Faculty:  Abraham David Benavides Ph.D.
Office Hours:  Before and after class and by appointment
Office:  204F Chilton Hall
Class Time:  6:00P to 8:50P Wednesdays - Env 190 and other locations per syllabus
Phone:  940-565-3264
Email:  benavides@unt.edu

COURSE PURPOSE AND OBJECTIVES:

“All politics is local” – Old adage in American politics

“Town meetings are to liberty what primary schools are to science: they bring it within the people’s reach” – Alexis de Tocqueville

“Government of laws and not of men” – John Adams, First Vice President and Second President of the United States

“For forms of government let fools contest; whatever is best administered is best” – Alexander Pope (1688-1744), Essay on man, epistle iii, line 303

“The new city manager is (1) invisible, (2) anonymous, (3) nonpolitical, and (4) none of the above. Increasingly, modern city managers are brokers, and they do that brokering out in the open.” – Alan Ehrenhalt, 1990 Deputy Editor, Governing: The State and Localities

Local government is significant in American politics. It is the level of government closest to the people and most entwined with the concerns of their daily lives. Local government has also been described by political philosophers such as de Tocqueville and John Stewart Mill, as a school for democracy. The quality of life in every community is determined to a great extent by the abilities of its local governments to provide adequate services. Local government responsibilities include education, elections, emergency ambulance service, land use control, local streets and highways, traffic control, parks and recreation, police and fire protection, building safety, water supply and waste-water disposal, recycling, and the collection and disposal of trash and garbage. The list goes on, but the services mentioned above show the close relationship between local government and the people.

Currently, local governments are facing financial challenges unlike any they have faced since the 1930’s due to the so-called “Great Recession.” Despite the fact that appears we might be over the difficulties, governments are slow on the recovery and a year or two behind most movements. The economic crisis will challenge local governments both politically and operationally. Meeting those challenges will require local government managers to demonstrate a high degree of creativity and leadership.
This course assumes a basic familiarity with American political values, processes and institutions learned through an introductory American government course. Local government in the United States exists in the context of federalism; that is in relation to state and national governments.

This semester we will explore the context and structure of local government and local politics in different ways: through course readings, lectures, guest speakers, field research, group exercises, videos, tours, and role-playing. At the end of the semester each student should be able to:

- Understand the background and evolution of local government institutions in the U.S.
- Understand the political and social context of contemporary local governments and some of the challenges they face
- Understand the various forms and functions of local governments including cities, counties, school districts, special districts, etc.
- Distinguish between the politics of planning and development and those of essential services such as public safety and streets
- Further skills in critical thinking, analysis, and interpersonal communication skills through class participation and various group assignments throughout the semester
- Complement theories of local government management with knowledge of government in operation

Why do you need these course objectives? Whether you become a local government manager or whether you select service at another level of government – in a nonprofit organization, or in a corporation, you will have to deal with local government. The more you understand how local government works, the better you can make career choices and the more effectively you can transact business with local governments.

REQUIRED TEXTS:


World Wide Web: The following sources will need to be accessed during the semester. The links are also located on Blackboard.


[http://portal.hud.gov/portal/page/portal/HUD](http://portal.hud.gov/portal/page/portal/HUD) - The U.S. Department of Housing and Urban Development, the agency responsible for administering the housing and community development programs of the federal government.
http://www.usmayors.org/ - The U.S. Conference of Mayors is the official nonpartisan organization of cities with populations of 30,000 or more. Each city is represented by its chief elected official, the mayor.

http://www.nlc.org/ - The National League of Cities is the oldest and largest national organization representing municipal governments throughout the United States. Its mission is to strengthen and promote cities as centers of opportunities, leadership, and governance.

http://icma.org/ - The International City/County Management Association (ICMA) is the professional and educational organization for chief appointed managers, administrators, and assistants in cities, towns, counties, and regional entities throughout the world.

http://www.statutes.legis.state.tx.us/ - This site contains the Constitution of the state of Texas as well as the state statues. We will reference this site during the semester.

http://www.connectnews.org/ - Connect News is a site that contains up to date news on various cities in Texas. this will be a good site from which to write your memos.

http://www.tcma.org - The Texas City Management Association is a professional organization like ICMA to provide professional services to cities in Texas.

http://www.naco.org - The National Association of Counties is a professional organization that provides essential services to counties in the United States.

http://www.tml.org - The Texas Municipal League exists to provide services to member cities in Texas.

http://www.nctcog.dst.tx.us/ - The North Central Texas Council of Governments was established to assist local government with regional planning efforts in order to coordinate regional development.

