

College of Visual Arts and Design  
Interdisciplinary Art & Design Studies  
Seminar in Design Management  
ADES4660.001  
Fall 2018

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## COURSE SYLLABUS

Welcome to ADES 4660 Design Management! This 3-hour required seminar course is being offered for the first time this fall, thank you all for your interest in participating and I look forward to getting to know each one of you throughout the semester. This course will continue into a second sequence this spring, Capstone in Design Management.

### Course Information

- Course – ADES4660, Section .001 (3 credit hours)
- Class Time – Tuesdays, 6pm to 8:20pm
- Class Location – ART 265

### Instructor Contact Information

- Mrs. Cory L. Chaisson, NCIDQ #31359, RID #10881
- UNT College of Art and Design, Office TBD
- Phone – I do not have an office phone in the new building yet. If you have an emergency, please call or text me at 214-755-9125.
- Email - [Cory.Chaisson@unt.edu](mailto:Cory.Chaisson@unt.edu)
- Office hours – Tuesdays 5-6PM BY APPOINTMENT ONLY

Meeting space depends on first come, first serve availability and can be scheduled in ART 272 Meeting Room and Hoteling Spaces 262 A-C, ART 270E, ART 275. Until we get settled into the new building please forgive the inconvenience and lack of prior knowledge to my location. If you are already located at one of these locations before our appointment feel free to email me.

### Course Pre-requisites, Co-requisites, and/or Other Restrictions

You must have fourth year status and have successfully completed both MKTG 3650 and MGMT 3850 before enrolling in this course.

### Course Description

This seminar course is designed to help students learn effective design management practices and procedures that empower design, enhance collaboration, and encourage synergy between the “design” side and “business” side. *Design management encompasses ongoing processes, business decisions, and strategies that enable innovation and create effectively-design products, services, communications,*

*environments, and brands that enhance our quality of life and provide organizational success. (DMI.org)*  
By using design processes to solve general business problems, we can not only improve design effectiveness but also enhance the end user experience.

## Course Objectives

Your experience in this seminar course will give you a better understanding of:

- Personal goals as an individual, a student, and a soon-to-be working professional
- Definition of design management
- History of design management
- Design management in the real world
- The future of design and design management
- How to better visualize and portray your ideas to your collaborators
- The design concept and its role in design management
- Technology and its importance in design management collaboration
- Sustainable practices within design management
- Design thinking process
- Programming research and development
- Marketing and brand management
- Professional practice
- How to create a successful design management plan

## Materials

- Required readings are provided by your instructor and can be found in your online Canvas course portal.
- Supplementary materials include a notebook, binder, sketch pad, pens/pencils, etc.

## Teaching Philosophy

The transference of knowledge between instructor and student is the cornerstone for one's professional success and requires dedication, inspiration, and training provided by the industry's finest educators. With almost twenty of professional knowledge gathered in the field and understanding gained from years of classroom experience, I have concluded the following the foundations of successful teaching practices: continuing education, planning and preparation, real world-based curriculum, and enthusiasm in the classroom.

## TECHNICAL REQUIREMENTS/ASSISTANCE

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

The University of North Texas provides student technical support in the use of Canvas and/or Blackboard and other supported resources. The student help desk may be reached at:

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

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight
- Blackboard technical requirements: <https://clear.unt.edu/supported-technologies/blackboard/blackboard-technical-requirements>
- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.
- Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>
- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

## Minimum Technical Skills Needed

- Ability to use online Canvas portal <https://unt.instructure.com/login/ldap>
- Access to UNT email <http://it.unt.edu/eagleconnect>
- Downloading and opening documents provided by instructor
- Utilizing both online and physical forms of research
- Creating and submitting files in commonly used programs such as PowerPoint, Word, PDF, etc.

## Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

## COMMUNICATING WITH YOUR INSTRUCTOR

I am available outside of class primarily by email but can also be reached by phone if necessary, please see my contact info above. Students should send personal concerns or questions regarding this course to [Cory.Chaisson@unt.edu](mailto:Cory.Chaisson@unt.edu). Students can expect to receive a response within 24 hours, your patience is greatly appreciated as I am a full-time working professional in addition to this adjunct position.

