

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

MGMT 3820 Management Concepts INET via Canvas

Spring 2024 Syllabus: January 16 – May 10 2024

Section 002 (asynchronous online class with no scheduled meetings in person or online)

## Instructor Contact

**Name:** Amy Hicks, Department of Management, Adjunct Instructor

**Office Location:** BLB Office Location tbd

**Phone Number:** 940-369-7217

**Office Hours:** Zoom / By Appointment

**Can Schedule during the following times:**

- M 2:30 pm – 3:00 pm
- T, TH 5:30 pm – 8:00 pm
- Prearranged student/instructor availability

**Email:** [amy.hicks@unt.edu](mailto:amy.hicks@unt.edu)

**Please put MGMT 3820 in the Subject Line – email is the best way to reach me.**

**You should ONLY email me from your UNT.EDU email account. Emails from non-unt.edu accounts may not be received/answered.**

**Communication Expectations:** Email is checked on a regular basis Mon-Fri. However, there may be times where it could take up to 24 hours to respond especially on weekends. If you do not receive an email reply after 24 hours, please re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

**Please check the course CANVAS page for announcements, new postings, assignments, etc. on a regular basis throughout the semester!**

## Course Description

**Management Concepts** (MGMT 3820) is a junior level course that will introduce the student to management theory, the different functions of management, and how managers interact with internal/external environments. Students will be introduced to several important topics such as ethical issues, decision making, global management, managing change and innovation, creating, and managing teams, managing human resources, organizational structure, workplace communication, and leadership.

UNT's Undergraduate Catalog states: 3820 – Management Concepts (3 credit hours). Management philosophy; planning, organizing, and controlling; entrepreneurial processes; organizational performance; structure and design. Includes an overview of organization theory and strategic management.

Offering this course through Canvas creates new opportunities and challenges. Canvas offers you the convenience of an Internet-based class meeting the standards set forth by the Ryan College of Business, the University of North Texas, the State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not suggest that an online class translates into an “Easy A”. The keys are to:

- Stay up with the course schedule.
- Read announcements.

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

- Set aside time to study and analyze the material.
- Reach out with questions.

## Course Structure

This course is offered 100% online via Canvas. You will need your EUID and AMS password— the same credentials you use to log in at your Student Portal at UNT. If you don't know your password or have trouble logging in, there is a link on the page to [reset your AMS password](#). Lessons in the course will be conducted using the textbook and chapter outlines (located in the Canvas Modules). Videos and articles will deal with issues related to managerial situations. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions, and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

For this method of instruction to work effectively, you must have read, viewed, and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as you spend reading it. Although the structure of the course provides flexibility for students, please note that the course is NOT self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed—with scheduled times and defined availability windows for taking exams.

## Dropping the Course

**Please note: April 5th** *Last day for a student to drop a course or all courses with a grade of W.* If you have questions regarding your grade, please contact me via email. [Spring Academic Calendar & Key Dates \(Includes winter session\) | University of North Texas \(unt.edu\)](#)

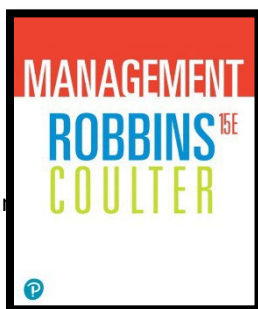
To drop the course, complete the Drop Consent Form and Submit it to the Registrar. More information about the drop process can be found by visiting the [UNT Registrar](#) (<https://registrar.unt.edu/regISTRATION/dropping-class>). Check with the Office of the Registrar and the Financial Aid Office for consequences and information.

## Course Objectives

By the end of this course, students will be able to:

- CO-1. Explain the role of management internally, externally, and in the global business environment.
- CO-2. Describe the importance of diversity, ethical decision making, innovation and change, and planning to companies.
- CO-3. Examine strategic management processes, entrepreneurial processes, organizational design elements, and the importance of human resource management.
- CO-4. Discuss the challenges and advantages involved in managing groups, the importance of constructive communication, effective leadership, and valuable controls.