There are a number of other excellent sources on the web that can inform you on local government issues. Additionally, case studies and other readings will be distributed or placed on Blackboard. For instance, the following book chapters are located on Blackboard.

Suggested Not Required

Playing with Fire Scott Lazenby – A spellbinding story of union conflict and city hall politics in small town America.

Democracy at the Doorstep: True Stories from the Green Berets of Public Administrators, Mike Conduff – Short Little stories about manager’s experiences.

More than Mayor or Manager: Campaigns to Change Form of Government in America’s Large Cities James H. Savara and Doulas J. Watson – Stories on campaigns for structural change.
GENERAL COURSE POLICIES:

(1) **Reading assignments** should be completed in advance, and class members should be prepared for weekly class discussions. I love to talk, but at this level of education your participation is required. When case studies are distributed for reading it will be assumed you will be prepared to lead a discussion. Traditionally this is a small class so be prepared to be engaged.

(2) **Class attendance and participation** are expected in a graduate course. While I will be tolerant of legitimate absences (e.g., an occasional work assignment), I will be intolerant of illegitimate absences (e.g., just cutting class). More than two of the latter may result in a final grade deduction or a WF. Borderline grades will be determined on the basis of meaningful class participation (remember, we learn from one another).

(3) **Examinations:** Students will be required to complete two examinations which will be essay and short answer, and which will cover both reading and in-class material. A good essay answers all parts of the question, uses good spelling and grammar, develops an idea or theme, gives specific examples, and reaches a conclusion.

(4) **News Summaries and Analysis:** Students are required to submit 5 memos that review local news events. The first paragraph will summarize the article and the second will include analysis and applicability to class work and or the field in general. One page, single space, Memo style.

(5) **Individual field Research and Oral Presentation:** Please see page 13 of the syllabus for details. Please note the paper is due on May 6th. Oral presentations, however, will be given on April 8, 15, 22, 29, and May 6th.

(6) **Service Learning Team Projects:** Please see Handout for details. Please note the projects are due on May 13th for class credit. Your presentations to the city could be before or after this particular date. These are professional projects and our professional reputations are on the line. We need to do an excellent job on these projects.

(7) **ADA Statement** attached to this syllabus. If you are a student with a qualifying disability that will affect your participation in class or your ability to take tests (as certified by the UNT Office of Disability Accommodation), please see me no later than the second class meeting so that we can work out appropriate accommodations and develop a written agreement about them.

(8) **Late Work**, Just as you would expect to turn in a work assignment in a timely manner, so also should you submit class assignments in a timely manner. Late work will be subject to a penalty of a grade-a-day deduction unless an arrangement is made well in advance of the due date of an assignment.

(9) **Class Conduct.** Please be aware that if I must warn individuals repeatedly for being extremely disruptive during a class period, I will ask them to leave and they will be counted as absent for that day. Repeated transgressions of conduct will give you a lower letter grade than you would otherwise earn, and severe repeated transgressions will cause you to be dropped from
the course with a letter grade of F (This includes off campus conduct during class tours). Students engaging in unacceptable behavior will be referred to the Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at www.unt.edu/csrr

(10) **Annoyances.** Please be respectful to your fellow students and turn off your cell phones, beepers, pagers, etc. Ringing thingamajigs are very disruptive. Please don’t talk while I lecture, we have a guest lecturer, or other students are talking. Allow everyone to hear what is being discussed in class. Frequently being late, leaving class early, discourteous behavior, etc. will cost you points for that day. Class is over at 8:50 pm. I do not have to be reminded by shuffling books and papers toward the end of class.