## ASSESSMENT & GRADING

### Attendance / Absences

Class attendance is a requirement of this course. Only one unexcused absence will be allowed. Attendance will be taken at the beginning and end of each class. Late arrival to class is discourteous to other students, three (3) late arrivals will equal one unexcused absence. Excessive unexcused absences will result in a lower grade. Class attendance will account for 50% of your class participation grade, the balance of this grade will be based on what you do in class.

### Class Participation / Discussions

Each student is expected to actively contribute to class discussions as this directly relates to real life project management situations. A component of your grade will be based on your classroom performance and discussion involvement. We can all learn from each other's responses and questions so please be respectful both in class and online. Each weekly discussion requires at least two comments on your classmates' discussion answers.

### Grading

Class Participation / Attendance (5 points per class)	80 points
15 Discussions (10 points each)	150 points
10 Assignments (15 points each total)	150 points
Final Project Documentation & Presentation	220 points

**Total Points Possible for Semester/Grading Scale = 600**

A	560 and above
A-	520-559
B+	470-519
B	435-469
B-	400-434
C+	325-399
C	300-324
C-	275-274
D	250-274
F	Below 250

## CALENDAR

DATE	ASSIGNMENTS DUE (BEGINNING OF CLASS)	CLASS AGENDA
Week 1 8-28-2018  History of Design Management	Welcome to class!	<ul style="list-style-type: none"> <li>• Introduction - Orientation, policies, procedures.</li> <li>• Startup Exercise - Identify personal goals as an individual, a student, and a professional.</li> <li>• Lecture &amp; PowerPoint - What exactly is design management? Define and review the history and evolution of design management.</li> <li>• Group Assignment - Research and then compare different examples of design management in history. Provide studies, including examples of innovation that were made possible because of design management. <b>Due week 2.</b></li> <li>• Discussion - State your own personal definition of innovation and the role design management plays in creating the potential for innovation to occur.</li> </ul>
Week 2 9-4-2018  Design Management in the Real World	<ul style="list-style-type: none"> <li>• Week 1 Discussion due</li> <li>• Week 1 Group Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise - Individually list out questions for our guest speaker. Group up and as teams, narrow down your top three questions to ask once speaker is done.</li> <li>• Guest Lecturer - Bill Morgan (TBD)</li> <li>• Individual Assignment - Research several industry companies or professionals and narrow down three places to visit, interview, and shadow over the next few weeks. Use this research to help you complete final project. <b>Due week 8.</b></li> <li>• Discussion - Who are some of the companies and professionals you are interested in researching and why? List ten questions you wish to ask during your interviews.</li> </ul>
Week 3 9-11-2018  Future of Design	<ul style="list-style-type: none"> <li>• Week 2 Discussion due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise – Research and make a list of current and upcoming trends.</li> <li>• Lecture &amp; PowerPoint - Interpret and investigate the nature of trends as well as their causes, consequences, and implications.</li> <li>• Individual Assignment - Narrow down a trend or a specific group of trends and identify the different aspects we discussed in the lecture and PowerPoint earlier in class through research and physical participation. Create a PowerPoint presentation to display your findings both verbally and visually. <b>Due Week 4.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Discussion - What are some trends you have found in your research that have implicated the design industry in a good way and how? What trends have had a negative effect on our industry and how?</li> <li>• <b>**Bring a sketch pad and your preferred method of drawing utensil to class next week**</b></li> </ul>
<p>Week 4 9-18-2018</p> <p>Idea Visualization</p>	<ul style="list-style-type: none"> <li>• Week 3 Discussion due</li> <li>• Week 3 Individual Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise – Pictionary</li> <li>• Lecture &amp; PowerPoint - Identify why drawing and diagramming are such an important aspects of design management. Designed to focus on real-time sketching and diagramming that coordinates with PowerPoint to enhance right-brain activity, effectively summarize issues, and to collaborate effectively as a team through imagery.</li> <li>• Individual Assignment - Select a specific industry and create a presentation displaying the different visual methods that were used to interpret ideas with in that industry. Include visuals, research, and your own commentary. <b>Due Week 5.</b></li> <li>• Discussion - What are the different types of visualization you have come across in your research so far and how did they successfully or unsuccessfully relay an idea? Which types of visualization do you tend to feel more comfortable towards and why?</li> </ul>
<p>Week 5 9-25-2018</p> <p>Design Conceptualization</p>	<ul style="list-style-type: none"> <li>• Week 4 Discussion due</li> <li>• Week 4 Individual Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise – Design a Quote</li> <li>• Lecture &amp; PowerPoint – How does design management apply the process of design conceptualization outside of the studio? Encourages teamwork and envisioning new ideas and solutions.</li> <li>• Group Assignment - Select an area of design and as a team, research and develop a design concept utilizing the information you have learned in the last several classes. Create a one-page large-format three-dimensional presentation that includes multiple facets of visual and written communication. <b>Due Week 7.</b></li> <li>• Discussion – Write a design concept statement for a specific area of interest in your given industry that in so many words describes the topic of choice.</li> </ul>
<p>Week 6 10-2-2018</p> <p>Technology and Collaboration</p>	<ul style="list-style-type: none"> <li>• Week 5 Discussion due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise - Cryptogram</li> <li>• Lecture &amp; PowerPoint - What is design collaboration and why is it important to design management world-wide? Discuss the technology and programming behind collaboration and the design industry.</li> </ul>

