

LSCM 4860.001/.501

Advanced Logistics Management

I. Key Information

Course, Time, Location	LSCM 4860, Advanced Logistics Management R 6:30-9:20 REMOTE Brian Sauser, PhD Professor
Instructor	Building: BLB, Room 150E Phone: 940-565-4693 Email: Brian.Sauser@unt.edu Office Hours: Thursday, 5:15-6:15p (on Zoom), or by appointment
Required Text and Readings	No required text. Additional readings will be provided by the instructor.
Description	Application of logistics decision-making tools and skills as they apply to business and supply chain management. Course stresses hands-on application of analytical and problem-solving skills to the characteristics of logistics system elements and their interrelationships; and developing executive-level skills to analyze technical logistics problems; and developing executive-level skills to analyze technical logistics problems; and developing executive-level skills to analyze technical logistics problems; and developing executive-level skills to analyze technical logistics problems. Prerequisite(s): LSCM 4860.001 / semester of course work.

II. Course Overview

This course is an important component of UNT's Core Curriculum. This course was designed to bridge the STEM (science, technology, engineering, mathematics) and Business core courses (accounting, finance, management, information systems, and marketing) covered in the Logistics Program with key social and behavioral aspects to provide the students with a holistic and comprehensive understanding of how their degree program knowledge has human and societal impacts. As part of this capstone experience, students will focus on the application of empirical and scientific methods that contribute to the understanding of how the "human activity system" (issues of culture and world view and their impact on learning and working in engineering, science and technology) impacts their STEM and Business knowledge. It is built on a

fundamental that the successful development of STEM and Business knowledge is directly contingent on the human activity system. Case studies, academic research, and “real world” project work are used to provide a practical and advanced understanding to:

- Build empirical and scientific constructs both at the application level and strategic level for integrating the human activity system as part of STEM and Business knowledge.
- Challenge the student to think of the human activity system as an integral part of STEM and Business knowledge, and how this may impact its strategy, operation, and function in industry and society.

As an integral part of the core curriculum, while engaging in this course you will develop and demonstrate the core objectives of Critical Thinking Skills, Communication Skills, and Empirical and Quantitative Skills.

Critical Thinking Skills – including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. Leveraging STEM and Business core knowledge, students will have to demonstrate an understand of the purpose, process, interaction, integration, and emergence of the human activity system with a collective entity, its members, and how it serves its environment to the larger system in which it is embedded. This will be done through “real-world” problem solving that engages industry in defining the problem and allows students to solve relevant and tangible problems with innovative solutions. These assignments will be executed as student teams and individuals using critical thinking tools to analyze and evaluate domain problems to present systemic solutions.

Communication Skills – including effective development, interpretation and expression of ideas through written, oral and visual communication. Assignments and projects will utilize several communication medium (physical and mechanical) to demonstrate an understanding of communication effectiveness. Each application of a communication medium will evaluate the students understanding of: the strategic importance of communication; the communication process; communication within organizations; networked and directional communication flow; interpersonal communication; the roles of formal versus informal communication; communication media; communication technology; and nonverbal communication in the interpersonal communication process.

Empirical and Quantitative Skills – including the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. Assignments and projects will challenge students to manipulate raw data into forms that allow for effective data visualization. Human activity systems are more effective when data can be effectively communicated and presented within and to the human activity system. This includes the ability to identify the current state and effectively consider the impact of change. Student are taught to not only resolve problems but offer the human activity system understanding of the ramification of alternatives. Students will learn that the optimal solution may not be the best solution to the human activity system.

A. Teaching Philosophy

See: [Sauser Teaching Philosophy.pdf](#)

B. Books/Readings

Readings will be provided by the instructor. Past experience strongly suggests you will learn much more (and thus perform better) in the class if you have completed the reading assignment before coming to class.

C. Lecture Notes

These are the PowerPoint slides located on the class web site. They will be provided no less than one hour before class, so be prepared to take notes. In any event, I may or may not use them (in whole or part) during a lecture. They are for you to review and absorb. I view them as another reading for you. You will also be responsible for their understanding as it relates to the course content and the lecture topics. I will cover material in addition to the readings and PowerPoint slides during class, so I strongly recommended that you take thorough notes.

D. Discussions

You are encouraged to actively participate in the lectures. For example, if you are not clear about a concept being discussed in the class, please ask questions. I consider asking questions a very important form of class participation. Also, if you have an interesting experience or insight that either supports or contradicts the concept being discussed, please share it with the class. I believe in a “wisdom of the crowds” approach to in-class learning, where the instructor and the student become one in the same.

E. Case Studies and Multi-Media

We will use case studies and multi-media to pontificate about innovative thinking on topics related to this class. These discussions will give us, as a class, a chance to exhibit our thinking individually and collectively.