(11) The use of **computers** in class for note taking is acceptable. However, please do not surf the web, type memos/papers, do homework, email, instant message, etc. Again: Please do not send email messages, scan the Internet, play electronic games, etc., **during class time**. Violations will result in a grade reduction.

(12) **Turn off your cell phones** during class. Do not send or read text messages during class. Your phone should be adjusted to a non-intrusive setting if you are on-call and must have your phone activated during class. Please let me know if this is the case. Failure to observe this caution will result in a grade reduction.

(13) **Withdrawals.** Students may withdraw from the course, but the student is responsible to follow university procedures. The instructor is not responsible for failure to meet withdrawal deadlines.

(14) **Academic Honesty** is expected. An act of academic dishonesty will result in a grade of zero on the assignment, a probable failing grade in the course, and a recommendation of additional disciplinary action. In the event of suspected academic dishonesty, I may substitute a quiz, examination or assignment for the work in question.

These are my guidelines concerning what constitutes a violation of ethical standards for course work. Any of these violations will be considered academic dishonesty and treated as such. These guidelines are in addition to any University-wide guidelines concerning academic honesty or dishonesty that may be in effect – see last page of syllabus.

**Cheating.** The giving or receiving of any unauthorized assistance on any academic work.

**Plagiarism.** Presenting the language, structure or ideas of another person or persons as one's own original work. Please note that plagiarism will not be tolerated! Failure to reference is plagiarism. Referencing the ideas of others over and over again without adequate analysis or discussion of the material also constitutes plagiarism. Massive amounts of quoting and referencing without adding to the discussion is plagiarism. You are expected to bring something to the table in your assignments. An analysis or review requires you to understand the work of others and evaluate their contributions, not simply to doggedly restate what they said.
**Falsification.** Any untrue statement, either oral or written concerning one’s own academic work or the academic work of another student or the unauthorized alteration of any academic record.

**Original work.** Unless specifically authorized by the instructor, all academic work undertaken in a course must be original, i.e., it must not have been submitted in a prior course, “borrowed” from the workplace or the Internet, or be submitted in a course being taken concurrently.

PLEASE SEE ME IF YOU HAVE ANY QUESTIONS ABOUT PLAGIARISM or what constitutes an appropriate analysis!

**Note:** IF YOU INTEND TO GRADUATE THIS MAY, DO NOT FORGET TO CHECK THE ACADEMIC CALENDAR AND FILE YOUR GRADUATION APPLICATION **BY THE DUE DATE!** THE GRADUATE SCHOOL IS VERY STRICT ON THIS. IF YOU MISS THE FILING DUE DATE, YOU **WILL NOT** GRADUATE THIS SPRING.

(14) **Final grades** will be computed on the following basis:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage of Final Grade</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| News Summaries and Analysis from [http://www.connectnews.org/](http://www.connectnews.org/) [http://www.city-journal.org/] or other news worthy site. | 05 Percent                 | January 28  
February 11  
March 25  
April 15  
May 06 |
| First Examination                                                       | 20 Percent                 | March 05                |
| Individual Field Research and Oral Presentation. Please note that the paper is not due until April 30th. | 20 Percent                 | April 08  
April 15  
April 22  
April 29  
May 06 |
| Second Examination                                                      | 20 Percent                 | May 13                  |
| Service learning Project                                                | 25 Percent                 | May 13                  |
| General Participation                                                   | 10 Percent                 | Various Dates           |
COURSE CALENDAR AND WEEKLY ASSIGNMENTS

Please give this material some analytical thought before coming to class. You are expected to participate in discussions and share your opinion.