## Materials



**Robbins and Coulter. (2019). *Management* (15<sup>th</sup> Ed). Pearson.**

**The textbook is required.** Pearson's My Management Lab is NOT required. However, some digital copies of the textbook (digital is usually the most cost-effective option) come with access to My Management Lab. No assignments will be given outside of Canvas, but if you would like to try the study modules

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

and flashcards in My Management Lab or to access your e-text, you MUST sign up through the My Management Lab link in the Course's Canvas page (not directly from the Pearson site).

You should be able to find the book to rent from the UNT Bookstore. The publisher, Pearson, also offers the textbook. To see options from the publisher, please visit: [Pearson's Store Website](http://www.mypearsonstore.com/) (<http://www.mypearsonstore.com/>) and they offer [accessible](https://www.pearson.com/us/accessibility.html) digital textbooks. (<https://www.pearson.com/us/accessibility.html>)

Please note that you should purchase/rent the required text (NOT old versions) as the quiz and exam questions will be pulled from the 15<sup>th</sup> edition. You need the textbook to do well on exams.

Also, be careful with International/Global Editions or extremely cheap download options. In the past, students have had problems with the material in these editions not matching the required text (the textbook cover may be the same, but the table of contents/chapters are not the same). Additional readings and assignments will be distributed through Canvas.

The My Management Lab tool is integrated directly with Canvas so you have a single sign-on experience, and you will find handouts on Canvas that will help you with registration for My Management Lab if you decide to purchase it (remember – the My Management Lab feature is optional, only the textbook is required). Pearson will also give you temporary access to My Management Lab/e-text until you receive the access code – this means you won't miss any assignments!

NOTE: This course is linked to Canvas which means you MUST register through Canvas, NOT directly through the My Management Lab site if using My Management Lab. [Pearson Technical Support](https://support.pearson.com/getsupport/s/) (<https://support.pearson.com/getsupport/s/>) To enroll in My Management Lab, you need:

- Access to Canvas (My Management Lab link)
- Email address
- Student Access Code from the UNT Bookstore

**NOTE: When you register through Canvas, you won't need the course ID.**

## Technical Requirements & Skills

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

## Computer Skills, Digital Literacy, Critical Thinking, and Writing Skills

- Using Canvas (See the Getting Started Module for Helpful Links)
- Using email with attachments
- Downloading and installing software as needed
- Using Microsoft Office Suite (Word, Excel, and PowerPoint)
- Applying critical thinking skills on assessments
- Professional writing skills for discussions/written assignments: Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas coherently.

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## Online Engagement

Please review general guidelines and expectations for online interactions with each other and instructors.

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt, please ask.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms and texting abbreviations such as "u" instead of "you."
- Use standard font such as Ariel, Calibri or Times New Roman and use a size 10- or 12-point font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☹.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for additional information.

## Communication Expectations

Assignment and Exam due dates will be clearly stated on the course schedule, under each online category, and within the module system. You can expect returned grades and comments (if any) within seven days. Online communication with other students (if any) is expected to be respectful and bias-free. Please follow the tips expressed in this link. <https://clear.unt.edu/online-communication-tips>.

I will communicate with you using Zoom® where web cameras must be turned on to verify your identity as per FERPA. Email permission must be granted to me if others on your end can overhear our discussion. We will not examine the class grade book but may discuss your grades via a supplemental spreadsheet.

In addition, we will use Canvas course announcements to deliver messages to your default email account such as [EUID@unt.edu](mailto:EUID@unt.edu), [EUID@my.unt.edu](mailto:EUID@my.unt.edu), or [EUID@students.unt.edu](mailto:EUID@students.unt.edu). You can expect a response within 24 hours. It is your responsibility to check your default e-mail account four times weekly. Remember, I do not have administrative access to change your default e-mail account. Only you can make changes. Please consider the following example.

