**Syllabus, Spring 2022, Foundation of Marketing Practices (MKTG 3650), Times:** Wednesday: 08:00 AM to 10:50 AM

**Class:** BLB 090

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# Instructor Contact

**Name:** Aaminah Z. Malik, TF

**Phone Number:** 817-908-8004 (You can call me if email doesn’t work for you)

**Office Hours (Zoom):** Wednesdays 11:30 AM till 1:00 PM

 Fridays 11:30 AM till 1:00 PM Via Zoom (https://unt.zoom.us/j/81373751701).

**Email:** aaminah.malik@unt.edu (**Add “MKTG 3650” in the subject line of your email**)

**Textbook (Optional):** The text for the course is: Kenneth Thompson and David Strutton (2019), Foundations of Marketing Practice: An Applied Approach, 3rd ed. (Dubuque, IA: Kendall-Hunt). ISBN 978-1-5249-8034-4 (Print); ISBA 978-1-5249-9198-2 (eBook).

You may buy the book at a discounted price through this link:

[https://he.kendallhunt.com/product/foundations-marketing-practice-applied-approach](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhe.kendallhunt.com%2Fproduct%2Ffoundations-marketing-practice-applied-approach&data=04%7C01%7CAaminah.Malik%40unt.edu%7Ccbb53734bb7c4c29e0d208d9d6b4e059%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637776894628462919%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FJztRtfvwLdGsx%2F75xQRwFVyK7IX%2Fwdc6Boa3BLYzzo%3D&reserved=0)

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# Course Description

This course is an introduction to marketing terminologies, concepts and practices from an applied perspective.

Emphasis is on the activities performed by marketing managers to address real world marketing problems. Primary focus is on the identification of marketing opportunities and the planning and execution of marketing mix activities required to target these opportunities. Marketing mix topics include development and management of products/services, price setting and management, supply chain and distribution channel management, and management of integrated marketing communications. Special emphasis is given to ethical, socially-responsible and sustainable decision making and business practices. This course is designated for non-business majors.

# Course Objectives

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

1. Describe the scope of marketing and its role within the firm and society.
2. Articulate the scope of tasks, responsibilities and challenges that marketing managers face in

the complex and competitive global business environments that currently prevail.

1. Identify basic marketing terminology and concepts.
2. Examine the marketing function as a basic and indispensable driver of all business success.

# Teaching Philosophy

All materials, readings, quizzes, and exams are provided on Canvas. You are responsible for keeping track of your grades on the Canvas grade book and to notify me should a grade not appear or is incorrect.

Your performance in this course will depend on your reading and understanding of the textbook and slides! It has been designed to provide you with a detailed overview of the basic Marketing concepts. Each module is self-contained. Completing all the assignments on time will prepare you for the exams.

You are expected to come to class prepared. I strongly encourage you to print the PowerPoint slides posted on Canvas (<https://unt.instructure.com>) and bring them with you to class. The slides will be posted no later than 6:00PM the evening before each class. The PowerPoint slides are designed to aid your note taking. As such, they do not contain all the information presented in class and are not a substitute for attending class and taking complete notes.

**Activities & Assessments**

**Exams**

There will be **three** exams. Exams may include problems, multiple choices, true and false, and may be some discussion questions. The final exam is on the material covered after the first two exams. The exams are timed and closed book. Exams will be taken on the assigned date unless there is an unavoidable emergency. It is the student's responsibility to let the instructor know of the emergency **ahead of the exam** and set a new exam date (if you need to reschedule you need to provide documentation of your emergency). In the case of online exam delivery, students need to bring a laptop.

**Quizzes**

The course has ten (10) quizzes (one for each module/topic). Each quiz is worth 10 points. Questions for the quizzes will be based on material covered in class, from the textbook, slides and videos, including in-class activities and exercises. Any student who misses an exam or quiz without a written legitimate excuse will not be able to make up the lost credit.

**Assignments**

Assignments will be based on your reviews of current articles. Students must find a newspaper, magazine or journal article no more than 12 months old that relates to the chapter being studied. Two students together will prepare a 10 minutes synopsis of the article to be given verbally during the class. The synopsis should include a **minimum of 2 concepts/key terms related** to the assigned chapter. You will present this synopsis in front of the class and also submit your presentation file on Canvas. You will share your topic of presentation with me by Friday 8PM. You may discuss your topic with me during my office hours.

**Research Participation**

As part of your learning experience in this course, you will be required to participate in research studies to gain experience with the research process and learn about methods and scaling techniques. Your participation in these research studies will make up 10% of your final class grade.

To fulfil the requirement, you must create an account on the College of Business REP webpage—[unt-cob.sona-systems.com](https://unt-cob.sona-systems.com)—which allows you to browse and sign up for available studies. DO NOT sign up for the SONA in the Psychology Department! Use the CoB SONA link provided above.