January

21 Introduction and Organization of the Course; Overview and History of Local Government

Welcome and introduction to the course

Guest: Harrison Wicks NTCOG and UMANT

Local Government Professionalism – You Tube Videos

City Lights Chapter 4 From Urban Specks to Global Cities

Service Learning Team Assignments and Working Plan Outline

28 Texas Constitution, State Statutes and Current Legislation and City Charters and Ordinances

Hansell Symposium Reading Number 7, “Model City Charters and Institutional Dynamics” H. George Frederickson, Curtis Wood, and Brett Logan See Black Board

Managing Local Government Services Chapter 1, Meeting the Challenge of Change

Managing Local Government Services Chapter 2, Legal Foundations of Local Government

City Lights Chapter 13 The Skeleton of Power

Texas Local Government Code Can be found at:

http://www.statutes.legis.state.tx.us/ Including the following

http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.25.htm City Mgr.-General Law

News Summary 1 and Analysis Due
February

04 City Structure, Political Machines, and Coalitions
City Lights Chapter 14 The City Political Machine – Adam Blake
City Lights Chapter 15 Coalition Politics – Tim Clark
City Lights Chapter 16 Metropolitan Form and Space – Eric Cordova
City Lights Chapter 17 A Sense of Place – Jesus Diaz

11 Community Leadership and Management Practices
Managing Local Government Services Chapter 6, Planning – Laura Keyes
Managing Local Government Services Chapter 7, Economic Development – V. Dooley
Managing Local Government Services Chapter 8, Community Dev. & Housing R. Ellis
MLG Cases: Chapter 5, Town and Gown – Joel Enders
MLG Cases: Chapter 8 Riding the Development Dragon – Azra Habibija
MLG Cases: Chapter 10 Conflict and Cooperation – Tyler Hurd

News Summary 2 and Analysis Due

18 Special Districts, and The Role of the Municipal Secretary/Clerk
Guest Speaker: Jason L. Pierce, Manager of Watershed & Contract Services
Upper Trinity Regional Water District
Managing Local Government Services Chapter 3, The Clerk – Hediye K. Gorunmek
Managing Local Government Services Chapter 5, HR Management – Ray Haggard
ARTICLE: “Wrestling With Muds to Pin Down the Truth about Special Districts,” Sara C. Galvan, Fordham Law Review 2007 75 Fordham L. Rev. 3041 See Black Board
MLG Cases: Chapter 12 The Human Side of HR Decisions – Angela Manglaris
MLG Cases: Chapter 13 Ethics and Internal Hiring – Sena Nyaku
MLG Cases: Chapter 14 County Prison Overtime – Abel Ogenche
Urbanization and Community

City Lights Chapter 5 Urbanization and the Urban System – Nhat-Nam Pham

City Lights Chapter 6 The Ties That Bind – Charles Rosendahl

City Lights Chapter 7 Metropolitan Community – Samantha Smith

Service Learning Team Assignments

March

04  City Manager Round Table: Guest City Manager to lecture on experience

Guest Speakers: To Be Announced Later

MLG Cases: Chapter 1 Managing without Fear or Favor – Michele Strickier

MLG Cases: Chapter 2 No Easy Road to Recovery – Jingran Sun

MLG Cases: Chapter 3 Cartgate – Evan Vaughan

Service Learning Team Assignments

11  First Written Examination  In class exam at Sage Hall

18  Spring Break – No Class

25  County Government and Services

Hansell Symposium Reading Number 11, “Administration in the Modern American County” Beverly A. Cigler See Black Board

http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.89.htm  General Provisions for County government