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## **Course-Related E-Mail Messages**

Please consider the following example of an appropriate e-mail to send to a professor:

To: [amy.hicks@unt.edu](mailto:amy.hicks@unt.edu)

From: [Current.Student@unt.edu](mailto:Current.Student@unt.edu)

Title: MGMT 3820 Question about Exam 4

Professor Hicks,

Will Exam 4 be the same format as prior

exams (not cumulative)?

Thanks,

Current Student

## **Success in an Online Course**

Here is additional information on how to be successful in an online class [How to Succeed as an Online Student](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

## **Getting Help**

### **Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

***NOTE: Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue.***

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.).

I will decide on how to resolve the technical issue based on their advice, University policy, applicable law, and my experience.

**UIT Help Desk:** [Helpdesk Website](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## Eagle Connect Accounts

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: <https://eagleconnect.unt.edu/>

## Canvas Announcements

I will share quick news and course updates with the class using Announcements in Canvas.

Announcements can be accessed via the left-hand navigation menu. **It is your responsibility to check Announcements!**

## Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>) (940-565- 2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu))
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

### Academic Support Services:

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## Course Requirements

### Grading Breakdown

Assignment	Points Possible
Syllabus Quiz	10 points
Student Introductions via Discussion Board	10 points
Discussion Board Assignments (4 x 25 points each)	100 points
Reflection Exercises (2 x 15 points each)	30 points
Chapter Quizzes (16 x 10 points each)	160 points
Exams (4 x 100 points each)	400 points
Final Exam (100 points)	100 points
<b>Total Points Possible</b>	<b>810*</b>

### Total Points Earned / Total Points Possible = Final Letter Grade\*

A = >=90.0%

B = >=80.0%

C = >=70.0%

D = >=60.0%

F = <60.0%

**\*Any Extra Credit opportunities would not be included in the Total Points Possible but would be added to your Total Points Earned. As of today, there are NO Extra Credit opportunities posted or scheduled.**

### NOTES:

- ***Do not come to me and ask what you may do for extra credit. Try from the FIRST day of class and do your best on all assigned items.***
- ***The Department of Management has high standards for its junior and senior level course that will be enforced by holding you accountable for mastering the material.***
- ***No make-up will be granted for missed or late assessments, quizzes, assignments, or exams.***
- ***Your overall grade in the course is based on the total points earned divided by the total possible points for the course.***

## Requests for Alternative Testing Times

Assignments (other than exams) are available from the first day of class. Make-up assignments OR alternative assignments due dates are not allowed as there is adequate time to complete the assignments. Plan accordingly and make sure you complete the assignments before the deadlines.

***NOTE: Exams are available for 72 hours. Therefore, I do not anticipate scheduling issues, but if you have a conflict, you must contact me prior to the exam, and the request must comply with University policy.***

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

Final exams can be rescheduled if you have two or more on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. Forward the information to me at [amy.hicks@unt.edu](mailto:amy.hicks@unt.edu) with the words “MGMT 3820 Exam Conflict” in the subject line, and include your name, student ID number, and detailed reason for request. All Final Exams must be completed by the end of the Final Exam period.

## Grade Inquiry Rule

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. **You are required to check your email, grades, assignments, and announcements four times a week in the Canvas Learning System.**

## Borderline Grades

Students slightly below grade thresholds will have their course grades raised if they meet a certain condition. Students less than a percentage point from a threshold (89, 79, 69, 59 - your final grade falls within 1% of the next grade up) you must meet the following condition: You have submitted all graded assignments (**no** zero scores appear in Canvas).

## Event Timing

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight saving time adjustments (if applicable).

## Course Evaluation

UNT will administer course evaluations online (the “SPOT” – Student Evaluation on Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved and what you liked about the course.

I value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Canvas and via your UNT email once the evaluations open.

## Course Policies and Assignment Information

### Assignment Policy

Students are required to log into the on-line class to check class announcements, check grades, and complete assignments at least 4 times a week (more often during summer sessions).

***NOTE: For specific due dates and exam times, please see the Course Schedule towards the end of this syllabus.***

Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not 100% reliable. It is each student’s responsibility to take exams in a location with a reliable computer and internet connection.



# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## Syllabus Quiz

IMPORTANT: Available in Canvas under the Introductory Assignments Canvas Module

Each student will complete an on-line syllabus quiz by the due date in the Course Schedule at the end of this document. The syllabus quiz will familiarize you with how to take an on-line quiz/exam within Canvas. There are 10 multiple choice and true/false questions (worth 1 point each), and you have 15 minutes to complete the quiz. 10 Max Possible Points.

## Discussion Policy

IMPORTANT: Available in corresponding Canvas Module

1. **STUDENT INTRODUCTIONS** (in the Introductory Assignment Canvas Module).

To kick off the semester, all students will introduce themselves on the Discussion Board. Be sure to respond to all questions (name, major, etc.). The Discussion requires you to post an Original Response to each of my question(s) and to Reply to two (2) of your classmates. 10 Max Possible Pts.

2. **DISCUSSION BOARD ASSIGNMENTS (4 TOTAL – in their corresponding Canvas Module)**

Four discussion board assignments will be administered throughout the semester. These discussions are a chance to gain different perspectives from your peers. Keep comments professional and respect each other's thoughts and opinions. You will respond to 2 peers' posts for each Discussion Board. Each Discussion Board Assignment is worth 25 points.

**NOTE:**

- **Your post MUST demonstrate independence of thought.**
- **The context of the assignment (formatting, grammar, spelling, etc.)**
- **Proof Your Work. No Texting Language/Slang – Be Professional!**
- **At the end of your original post, be sure to give credit to any works referenced including the textbook and websites (required APA7 Student format). There will be a deduction for failure to provide or PROPERLY cite sources.**

Discussion Board Assignment grades will be posted in the Canvas Grade Book within 2 weeks after the assignment due date. Once the Discussion is locked/closed, there is NO provision for making up the missed Discussion. Discussion Board details and rubric are posted on Canvas.

## Reflection Exercises

There will be 2 written reflection exercises. You will respond to the prompt and will be graded based on the exercise parameters, guidelines, and rubric.

**NOTE:**

- **Your Reflection MUST demonstrate independence of thought.**
- **The context of the assignment (formatting, grammar, spelling, etc.)**
- **Proof Your Work. No Texting Language/Slang – Be Professional!**
- **At the end of your Reflection, be sure to give credit to any works referenced including the textbook and websites (required APA7 Student format). There will be a deduction for failure to provide or PROPERLY cite sources.**

Reflection grades will be posted in the Canvas Grade Book within 2 weeks after the assignment due date. Once the Reflection is locked/closed, there is NO provision for making up the missed Reflection.

Details and rubric are posted on Canvas. Each Reflection Exercise is worth 15 points.

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## Chapter Quiz Policy

IMPORTANT: Available in the corresponding Canvas Chapter Module.

You will have 16 Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. Each quiz has 10 multiple-choice or true/false questions that you must answer in 15 minutes.

Each quiz is worth 10 points total (1 point per question). Quiz points can have a material impact on your final grade. Quizzes should not be taken lightly. The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times in the course schedule.

**There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus.** All quizzes are open book, open notes. Complete the quizzes as you work through each corresponding lesson. Scores show up instantaneously. **You will receive a zero if you do not complete a quiz by its due date. No make-up quizzes allowed.**

## Examination Policy for EXAMS 1-4 and Final Exam

IMPORTANT: Available at the end of each major module in Canvas – for example, Exam 1 is at the end of the Part 1 Module.

The exams are “knowledge-acquisition-application” oriented. They are designed to “quickly” test your knowledge of management concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up to date” with the instructor and the rest of the class.

**Please note that the exams require critical thinking and careful reading to select the best answer especially on application-based questions.** You must study and prepare to successfully pass this course. Using textbooks and/or notes on exams is NOT recommended as there is NOT time to look up answers. Prepare as though it is a closed book exam, and remember, the Department of Management has high standards that will be enforced.