F. Class Attendance and Participation

I hold you responsible for all material covered during class, including changes to the syllabus, course schedule, and course materials. I will not supplement missed lecture material. If you must miss a class, you need to make the necessary arrangements to obtain any missed material or lecture notes from other students in the class. Class attendance is strongly encouraged because you will be called upon to answer questions, discuss case assignments, and to comment on key concepts. Missing these opportunities may result in a reduction in your final grade. Class participation and attendance cannot be made up without prior approval from the instructor.

You are strongly encouraged to attend every class. It is understood that circumstances beyond your control can impact perfect attendance, but every attempt should be made to come to class and be an engaged participant. Class participation will affect the case grades and your final grade. Participation will impact your grade so you are expected to come to class prepared and

fully prepared for the in-class case discussions. Case discussions require significant effort and should not be taken lightly. You may be called upon to provide an overview of the case, define the problem, identify key issues and themes, suggest alternatives, discuss the analysis, critique inputs, provide recommendations, and summarize the in-class discussion. **If you are unable to attend a class, you must notify the professor prior to class via email with a brief explanation why you cannot attend. The professor will take this into consideration to determine if it will impact your grade for any in-class assignments.**

III. Assignments

Every assignment should be completed with a level of effort that you consider to be your BEST. As a Senior, you should fully understand what is your BEST. You should not complete an assignment based on what you think the professor wants, you should deliver a product that represents your BEST effort and fulfills the requirements as specified. So, as long as you do your BEST, the grade does not matter and you will get the grade you deserve.

A. Group Assignments

Group Assignments will focus on building and analyzing problems using skills you need to perform or build an understanding within your major program and the Term Project. These assignments could require the use of word processing, spreadsheets, online media, poster paper and markers... whatever it takes to do your best.

If you must miss the activities associate with completing these assignments within your group due to work or other unavoidable circumstances, you must contact the professor and the members of your group in advance. If the circumstances merit, the professor will schedule a make-up or provide an alternative to completing the assignment. These situations will occur on an exception basis and must be justified on valid circumstances. In order to be considered for the make-up, you must notify the professor and the group via email before the day the assignment is due, and receive via email permission from the professor and the group that this will be acceptable. Failure to provide notification will result in a failing grade for the assignment.

B. Individual Assignments

You will have four individual assignments:

1. Critical Thinking

See Assignment on Canvas

2. Personal Branding

We are going to work through an exercise of developing a "2 minute" speech that becomes the quick sell of your personal brand. Posted online are two documents. One document is a template that we will complete in class, but I highly recommend you think about the topics on the template prior to class. The second document is some guidance on preparing a "2 minute" speech about yourself. As a bonus, below is a very cool resource that walks you through an exercise of creating a personal brand. We will not do this in class, but it is a great resource for you to do on your own.

For our "2 minute" speech, you will use the template to create a "2 minute" speech about yourself where the audience is a senior level director for a company you want to work for.

<https://www.quicksprout.com/the-complete-guide-to-building-your-personal-brand/>

3. SPOT Evaluation

I truly value the feedback I receive from students in the classes I teach. It helps me become better at my job and serve the customer (aka the student). I am less concerned about the impact my assessment scores mean to my performance evaluation for the university, but about what they mean to giving the customer a quality product. While you are welcome to visit with me and provide personal, verbal feedback, UNT utilizes the Student Perceptions of Teaching (SPOT) system. To promote (group) participation, there is a point value in the grading for completing the SPOT evaluation. Because I cannot know who completed the evaluations, I cannot know who to award the actual points to individually. Thus, while you will get an individual score for this assignment, it is a group effort that will determine your score:

- If less than 20% of the class completes the SPOT evaluation, everyone in the class will get 0 points.
- If 20-39% of the class completes the SPOT evaluation, everyone in the class will get 2.0 points.
- If 40-44% of the class completes the SPOT evaluation, everyone in the class will get 5.0 points.
- If 45-49% of the class completes the SPOT evaluation, everyone in the class will get 6.0 points.
- If 50-59% of the class completes the SPOT evaluation, everyone in the class will get 8.0 points.
- If 60-69% of the class completes the SPOT evaluation, everyone in the class will get 9.0 points.
- If greater than 70% of the class completes the SPOT evaluation, everyone in the class will get 10 points.

4. Research Participation

To fulfil the requirement, you **must** create an account on the College of Business REP webpage—unt-cob.sona-systems.com (Links to an external site.)—which allows you to browse and sign up for available studies. The amount of credit assigned will be based on the length of

time the study takes to complete and whether you participate online or in the COB behavioral Lab (BLB 279; although the lab is currently closed due to covid):

- Short online studies (5-15 minutes) earn 1 credit
- Medium online studies (15-30 minutes) earn 2 credits
- Long online studies (30-45 minutes) earn 3 credits
- On-campus, lab studies (30-45 minutes) earn 5 credits

To fulfill the 5% course requirement (or 10 points), you must earn a total of **5 REP credits** throughout the semester (i.e., 1 credit = 1 percent of your final grade or 2 points out of 200 total). 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 ([Links to an external site.](#)). If you have questions, DO NOT contact me. Contact the behavioral lab manager by email at REP@unt.edu. Your questions will be addressed promptly.