City Lights Chapter 8 Making Connections – Hannah Woldemichael

Managing Local Government Services Chapter 11, Health & Human Ser. – Adam Blake

MLG Cases: Chapter 11, Race, Politics, and Low Income Housing – Tim Clark

News Summary 3 and Analysis Due
April

01  Politics, Politics, and More Politics

Guest Speaker:  Eric Strong, City Manager Richland Hills, Texas

Core reading for today to be provided on Blackboard – Laura Keyes

MLG Cases: Chapter 6, Theft in Elective Office – Vernell Dooley

MLG Cases: Chapter 7, Political Ambitions versus the Public Good – Rachel Ellis

MLG Cases: Chapter 9 The Chief versus the Council Member – Joel Enders

* Individual Field Research and Oral Presentations Due

Eric Cordova       Tim Clark       Jesus Diaz

08  Public Safety Issues

Managing Local Government Services Chapter 12, Emergency Mang. – Azra Habibija

Managing Local Government Services Chapter 13, Police Services– Tyler Hurd

Managing Local Government Services Chapter 14, Other EMS,– Hannah Woldemichael

MLG Cases: Chapter 4, The Fire File – Ray Haggard

MLG Cases: Chapter 19, A Jail in City Center – Angela Manglaris

Service Learning Team Assignments

* Individual Field Research and Oral Presentations Due

Rachel Ellis       Joel Enders       Azra Habibija

The Semester is almost over!! Hang in there. 😊
15  **Tour of Waste Water Treatment Plant for the City of Denton**

**NOTE: 5:00 pm. Start Time** Please make arrangements to be on time. Maps will be distributed later.

**Guest Speaker:** David Hunter Watershed Protection Manager, City of Denton

Managing Local Government Services Chapter 9, Public Works – Eric Cordova

Managing Local Government Services Chapter 10, Parks and Recreation – Jesus Diaz

Denton’s Dirty Jobs [www.youtube.com/cityofdenton](http://www.youtube.com/cityofdenton)

*News Summary 4 and Analysis Due*

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22  **Pluribus Versus Unum**

City Lights Chapter 9 Movin’ On – Sena Nyaku

City Lights Chapter 10 Identity Crisis – Abel Ogenche

MLG Cases: Chapter 17, A Park a School & Two Strained Budgets – Charles Rosendahl

MLG Cases: Chapter 18, The Managers Role in Promoting Sustainability – Nhat-Nam Pham

* Individual Field Research and Oral Presentations Due

Deanna Leggett    Angela Manglaris    Sena Nyaku

*Student Evaluation of Teaching Effectiveness (SETE) April 20 to May 08, Required: Please complete course evaluation by going to [www.my.unt.edu](http://www.my.unt.edu).*

Okay, only three more class sessions!!!!! 😊
A Manager’s Tool Box

**Guest Speaker:** Laura Keys, Current Ph.D. Students and former Atlanta Regional Commission, Community Development Manager, Atlanta Area Agency on Aging and Hediye Kilic Gorunmek International Ph.D. Student from Turkey

Managing Local Government Services Chapter 15, S Del Alternatives – Samantha Smith

Managing Local Government Services Chapter 16, A Manager’s Tool Box – Jingran Sun

MLG Cases: Chapter 16, Contracting for Trash – Michele Strickier

MLG Cases: Chapter 15, Performance Measurement Sea Change – Evan Vaughan

* Individual Field Research and Oral Presentations Due

Nhat-Nam Pham, Charles Rosendahl, Samantha Smith

May

06 **Papers Due Today**

* News Summary 5 and Analysis Due

* Individual Field Research and Oral Presentations Due

Jingran Sun, Evan Vaughan, Hannah Woldemichael

Tyler Hurd, Laura Keyes, Hediye K. Gorunmek

Vernell Dooley, Ray Haggard, Adam Blake

Michele Strickier, Abel Ogenche

**Student Evaluation of Teaching Effectiveness (SETE) April 20 to May 08, Required:** Please complete course evaluation by going to [www.my.unt.edu](http://www.my.unt.edu).

13 **Final Examination**

In class exam at Sage Hall

Service Learning Project Presentations
INDIVIDUAL FIELD RESEARCH

Each individual will select a city or county in the Metroplex area and research its government structure and the basic aspects of its local politics. Research will be conducted in the library, the government’s website, and by attending a meeting of the city council or county commissioners and or by contacting the city or county clerk’s office. Use the following outline for reporting the results your research. You must not do a city that you currently work for or are familiar with. First come first serve in terms of city selection.

OUTLINE

I. Introduction

Identify the city or county. A brief history. Summarize the main points you will cover.