Exams will be on-line (timed) in multiple choice and true/false format. The exam questions will be randomly selected from the textbook material but may include any outside readings or guest speaker information that is presented. **The exams will be available starting at 12:01AM, Tuesday until Thursday 11:59 PM (CST/CDT). The FINAL EXAM will be scheduled in accordance with University Final Exam policy. Refer to the course schedule for exact dates.** You will have one attempt at the exam. Each module exam and the final exam will have 50 multiple-choice and true/false questions and once you access the exam, you will have 60 minutes to complete each exam. (50 questions @ 2 pts each = 100 possible points). Your exam scores will be released after the close of the exam testing period.

You must complete the exam in one sitting during the exam availability window. I strongly recommend you start your exam EARLY during the Open/Access Window. There are more resources to help you earlier in the day (such as the help desk). Please note that I am not available later in the evening/night. If you send me an email at night, don't expect a response until the following morning. If you wait till the last hour of the availability period and encounter difficulties that prevent you from accessing or completing the exam, you might get a zero on the exam.

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

Research involving thousands of students in this course over the past several years indicates that 60 minutes is enough time to answer 50 questions in this junior level, survey course...if you know the material! If you do not know the material, no amount of examination time will be enough. To be successful in this course, you will need to know and understand the text material! Know definitions and outline the chapters to create your own study notes (study guides are NOT provided in my junior and senior level courses). Think about the examples in the book – these will be very similar to the scenarios you see in the application questions on the exam. The exams focus mainly on the textbook material and material in the modules (chapter outlines, supporting articles, etc.). To do well on the exams, you must thoroughly read and analyze the text, study the chapter outlines in the Canvas Modules, and review supporting articles/videos in the Canvas Modules.

Direct Broadband/Hard-Wired (not wireless) connections are highly recommended for the exams. Modify pop-up blocker software and clear cache for the exam. If you experience technical issues, contact the help desk immediately at 940-565-2324, then email me A.S.A.P. at [amy.hicks@unt.edu](mailto:amy.hicks@unt.edu) **with the ticket number and help desk report**. Do NOT wait to report technical difficulties. Without a ticket number, I can't follow up on the technical issue! After receiving the ticket number, I will decide on how to resolve the technical issue based on the help desk report, University policy, and my experience.

***IMPORTANT: Academic Integrity -- Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, chat rooms, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as classmates.***

## Attendance Policy

The INET version of this course has no face-to-face meeting times, but you should plan on checking Canvas at least twice per week to see if there are new announcements and make sure you are current with all assignments, discussions, and quizzes.

All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). To treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where.

This is not intended to be an invasion of privacy but will allow me to accommodate you during this unusual period. Please inform me of the situation and discuss documentation at [amy.hicks@unt.edu](mailto:amy.hicks@unt.edu). You can locate the UNT Attendance Policy at University of North Texas' Attendance Policy (<http://policy.unt.edu/policy/15-2->)

## Class Participation

Every assignment that requires active participation in Canvas will have information regarding the number and substance of your responses. Please read all instructions in Canvas and the Syllabus to make sure you are meeting the criteria stated in the assignment.

## Syllabus & Course Schedule Change Policy

This syllabus and course schedule are subject to change. Whenever a change is made, I will post an

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

announcement to Canvas informing you.

## Intellectual Property

State common law and federal copyright law protect my posted web material. It is my own original work. Whereas you are authorized to take notes, thereby creating a derivative work from my material, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to make any commercial use of your notes without express prior permission from me. Moreover, I will not use your work without your permission.

## UNT Policies

### Academic Integrity Policy

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.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages, on-line chat tools, Group-Me Chats; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university; (4) dual submission of a paper, discussion post, or project, or resubmission of a paper or project to a different class without express permission from the instructor; or (5) any other act designed to give a student an unfair advantage on an academic assignment.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Instructors have primary responsibility for academic assessment. In instances of academic dishonesty, instructors may impose an education assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course. Instructors will report all instances of academic dishonesty to the Academic Integrity Database.