		<ul style="list-style-type: none"> <li>Group Assignment - Continue working on Design Concept assignment with your group. <b>Due Week 7.</b></li> <li>Discussion - Research different types of collaboration tools and software. Discuss which ones you liked and disliked. Why did you like or dislike?</li> </ul>
Week 7 10-9-2018  Sustainable Practices	<ul style="list-style-type: none"> <li>Week 6 Discussion due</li> <li>Week 5 Group Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>Startup Exercise – Sustainability Near Me</li> <li>Lecture &amp; PowerPoint - This lecture focuses on dismantling the common belief that sustainable design practice is not profitable.</li> <li>Group Assignment - Present Week 5 group assignment to class.</li> <li>Individual Assignment - Research a specific scenario where a sustainable design practice has become way more profitable than when it was originally thought up. Present your findings in a two-page double-spaced document. Images are welcome, but they do not count towards paper space. Cite all sources. <b>Due Week 8.</b></li> <li>Discussion - What sustainable practices do you partake in on a personal basis? I.E. Do you recycle? Do you buy certain brands that help with sustainability? What changes in our current society would make you do more for sustainability and why?</li> </ul>
Week 8 10-16-2018  Design Thinking Process	<ul style="list-style-type: none"> <li>Week 7 Discussion due</li> <li>Week 2 Individual Assignment due</li> <li>Week 8 Group Assignment due (end of class)</li> </ul>	<ul style="list-style-type: none"> <li>Startup Exercise – Dreams/Gripes</li> <li>Lecture &amp; PowerPoint - What is the process behind Design Thinking? Identify the steps one must take to effectively address "wicked problems" and manage change involving multiple systems and players.</li> <li>Group Assignment - Break off into groups and utilize the five steps of design thinking process to solve a "wicked problem" that will be assigned to you. Answer the questions to the coordinating handout. <b>Due at the end of class.</b></li> <li>Discussion - Describe a past "wicked problem" relating to your area of study and how you handled it at that moment in time. What would you differently now that you have more information on how to handle these situations? What would you have done the same?</li> </ul>
Week 9 10-23-2018  Programming Research & Development	<ul style="list-style-type: none"> <li>Week 8 Discussion due</li> </ul>	<ul style="list-style-type: none"> <li>Startup Exercise – Words on Words on Words</li> <li>Lecture &amp; PowerPoint - Part 1. This lecture focuses on how to articulate a specific topic, develop investigative questions, conduct primary and secondary programming research, and how to apply all the above towards the design element in question.</li> </ul>