Please Note:

- 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.
- Make sure you assign your credits to the correct course. This course is LSCM 4860.
- 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 rep@unt.edu and they will assign you an article to critique.

Deadlines for Participation

Spring 2021 full semester: **April 18th, 6:00 PM.**

Article Critiques:

Spring 2021 full semester: **April 11th, 6:00 PM.**

C. NT Logistics Case Competition/Term Project

Project teams (3-4 students) will work on a topic defined by NT Logistics executives to address a “real” industry problem. While engaging the problem through the lens of the human activity system, students will be required to:

- Apply analytical tools useful in logistics
- Analyze the characteristics of a logistics system and its interrelationships within a company and its human activity system
- Demonstrate skills to analyze technical logistics problems
- Demonstrate executive-level communications skills leading to the concise statement of problems and proposed solutions

The team’s performance will be evaluated based on a Project Charter, Triage Review, Project Report, and Project Presentation.

While this assignment is a team-based activity, individual performance will be considered. Each group member is to provide the professor with an evaluation of their individual performance and of each group member’s performance for the final report and presentation grades. This measure allows you to identify the level to which your group members have helped the group. This is your chance to identify and reward/penalize both excellent and poor performance of group members, as well as your own. This is the only grade measurement where you play a role in determining your own grade or of your peers.

Peer evaluations will be performed anonymously using the rating form attached. This rating will be distributed electronically.

The professor will incorporate the peer evaluations as part of your grade for the term project. The following formula will be used to adjust your grade for the project report/presentation:

$$(Individual\ Average \div Team\ Average) \times Team\ Grade = Individual\ Adjusted\ Grade$$

The formula allows an individual to receive a grade higher or lower than the team grade if the team members considered the individual’s performance to be higher/lower than the other team members. NOTE: assigning high grades to everyone will not help the individuals that performed a disproportionate share of the work. High across-the-board evaluations do not help other team members or provide feedback on how or where to improve team performance.

Performance rating will be based on the following factors

- Quality of work: The degree to which the student team member provides work that is accurate and complete.
- Timeliness of Work/Attendance: The team member's timeliness of work. Showed up as scheduled, completed tasks on time, attendance at the group meetings, etc.
- Task support: The amount of task support the team member gives to other team members.

- Responsibility: The ability of the team member to carry out a chosen or assigned task, the degree to which the member can be relied upon to complete a task.
- Involvement: The extent to which the team member participates in the exchange of information, and relates and communicates to other team members.
- Emotional/motivational support: Consider the amount of emotional/motivational support the member gives to other team members
- Leadership: Consider how the team member engages in leadership activities.
- Overall: The overall performance of the team member while in the group.
 - Given the opportunity, I would have “fired” this person from our team
 - I would want this person in my group again
 - This person was the leader of the team
 - This person took charge and did a lot of work, but I would not want to work for them.

IV. Grading

A. Grading Scale

The grading scale is guaranteed. You will receive no less than the grade listed within the appropriate interval. I reserve the right to adjust the grading scale in favor of the class if warranted. The points assigned to each grade comply with the points identified in the UNT Catalog.

Grade Numeric Range Grade Point

A	180-200	4.0
B	160-179	3.0
C	140-159	2.0
D	120-139	1.0
F	≤119	0.0

The potential point value for each assignment is as follows:

Assignment	Pts
Group Assignments	30
<i>Facility Location and Design</i>	<i>10</i>
<i>Supply Chain Network Design</i>	<i>10</i>
<i>Data Analytics</i>	<i>10</i>
Individual Assignments	40
<i>Critical Thinking</i>	<i>10</i>
<i>Personal Brand</i>	<i>10</i>
<i>SPOT Evaluation</i>	<i>10</i>
<i>Research Participation</i>	<i>10</i>
Group Term Project	130
<i>Project Charter</i>	<i>20</i>
<i>NT Logistics Coaching Session</i>	<i>20</i>
<i>Project Review</i>	<i>20</i>
<i>Project Triage</i>	<i>20</i>
<i>Project Report</i>	<i>25</i>
<i>Project Presentation</i>	<i>25</i>
TOTAL	200

B. Assignment Formats and Due Dates

You are expected to approach each assignment with the professionalism required in the “business” world by fulfilling your responsibilities and completing work on time. Work products should have a neat, professional appearance. The appearance of the submission will affect the grading – up to a 20% deduction for submissions deemed to be unprofessional in appearance.