This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. [Student Academic Integrity Policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

## UNT G. Brint Ryan College of Business Student Ethics Statement

As a student of the UNT Ryan 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

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

(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.

[Code of Student Conduct and Discipline](http://deanofstudents.unt.edu/conduct) (<http://deanofstudents.unt.edu/conduct>)

[Computer Use Policy](http://policy.unt.edu/policy/14-003) (<http://policy.unt.edu/policy/14-003>)

## ADA Policy

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 online classes, please send me an email to request a meeting or we may be able to handle via email). For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

## Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

## 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.

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

**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.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

## Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

## Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-

University of North Texas | 14



# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

## Important Notice for F-1 Students taking Distance Education Courses

### Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### Use of Student Work

# University of North Texas – G. Brint Ryan College of Business

*Updated 1/7/2024*

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

## **Transmission and Recording of Student Images in Electronically Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.



# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

## Course Schedule, MGMT 3820: Management Concepts, FALL 2023

Week	Start Date	Topic	Reading/Assignment
Week 1	1/16/24	<ul style="list-style-type: none"><li>▪ Introduction &amp; Overview</li><li>▪ Practice with Canvas (review the Getting Started and Introduction Modules)</li></ul>	<ul style="list-style-type: none"><li>▪ Read the Syllabus and Purchase/Rent Required Textbook</li><li>▪ Review the Getting Started and Introduction Modules in Canvas</li><li>▪ <b>The following assignments are DUE by 11:59 pm Sun 1/21 :</b><ul style="list-style-type: none"><li>▪ Syllabus Quiz</li><li>▪ Student Introductions via Discussion Board (3 posts required: 1 original and 2 responses to classmates)</li></ul></li></ul>
Week 2	1/22/24	<ul style="list-style-type: none"><li>▪ CH 1: Managers and You in the Workplace</li><li>▪ CH 2: Making Decisions</li></ul>	<ul style="list-style-type: none"><li>▪ Read Text: CH 1</li><li>▪ Review Module 1 in Canvas</li><li>▪ Read Text: CH 2</li><li>▪ Review Module 2 in Canvas</li><li>▪ <b>The following assignments are DUE by 11:59 pm Sun 1/28:</b><ul style="list-style-type: none"><li>▪ CH 1 Quiz</li><li>▪ CH 2 Quiz</li></ul></li></ul>
Week 3	1/29/24	<ul style="list-style-type: none"><li>▪ CH 3: Influence of the External Environment and the Organization's Culture</li><li>▪ CH 4: Managing in a Global Environment</li><li>▪ Discussion Board Assignment</li></ul>	<ul style="list-style-type: none"><li>▪ Read Text: CH 3</li><li>▪ Review Module 3 in Canvas</li><li>▪ Read Text: CH 4</li><li>▪ Review Module 4 in Canvas</li><li>▪ <b>The following assignments are DUE by 11:59 pm Sun 1/28:</b><ul style="list-style-type: none"><li>▪ CH 3 Quiz</li><li>▪ CH 4 Quiz</li><li>▪ Discussion Board Assignment (3 posts required: 1 original and 2 responses to classmates)</li></ul></li></ul> <p><b>Note: Prepare for Exam #1.</b></p>