		<ul style="list-style-type: none"> <li>Individual Assignment - Select a design topic to research over the next few weeks that pertains to your field of study. Conduct primary and secondary programming research and present your findings in a PowerPoint presentation. <b>Due Week 11.</b></li> <li>Discussion – Create a list of ten questions you hope to answer while conducting your research.</li> </ul>
<p>Week 10 10-30-2018</p> <p>Programming Research &amp; Development Continued</p>	<ul style="list-style-type: none"> <li>Week 9 Discussion due</li> </ul>	<ul style="list-style-type: none"> <li>Startup Exercise – Internet Scavenger Hunt</li> <li>Lecture &amp; PowerPoint - Part 2. This lecture focuses on how to articulate a specific topic, develop investigative questions, conduct primary and secondary programming research, and how to apply all the above towards the design element in question.</li> <li>Individual Assignment - Continue working on assignment. <b>Due Week 11.</b></li> <li>Discussion – Find examples of programming research that relates to your field of study. Discuss how they apply to our class lesson.</li> </ul>
<p>Week 11 11-6-2018</p> <p>Marketing and Brand Management</p>	<ul style="list-style-type: none"> <li>Week 10 Discussion due</li> <li>Week 9 Individual Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>Startup Exercise – Logo my Name</li> <li>Lecture &amp; PowerPoint - This lecture introduces the students to brand concepts, strategic planning, marketing, and communication and how it relates to design management.</li> <li>Individual Assignment - Using the information and documents you received in this week's class, develop a standardized set of brand documents for your design practice based on the list on your handout. <b>Due Week 12.</b></li> <li>Discussion – Find three examples of marketing and brand management that relate to today's lesson. What do you like and dislike about them?</li> </ul>
<p>Week 12 11-13-2018</p> <p>Professional Practice</p>	<ul style="list-style-type: none"> <li>Week 11 Discussion due</li> <li>Week 11 Individual Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>Startup Exercise – Sketch your day.</li> <li>Lecture &amp; PowerPoint - Students will discover the art of professional practice and are presented with different case studies, documents, plans, and proposals that emphasize the practicum behind a design business.</li> <li>Individual Assignment - Using the information and documents you received in this week's class, develop a standardized set of business documents for your design practice based on the list on your handout.</li> <li><b>Due Week 13.</b></li> <li>Discussion – Find a professional website or online portfolio. Reflect on how the designer or artist put the design together. What techniques did they use and what makes it so visually appealing or not?</li> </ul>

<p>Week 13 11-20-2018</p> <p>Design Management Plan</p>	<ul style="list-style-type: none"> <li>• Week 12 Discussion due</li> <li>• Week 12 Individual Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise – Spot the Difference</li> <li>• Lecture &amp; PowerPoint - Students will review the principles of project planning, the phasing of projects, and the steps towards implementation.</li> <li>• Individual Assignment - Develop a design management plan that you will utilize in ADES4562 during your semester project. <b>Due Week 14.</b></li> <li>• Discussion – Find examples of project planning online and share with your classmates. Discuss what you like and dislike about them.</li> </ul>
<p>Week 14 11-27-2018</p> <p>Assign Final Project</p>	<ul style="list-style-type: none"> <li>• Week 13 Discussion due</li> <li>• Week 13 Individual Assignment due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise – Thirty Circles</li> <li>• Assign Final Project - You will select a design concept that closely relates to your chosen area of study. Keep in mind, you will take this design concept to the next level in next semesters' integrative capstone. You will provide preliminary programming research and development for that highlights the different elements of design management that you have learned in this class and other classes prior. Prepare a comprehensive written document in conjunction with a visual yet informative presentation of your findings that you will present on the last day of class. See hand out for further instructions. <b>Due Week 16.</b></li> <li>• Discussion - List your top five design concepts and why you feel they would be a good selection for your final project.</li> </ul>
<p>Week 15 12-4-2018</p> <p>Final Project Work Day</p>	<ul style="list-style-type: none"> <li>• Week 14 Discussion due</li> </ul>	<ul style="list-style-type: none"> <li>• Startup Exercise - Mind Map</li> <li>• Narrow down design concept with instructor and et peer critiques from classmates. Continue working on Final Project. <b>Due Week 16.</b></li> <li>• Discussion - Post progress, questions, comments, etc. regarding final project for bonus points.</li> </ul>
<p>Week 16 12-11-2018</p> <p>Final Project Due</p>	<ul style="list-style-type: none"> <li>• Week 15 Discussion due</li> <li>• FINAL PROJECT DUE!</li> </ul>	<ul style="list-style-type: none"> <li>• Present final projects and turn in any late assignments.</li> <li>• Complete course evaluation.</li> <li>• Have a great break!</li> </ul>