The amount of credit assigned is based on the length of time the study takes to complete and whether you participate online or in-person in the COB behavioral Lab (BLB 279):

|  |  |
| --- | --- |
| Online Studies | In-Person Lab Studies (Behavioral Lab - BLB 279)  |
| * <15 minute studies = 1 credit
 | * <15 minute studies = 3 credit
 |
| * 15-30 minute studies = 2 credits
 | * 15-30 minute studies = 4 credits
 |
| * >30 minute studies = 3 credits
 | * >30 minute studies = 5 credits
 |

To fulfill the 10% course requirement, you must earn a total of 10 REP credits throughout the semester (i.e., 1 credit = 1 percent of your final grade). All credits earned will be added to your final course grade at the end of the semester. Additional extra credit points may be available at my discretion.

To sign up, please visit [unt-cob.sona-systems.com](https://unt-cob.sona-systems.com). If you have questions, DO NOT contact me. Instead, contact the SONA managers via email at RCoBRep@unt.edu. Your questions will be addressed promptly, usually within 24 hours.

Please Note:

1. Access the studies early and often to make sure you have first access to available studies. Once you sign up, the lab manager will update you periodically about newly posted studies.
2. Make sure you assign your credits to the correct course. This course is: MKTG 3650-004.
3. If you do not want to participate in the posted studies, you can complete a 2-page research article critique for 2 points of REP credit each. To do so, please email RCoBRep@unt.edu and they will assign you an article to critique.

**Deadlines for Participation**

Last day to participate in SONA for Fall full semester: April 22nd, 5:00 PM.

**\*\*Note**: Don’t delay in creating your account! This is very important. Do it ASAP. Completing studies is on a first come, first serve basis. You are highly encouraged to access the studies early and often to make sure you have first access to available studies. Once you sign up, the lab manager will update you periodically about new studies that have been posted.

**Grade Related Policies**

**Attendance and Participation**

Achievement in the class is highly correlated with regular class attendance and participation. Regular, timely attendance is expected of all students, and will be rewarded as a substantial portion of the total grades is the class participation and attendance. Participation is important to the classroom learning experience. **Careful preparation by reading the requisite chapters will be expected of all students.**

The use of **name cards** in every class is strongly recommended.

I expect students to conduct themselves professionally in class, just as in any business meeting. Late arrivals and side conversations are rude, unprofessional, and distracting to your fellow students and instructor. Walking in and out of class, once class has begun, is also disruptive to everyone's learning environment.

**Late Work**

No late submissions will be accepted in this course.

**Syllabus Change Policy**

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted noted the changes, and an updated syllabus will be posted in Canvas.

**Grading**

|  |  |
| --- | --- |
| Exam IExam IIExam IIIQuizzes (Homework- Total 10) | 100 Points100 Points100 Points100 Points |
| Assignments (Presentation) | 100 Points  |
| Attendance and Participation | 50 Points |
| Research Participation | 50 Points |
| **Total** | **600 Points** |

No grades will be given out via e-mail or left on voice recorders due to student confidentiality.

Please do not hesitate to contact me if you are having problems with this course. Do not wait until the “next exam” or the “end of the term” if you need help.

**Final Grading:** A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = less than 60%.

# Communication Expectations

All course communication will be through Canvas. For personal concerns or questions, please email me at aaminah. malik@unt.edu using ONLY your UNT email address (**not** free email services like Gmail or yahoo). When sending an email to my UNT address, please be sure to include the course number and section number (**MKTG 3650**) i**n the subject line**. All inquiries are responded to as quickly as possible, but always within 24 hours (Monday - Thursday).

# Success in a Course

Success in education requires certain skills and expectations. Most notably, time management. The course is designed so that you can complete the assignments per module and prepare for the exams. Falling behind will not only cause you to fail to receive the points for that module’s assignments, but it will also jeopardize your preparedness for the exams.

# Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a junior-level course. However, you should have a working knowledge of the internet, Canvas, Microsoft Office, and Zoom.

**Course Contract**

Agreement to the Terms of the Syllabus: This syllabus should be considered a “contract”, whereby you agree to abide by the terms and requirements within this syllabus. If you are uncomfortable with or do not wish to abide by the requirements listed in this syllabus, you should make arrangements to drop the class. Your continued enrollment in the class assumes that you have agreed to all of the terms listed herein. It may be necessary to revise this syllabus to meet students’ or university needs. I reserve the right to revise the syllabus if the need arises and will notify you of any changes.

**Rules of Engagement**

* Treat your instructor and classmates with respect in email or any other communication.
* Use clear and concise language. No profanity.
* Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards).
* Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
* Use standard fonts 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.
* Be cautious when using humor or sarcasm as the 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 more information.

# Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. You will receive a notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

# 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. Any student that engages in any form of academic dishonesty related to this class will receive a failing grade on the exam or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

**ADA Policy**

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at [http://www.unt.edu/oda.](http://www.unt.edu/oda) You may also contact ODA by phone at (940) 565-4323.

**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.

**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 records; 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 classrooms, 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.