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

<b>Week 4 EXAM 1</b>	2/6 - 2/8	<p><b>IMPORTANT: Exam #1 (Material from Chapters 1-4)</b></p> <p>Note: All material is testable. For exams, focus on the textbook (use outlines in Canvas to help break down the material) and review supporting articles/videos in Canvas.</p>	<p><b>Exam #1: Available via Canvas from 12:01am, Tuesday, Feb. 6 until 11:59 pm, Thursday Feb. 8.</b></p> <p>Once you access Exam #1, you will have 60 mins to complete 50 multiple-choice and true/false questions.</p>
<b>Week 5</b>	2/12	<ul style="list-style-type: none"> <li>▪ CH 5: Managing Diversity</li> <li>▪ CH 6: Managing Social Responsibility and Ethics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 5</li> <li>▪ Review Module 5 in Canvas</li> <li>▪ Read Text: CH 6</li> <li>▪ Review Module 6 in Canvas</li> <li>▪ <b>The following assignments are DUE by 11:59 PM Sunday 2/18</b> <ul style="list-style-type: none"> <li>▪ CH 5 Quiz</li> <li>▪ CH 6 Quiz</li> </ul> </li> </ul>
<b>Week 6</b>	2/19	<ul style="list-style-type: none"> <li>▪ CH 7: Managing Change and Disruptive Innovation</li> <li>▪ Discussion Board Assignment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 7</li> <li>▪ Review Module 7 in Canvas</li> <li>▪ <b>The following assignments are DUE by 11:59 PM Sunday 2/25</b> <ul style="list-style-type: none"> <li>▪ CH 7 Quiz</li> <li>▪ Discussion Board Assignment (3 posts required: 1 original and 2 responses to classmates)</li> </ul> </li> </ul>
<b>Week 7</b>	2/26	<ul style="list-style-type: none"> <li>▪ CH 8: Foundations of Planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 8</li> <li>▪ Review Module 8 in Canvas</li> <li>▪ <b>The following assignment is DUE 11:59 PM Sunday 3/3</b> <ul style="list-style-type: none"> <li>▪ CH 8 Quiz</li> <li>▪ Reflection #1</li> </ul> </li> <li>▪ <b>Note: Prepare for Exam #2.</b></li> </ul>
<b>Week 8 EXAM 2</b>	3/5 – 3/7	<p><b>IMPORTANT: Exam #2 (Material from Chapters 5-8)</b></p> <p>Note: All material is testable. For exams, focus on the textbook (use outlines in Canvas to help break down the material) and review supporting articles/videos in Canvas.</p>	<p><b>Exam #2: Available via Canvas from 12:01am Tuesday, 3/5 until 3/7 11:59 pm Thursday</b> Once you access Exam #2, you will have 60 mins to complete 50 multiple-choice and true/false questions.</p>

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

<b>Week 9</b>	3/11	<b>SPRING BREAK</b> <b>NOTHING DUE</b>	<b>SPRING BREAK</b> <b>NOTHING DUE</b>
<b>Week 10</b>	3/18	<ul style="list-style-type: none"> <li>▪ CH 9: Managing Strategy</li> <li>▪ Part 3 Discussion Board Assignment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 9</li> <li>▪ Review Module 9 in Canvas</li> <li>▪ <b>The following assignments are DUE by 3/24 Sunday @ 11:59 pm</b> <ul style="list-style-type: none"> <li>▪ CH 9 Quiz</li> <li>▪ Discussion Board Assignment (3 posts required: 1 original and 2 response to classmates)</li> </ul> </li> </ul>
<b>Week 11</b>	3/25	<ul style="list-style-type: none"> <li>▪ CH 10: Entrepreneurial Ventures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 10</li> <li>▪ Review Module 10 in Canvas</li> <li>▪ <b>The following assignments are DUE by 3/31 Sunday</b> <ul style="list-style-type: none"> <li>▪ CH 10 Quiz</li> <li>▪ Reflection #1</li> </ul> </li> </ul>
<b>Week 12</b>	4/1	<ul style="list-style-type: none"> <li>▪ CH 11: Designing Organizational Structure</li> <li>▪ CH 12 Managing Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 11</li> <li>▪ Review Module 11 in Canvas</li> <li>▪ Read Text: CH 12</li> <li>▪ Review Module 12 in Canvas</li> <li>▪ <b>The following assignments are DUE by Sunday 4/7</b> <ul style="list-style-type: none"> <li>CH 11 Quiz</li> <li>CH 12 Quiz</li> </ul> </li> <li><b>Note: Prepare for Exam #3</b></li> </ul>
<b>Week 13</b> <b>EXAM 3</b>	4/9 -4/11	<p><b>IMPORTANT: Exam #3 (Material from Chapters 9-12)</b></p> <p>Note: All material is testable. For exams, focus on the textbook (use outlines in Canvas to help break down the material) and review supporting articles/videos in Canvas.</p>	<p><b>Exam #3: Available via Canvas from 12:01am Tuesday 4/9 until 11:59 pm, Thursday 4/11 11:59 pm</b></p> <p>Once you access Exam #3, you will have 60 mins to complete 50 multiple-choice and true/false questions.</p>
<b>Week 14</b>	4/15	<ul style="list-style-type: none"> <li>▪ CH 13: Managing Groups and Teams</li> <li>▪ CH 14: Managing Communication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Text: CH 13</li> <li>▪ Review Module 13 in Canvas</li> <li>▪ Read Text: CH 14</li> <li>▪ Review Module 14 in Canvas</li> <li>▪ <b>The following assignments are DUE by Sunday 4/21 20th:</b> <ul style="list-style-type: none"> <li>▪ CH 13 Quiz</li> <li>▪ CH 14 Quiz</li> <li>▪ Discussion Board Assignment (3 posts required: 1 original and 2</li> </ul> </li> </ul>