## COURSE POLICIES

### Assignment

Official due dates for all reading, discussions, and assignments can be found in the course calendar. Discussion questions, lecture presentations, assignment instructions, and supplemental reading materials will be available online via Canvas, printing these documents will be the responsibility of the

student before the start of class. While you may use any appropriate software to create your presentations, documents, etc. you will need to submit them in the online Canvas portal for this class in a PDF format. Instructions on how to create PDF files from varying documents can also be found in the online Canvas portal for this class.

## **Attendance**

UNT recognizes that student success is promoted by regular attendance and participation in class. It is the responsibility of the faculty member to notify students in writing of any special attendance requirements for the class. This policy applies to all modes of course delivery.

Information about the University of North Texas' Attendance Policy may be found at:

<http://policy.unt.edu/policy/15-2-5>

## **Late Work**

No make-ups will be allowed for any student who does not show up to class for scheduled discussions, assignment due dates, presentations, etc. without prior notification and approval by the instructor.

Without approval the student will have to accept a zero for that day's assignments. While it is recognized that a student may apply for late withdrawal from a course or request an "incomplete" grade for the semester, the instructor will not change a grade unless the student makes this request before the end of the semester. The request must be in writing either on paper or via email and must offer a valid explanation as to why the student feels they cannot complete the requirements of the course. The instructor will then in consultation with the advising office determine if such a grade change is warranted. An incomplete grade will not be considered unless the student is otherwise passing the course.

## **Technological Difficulties**

UNT The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## **Instructor Responsibilities and Feedback**

- Develops syllabi that clearly outlines the course requirements, rationale, goals, and objectives.
- Submits digital copies of syllabi and course handouts to the online Canvas course portal.
- Selects supplemental reading and other resources for the class.
- Prepares class sessions, discussions, and assignments to help students grasp course content and how it relates with overall student learning outcomes for the course.
- Teaches relative material according to the UNT catalog descriptions and in accordance with defined course standards and outcomes.
- Creates a learning environment that encourages student involvement and participation.

- Provides a minimum of one (1) office hour for each 3-unit credit course.
- Documents students' attendance, participation, and academic progress by giving and grading assignments, discussions, and projects that lead to a final grade.
- Submits course grades to the UNT Registrar by the assigned date.
- Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development.
- When called upon, functions as an official academic advisor, counseling students about course, academic sequence, and program selections.
- Maintains and disseminates current information pertaining to services available to students throughout the school.
- Participates in and contributes to curriculum development by planning, developing, and evaluating new and existing courses and curriculum.
- Participates in faculty meetings and staff meetings (monthly), serves on committees, and participates in other activities on campus.
- Is familiar with and maintains behavior and actions consistent with school policies.
- Continues professional development and growth according to personal needs and certification requirements, including participation in UNT-provided faculty development.

## **COURSE EVALUATION**

### **Course Evaluation Form**

UNT encourages all students to complete a Course Evaluation Form for each course they attend during the semester. All submissions are anonymous. We share the results of the evaluations with our faculty members, who are encouraged to incorporate the feedback they receive when developing courses for future semesters.

## **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 at [disability.unt.edu](http://disability.unt.edu).

### **Course Safety Procedures (for Laboratory Courses)**

Students enrolled in [insert class name] are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

### **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 Blackboard 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 Blackboard 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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

**Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

**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 IA System Notification" ([no-reply@iasystem.org](mailto: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 at <http://spot.unt.edu/> or email [spot@unt.edu](mailto: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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.