Each assignment is due by the time specified in Blackboard. Any assignment may be submitted any time prior to the due date/time. **When submitting files electronically, start the file with your last name or Team number, e.g.**

Sauser_CaseStudy.pdf

Team_3_FacilityLocation.pdf

A 50% penalty will be assessed for submissions within 24 hours after the assignment is due (one day late). A 100% penalty will be assessed for submissions more than 24 hours after the assignment is due. Correct spelling, grammar, and punctuation are expected and will be considered in the grading of all assignments. The overall appearance and professionalism of the submission will also be considered in the grade.

C. Extra Credit

There will be no extra credit in this class. Students will not be allowed to resubmit assignments.

D. Grading Appeals, Withdrawals and Incompletes

If you disagree with how any assignment was graded, **you must submit a written appeal by email or letter before the start of the next class period.** The email or letter must clearly state the rationale for the appeal and provide evidence to support your position. For example, you may cite text references, PowerPoint slides, or outside readings to support your position—**these must be clearly referenced by title and page number.** The rationale should be objective in nature and should not include subjective opinions. **Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.**

Please refer to the UNT Catalog for policies governing Withdrawals and Incompletes. If you have any questions, please contact me for clarification. Please note: UNT only allows the use of incomplete for extraordinary circumstances. An incomplete grade will not be used simply to provide more time to complete the course requirements.

V. Course Schedule

Below is a proposed schedule, but this schedule will adjust to accommodate class progress, more in-depth discussion where warranted, or to take advantage of guest speakers or tours if the opportunity should arise. Ultimately, we need to optimize your learning experience via a dynamic and agile learning experience.

Week of	Lecture Topic	Assignment
Jan 14	<i>Course Introduction</i>	Read article for Critical Thinking Assignment
Jan 21	<i>Critical Thinking</i>	Critical Thinking (Individual)
Jan 28	<i>NT Logistic Case Competition Introduction</i>	Review Project Charter Assignment
Feb 4	<i>Project Management and Planning</i>	Project Charter (Group)
Feb 11	<i>Interview Skills/Personal Brand</i>	
Feb 18	<i>Decision Making/Data Analytics</i>	Visualizing Data (Group)
Feb 25	<i>Q&A with Lynn Gravley, NT Logistics President</i> <i>Ying Low, Power BI</i>	
Mar 4	<i>Facility Location and Design</i>	Facility Location and Design (Group)
Mar 11	<i>Designing the Supply Chain Network</i>	Supply Chain Network Design (Group)
Mar 18	<i>Project Review (Groups 1-5)</i>	
Mar 25	<i>Project Review (Groups 6-10)</i>	
Apr 1	<i>Project Review (Groups 11-15)</i>	
Apr 8	<i>Project Triage Review</i>	Triage Presentation/Exec Sum DUE
Apr 15	<i>NO CLASS</i>	Work on Report

* Teams that are selected as finalist will present to NT Logistics on April 28th.

VI. Policies

A. Academic Integrity

Cheating, plagiarism, or other inappropriate assistance on examinations, abstracts, or cases will be treated with **zero tolerance** and will result in a grade of “F” for the course. Any work should be solely your effort with ABSOLUTELY NO outside help or assistance. Students must be familiar with and adhere to the University’s Academic Integrity policies. A dedicated website for this information can be found at: <http://vpaa.unt.edu/academic-integrity.htm>

To steal and pass off (the ideas or words of another) as one's own is plagiarism. If you quote or reference other’s material, you must cite your sources. Cutting and pasting from other sources, even if properly footnoted does not meet the criterion of submitting your own work and will result in a failing grade for the course. The examination instructions are very clear regarding what materials may be used on the exam. If you “preprogram” your calculator, use any materials other than those permitted on the exam, talk with other individuals during the exam, exchange information about an exam with an individual that has not taken the exam, or copy or use material from another individual’s exam, you will receive a failing grade for the course. According to University policy, if you become aware of any misconduct related to academic integrity, you should inform me or another proper authority such as the Department Chair or Associate Dean.

B. Cell Phones and Other Electronic Devices

All cellular or digital phones, pagers, and laptops are to be turned off during class. **Failure to comply with this request will result in a letter grade deduction to the final grade if repeated.** Laptop usage to investigate additional information during class will be encouraged at the discretion of the instructor.

C. Changes in Course

The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. All changes will be announced in class prior to the change with a posted change to the syllabus placed on Blackboard.

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

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 additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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 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. 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>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

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.

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) 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

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.

Download the UNT System Permission, Waiver and Release Form

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.

Class Recordings & Student Likenesses (Delete this statement if not applicable)

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

Academic Support & Student Services

Student Support Services

Mental Health

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)
- [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)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- 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/)