# University of North Texas – G. Brint Ryan College of Business

Updated 1/7/2024

			responses to classmates)
<b>Week 15</b>	4/22	CH: 17 CH: 18	<ul style="list-style-type: none"> <li>▪ Read Text: CH 17</li> <li>▪ Review Module 17 in Canvas</li> <li>▪ Read Text: CH 18</li> <li>▪ Review Module 18 in Canvas</li> <li>▪ <b>The following assignments are DUE by 11:59 Sunday, 4/28</b> <ul style="list-style-type: none"> <li>▪ CH 17 Quiz</li> <li>▪ CH 18 Quiz</li> </ul> </li> <li>▪ <b>Reflection #2</b></li> </ul>
<b>Week 16</b>	4/29	<b><i>IMPORTANT: Exam #4 (Material from Chapters 13-17, 17-18)</i></b>  Note: All material is testable. For exams, focus on the textbook (use outlines in Canvas to help break down the material) and review supporting articles/videos in Canvas.	<b>Exam #4: Available via Canvas from 12:01 am Tuesday, 4/30 until 11:59 pm, Thursday 5/2</b>  Once you access Exam #4, you will have 60 mins to complete 50 multiple-choice and true/false questions.
<b>Final Exam</b>	5/7 -5/9	<b><i>IMPORTANT: Final Exam (Material from Chapters 1-16)</i></b> Note: All material is testable. For exams, focus on the textbook (use outlines in Canvas to help break down the material) and review supporting articles/videos in Canvas. <ul style="list-style-type: none"> <li>▪ To prepare for the Final Exam you should review your notes, prior quizzes, exams, and any textbook or outside lectures, videos or reading material that were presented.</li> </ul>	<b>Final Exam: Available via Canvas from 12:01am Tuesday, May 7 until 11:59 pm, May 9th.</b> <ul style="list-style-type: none"> <li>▪ Once you access to the Final Exam, you will have 60 mins to complete 50 multiple-choice and true/false questions.</li> </ul>

**\*\*\*ALL INFORMATION IN THIS SYLLABUS AND COURSE SCHEDULE ARE SUBJECT TO CHANGE AT**

# University of North Texas – G. Brint Ryan College of Business

*Updated 1/7/2024*

## **PROFESSOR'S SOLE DISCRETION\*\*\*\***

**Final Exam Grades and Final Letter Grades will be posted in Canvas by May 13, 2024 @ 4:00 pm, if not before.**

**Classes Begin:** January 16

**Drop with a Grade of W Begins:** January 30

**Last Day for a Student to Drop a Course or all Course with a Grade of W:** *April 5*

**First Day to Request a Grade of Incomplete:** *April 6*

**Final Exams:** *May 4 – May 10*

**Important Semester Dates:** [2023-24 Academic calendar - University of North Texas - Acalog ACMS™ \(unt.edu\)](https://catalog.unt.edu/academic-calendar)