II. Demographic Characteristics

Total population, also by age, income, occupation, years of education, race, ethnic origin

III. Government Structure

a. Statutory basis and legal character of the jurisdiction
b. City Organization Chart
c. Form of government Council Manager/Mayor Council - History
d. Electoral structure (partisan/nonpartisan; ward/at-large combined)
e. Financial impact of current economic crisis and steps the organization has taken to address the challenges.

IV. Management

a. What is your impression of the cities management
b. Organizational culture
c. Employee motivation
d. Efficiency and effectiveness
e. Communication and Teams

V. Politics

a. Elected officials: who the offices are; who currently holds office; how long each incumbent has been in office. Describe a city council or county commissioners meeting and one additional meeting you attended.

1. What issues were raised at the meetings? (Please describe in a little detail what the discussions were about). How would you characterize the issues? Were they about service delivery, the budget and administration, or issues in the community? Was there much conflict between council and citizens, or between them and the
administration? Did matters seem routine or controversial? If there were any controversies, describe why the matter was controversial and who was involved.

2. Who attended the meeting? How many council members or board members were there out of the total? Who attended from the administration? Did any citizens attend? How many? Did any of them speak? If so, whom did they represent? (If you haven’t already covered it, tell about the concerns they voiced).

b. Tell me about the city web site. What can a citizen do? What information and operability is available in terms of the citizen’s capacity to transact business.

c. Analysis. Based on this limited study and observation, what have you found out about electoral participation? How well do you think local democracy is functioning in this community? What reasons do you have for your answer to the above question? How does this community compare to what you have learned about local government management on average? Are there any demographic characteristics or particular issues that may be responsible for either lower participation or higher participation in your community? How do you view, interpret, judge, the administration of the city?

Sample List of Journals Related to Public Administration

Academy of Management Journal
Administration
Administration and Society
Administration and Social Work
Administrative Science Quarterly
Advanced Management Journal
American Political Science Review
American Real Estate and Urban Economics Association Journal
American Review of Public Administration
Bureaucrat
California Management Review
Evaluation
Evaluation Research
Financial Management
Government Finance Review
Group and Organization Studies
Harvard Business Review
Human Resource Management
Industrial and Labor Relations Review
International Journal of Public Administration
Journal of Accountancy
Journal of the American Planning Association
Journal of Finance
Journal of Financial Research
Journal of Health and Human Services Administration
Journal of Land Economics
Journal of Money, Credit and Banking
Journal of Policy Analysis and Management
Journal of Public Administration Research and Theory
Journal of Public Policy
Journal of Public Administration Review
Management Science
Management Review
National Civic Review
National Tax Journal
Philippine Journal of Public Administration
Policy Analysis
Policy Review
Policy Studies Journal
Public Administration
Public Administration and Development
Public Administration Quarterly
Public Administration Review
Public Budgeting and Finance
Public Finance
Public Interest
Public Management
Public Opinion
Public Personnel Management
Public Productivity and Management Review
Public Sector Regulation
Review of Public Personnel Administration
State and Local Government Review
Urban Affairs Quarterly
Western Political Quarterly
POLICY ON CHEATING AND PLAGIARISM

Notice of this policy shall be given in all public administration classes each semester, and written copies shall be available in the public administration office.

**Definitions.** The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying other’s tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

**Penalties.** Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

**Appeals.** Students may appeal any decision under this policy by following the procedure laid down in the UNT Code of Student Conduct and Discipline.

POLICY ON DISABILITY ACCOMMODATION

The Department of Public Administration, in cooperation with the Office of Disability Accommodation (ODA), complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disabilities. The ODA is responsible for verifying that a student has a disability (as defined by the ADA). Students seeking a disability accommodation must consult with ODA before requesting an accommodation from a professor or instructor. Once the ODA establishes that a student is disabled, the ODA will provide the student with a letter confirming he/she is disabled. This letter will recommend accommodations that the instructor should consider making.

STUDENT BEHAVIOR IN THE CLASSROOM

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 Center for Student Rights and Responsibilities 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. The Code of Student Conduct can be found at www.unt.edu/csrr.