Some examples of disruptive behaviors include:

* Refusal to comply with faculty or staff
* Challenges to authority
* Actions that distract the class from the subject matter and/or discussion
* Continually and persistently speaking without being recognized in the classroom or in the office
* Repeatedly leaving and entering the classroom without authorization while class is in session
* Loud, distracting, or erratic behavior inappropriate to the setting
* Answering cell phones or allowing them to continuously ring in class, or in the office
* Overt hostility, defiance, or insults on Canvas and email
* Excessive e-mails, phone calls, and other means of communication demanding attention outside of class times or business hours

**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 or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

# Helpful Hints for Students

Try not to miss class unnecessarily. Each of you has many demands on your time (i.e. work, family, school events, etc.); but attendance is helpful for most students to grasp the course material and to be productive. Please actively communicate with others about relevant issues (e.g., instructor about absences, your team about missing planned meetings, classmates about class notes, etc.).

1. You must know the rules and expectations of the course; therefore, study the syllabus, know the course requirements, and understand how grades are computed. If you are not sure, please ask. I am available to help you.
2. Students are responsible for checking their Canvas and UNT email. This is the primary means of communication outside of the regular class meetings. Each student should check these at least once each day. If I need to send the class important information before the next class (i.e. assignment hints, help, etc.), then I may send it via e-mail, and/or post it on Canvas.
3. Email is the only way to ensure that I receive a message from you. If you need to contact me outside of class or office hours, please use email, and I will respond as quickly as possible. You may also use email to notify me of absences or make appointments.
4. This course will be demanding of your time, so do not procrastinate - getting behind compounds the difficulty associated with achieving your desired level of success in this class. Below are some suggestions to help you prepare for classes and exams.
5. Read modules/chapters before the lecture to better prepare you to understand material during class (prepares you in-class participation).
6. Talk with other students to clarify notes and eliminate confusion about materials covered in class. Discussions with other students about materials presented in class may help you better understand new concepts.

# COVID related policies

**Attendance Policy**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

# [Face Coverings](https://vpaa.unt.edu/return%22%20%5Cl%20%22panelFF)

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

**COVID-19 impact on attendance**

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* as to what may be preventing you from coming to class so I may decide to accommodate your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symp](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symp%20toms.html) [toms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symp%20toms.html)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

# Getting Help

**Technical Assistance**

Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk**: <http://www.unt.edu/helpdesk/index.htm>

**Email**: helpdesk@unt.edu

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130 **Walk-In Availability**: 8 am-9 pm **Telephone Availability**:

* Sunday: noon-midnight
* Monday-Thursday: 8 am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

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

**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)
* (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)
* [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)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [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/)](http://writingcenter.unt.edu/%29)
* [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

# Tentative Course Schedule

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| --- | --- | --- | --- |
| **Date** | **Chapter/Topic** | **Homework** | **Homework deadline** |
| Jan- 19 | Introduction to syllabus,Chapter 1 | Chapter 1 Assessment  | Due on Jan 26 |
| Jan- 26 | Chapter 2 & 3  | Chapter 2 & 3 Assessment  | Due on Feb 02 |
| Feb- 02 | Chapter 5 Topic Review Presentation from Chapter 2, 3 & 5 | Chapter 5 Assessment  | Due on Feb 09 |
| Feb- 09 | Chapter 4 & 6, Topic Review Presentation from Chapter 4 & 6 | Chapter 4 & 6 Assessment  | Due on Feb 13 |
| **Feb- 16** | Exam 01 - Online via Canvas | - | - |
| Feb- 23 | Chapter 7, & 10 Topic Review Presentation from Chapter 7 & 10 | Chapter 7 & 10 Assessment  | Due on Mar 02 |
| Mar- 02 | Chapter 8 & 9, Topic Review Presentation from Chapter 8 & 9 | Chapter 8 & 9 Assessment  | Due on Mar 09 |
| Mar- 09 | Chapter 11 & 12, Topic Review Presentation from Chapter 11 & 12 | Chapter 11 & 12 Assessment  | Due on Mar 23 |
| Mar- 14 till Mar- 18 | Spring Holidays | - | - |
| Mar- 23 | Chapter 13, Topic Review Presentation from Chapter 13 | - | - |
| **Mar- 30** | Exam 02 - Online via Canvas | - | - |
|  Apr-06 | Chapter 14, Topic Review Presentation from Chapter 14 | Chapter 14 Assessment  | Due on Apr 13 |
|  Apr- 13 | Chapter 15, Topic Review Presentation from Chapter 15 | Chapter 15 Assessment  | Due on Mar 20 |
|  Apr- 20 | Chapter 16, Topic Review Presentation from Chapter 16 | Chapter 16 Assessment  | Due on Apr- 27 |
|  Apr- 27 | UNT: Reading Day (no class) | - | - |
|  **May- 04** | Exam 03 - Final Exam - Online via Canvas | - | - |

# \*All the assessments will be due at 8 am.

# \*The following is the schedule for the semester and is subject to change at my discretion. It is the student’s responsibility to be aware of announced changes to this schedule.