few seconds of processing time so if you wait to hit submit in the last seconds, you may not have your answer saved.

7. 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 (www.unt.edu/helpdesk/bblearn/). It is your responsibility to have adequate and adequately configured computer equipment and software to take this online course. Before you take an examination, it is a good idea to run the browser to **make sure your computer is set up correctly.** Click on the “Check Browser” link on the page where you find your list or courses when you first login.

8. **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.

9. **Academic Integrity:** Usage of cell phones, cameras, or any electronic device is **not** allowed during a quiz/exam. Talking to other students or soliciting or giving help is not allowed. Copying, photographing, or disseminating questions in any form is prohibited. The first item in each exam 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.