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

MGMT 4300 Talent Acquisition and Management
Fall 2025 Syllabus: August 18 – December 12, 2025

Section 401: 100% online via Canvas

Instructor Contact

Name: Professor Welch, Department of Management Principal Lecturer

Office Location: 358A - Business Leadership Building - Denton Campus

Phone Number: 940-565-4766 – Office

Office Hours: Thursdays - 10:30 am-12:20 pm and 2:00-2:30 pm (On Campus); Other times available by appointment/Zoom (see Canvas for more information); By Appointment Only During Finals Week

Email: Erin.Welch@unt.edu

Please put MGMT 4300 in the Subject Line

Communication Expectations: Email is checked on a regular basis, Monday-Friday. However, there may be times when it could take me up to 24 hours to respond, especially on weekends. If you do not receive an email reply from me after 24 hours, please send a follow-up email. I will inform you if I am unable to respond due to travel or illness.

Course Description

MGMT 4300 Talent Acquisition and Management (3 credit hours) is a senior-level course. This course is about making selection decisions from the employer's perspective. We will examine test validation and other recruitment and selection techniques related to EEO, ADA, and AAP laws and learn how to recruit, select, and place employees in a culturally agile workforce. Your task during the semester is to become familiar with the talent acquisition and management strategies necessary to attract, develop, and retain employees with the necessary skills and aptitude to meet an organization's current and future needs.

Course Structure

This course is offered 100% online via Canvas (unt.instructure.com). You will need your EUID and AMS password—the same credentials you use to log in at your Student Portal at UNT (my.unt.edu). If you don't know your password or have trouble logging in, there is a link on the page to reset your AMS password (ams.unt.edu).

The course is asynchronous in that there are no assigned meeting times. Although the structure provides flexibility, please note that the course is not self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed with scheduled times and defined availability windows for taking exams. Please don't hesitate to reach out via email with questions, and we can schedule a Zoom meeting if needed.

Lessons in the course will be conducted using the textbook, recorded lectures, guest speakers, articles, and other supporting material. Recognize that supporting materials/articles are simply a record of an issue that has been faced by HR professionals. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions, and prejudices upon which talent acquisition strategies and decisions have

been made. As such, they will provide the basis for an in-depth examination of concepts.   For this method of instruction to work effectively, you must read and analyze all assigned material.

Dropping the Course

Please note that November 7th is the last day for a student to drop a course with the consent of the instructor. If you decide to drop by the deadline, you will receive a W (not a WF) which doesn't impact your GPA. If you have questions regarding your grade, please contact me via email. Please visit the UNT Registrar Website (https://registrar.unt.edu/) for detailed procedures and deadlines regarding these drops.

Course Objectives

The course prepares students to enter the HR field as qualified professionals. An intensive review of the functional disciplines related to talent acquisition and management is the major focus of this senior-level HR class. After completing this course, students will be able to:

CO-1.   Identify the steps involved in developing a recruitment and selection program.
CO-2.   Examine how job performance measures and job analysis are used to build a selection program.
CO-3.   Explain the role of legal policies in employment decisions, the fair treatment of all applicants, and the methods for identifying the job-relatedness of selection devices.
CO-4.   Describe the stages of the recruitment process and how the talent acquisition strategy should align with the overall business strategy.
CO-5.   Discuss the concepts of HR measurement in selection, reliability, and validity in choosing useful selection measures.
CO-6.   Describe various selection tools, including applications, background checks, interviews, ability tests, and personality tests.

Required Materials
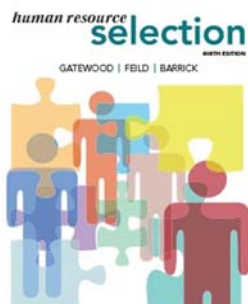
Gatewood, Feild, and Barrick. (2019). *Human Resource Selection* **(9th Ed). Published by Wessex Learning. ISBN Hard Cover 978-0-9995547-4-6; ISBN Soft Cover 978-0-9995547-5-3; and ISBN eBook 978-0-9995547-6-0.**

The above book will be the basis for our class. The UNT Bookstore and Publisher offer it in different formats (digital or print to rent or buy). Visit Wessex Publishing (https://wessexlearning.com/collections/human-resources/products/human-resource-selection) for more information.

If purchasing/renting online from another source other than the publisher or UNT Bookstore, please be careful and purchase/rent from a reputable source.

Additional material will be distributed on Canvas.

To fully participate in this class, students will need reliable internet access to reference content on the Canvas Learning Management System and a computer with speakers, a webcam, and Microsoft Office (Word, Excel, PowerPoint). If you are new to Canvas, please visit Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements) for more information on Canvas app and browser compatibility.

Eagle Connect / Canvas

All students should activate and regularly check their **EagleConnect (email) account**. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another email address, visit Eagle Connect (https://it.unt.edu/eagleconnect). To access the course in Canvas:

- Go to Canvas (https://canvas.unt.edu)
- Login using your EUID and Password
- Click on "MGMT 4300" from your list of courses

Getting Help with Technology Issues

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

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

Technical difficulties will be resolved as they appear (do not wait to report them). The University computer techs can determine exactly what has taken place and will advise me of the outcome. I will decide on how to resolve the technical issue based on their advice, University policy, and my experience.

Help Desk: Helpdesk Website (https://aits.unt.edu/support/)

Email: helpdesk@unt.edu

Phone: 940-565-2324

Canvas Announcements

I will share quick news and course updates with the class using Announcements in Canvas. Announcements can be accessed via the left-hand navigation menu. **Please check Announcements on a regular basis throughout the semester.**

Course-Related E-Mail Messages

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

> To: Erin.Welch@unt.edu
> From: Good.Student@my.unt.edu
> Title: MGMT 4300 Question – Individual Project
>
> Professor Welch,
>
> Hope your day is going well.
>
> For the individual project, is it okay if the recorded presentation is within a minute of the specified time frame?
>
> Thanks,
> Good Student

Please keep in mind that my name is Professor Welch and not "*Hey Prof*" or "*Yo Momma*". Be professional.

Teaching Philosophy

My goal is to provide a high level of customer service. If you need assistance with anything related to this course, you should e-mail me at Erin.Welch@unt.edu and we can schedule an appointment to meet if needed.

As you review the material, I ask that you think about how it applies to your career and think of ways you can be a more effective applicant, talent acquisition specialist, HR professional, and/or hiring manager. As your professor, I will guide you toward self-discovery, acquisition, and application of knowledge, and creative problem-solving. All readings, assessments, assignments, etc. are structured in a way to maximize your potential, challenge you to explore new horizons, and make you more marketable in the workplace. You will not be successful if you simply

memorize facts/definitions/practice questions; you must be able to apply concepts to real-life talent acquisition and management situations. **Keeping me informed of your progress and any issues that may arise is critical.** The University of North Texas has many resources available to ensure you are making appropriate progress toward the attainment of your educational and personal goals. You are not alone.

Inclusive Learning Environment

As members of the UNT community, we have all made a commitment to being part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation, so we will work as a class to collaborate in ways that encourage inclusivity. If you have any concerns, please contact me.

Succeed at UNT

At UNT, our mission is to empower you to thrive in a rapidly changing world by offering a high-quality education and a caring and creative community. As a faculty member, I am committed to helping you excel and grow as a student. To learn more about campus resources and information on how you can be successful at UNT, visit the success website (https://www.unt.edu/success/). To find answers to enrollment and student financial-related questions, visit scrappysays.unt.edu (https://scrappysays.unt.edu/). If you can't find what you're looking for, I am available to help answer questions or help you find resources for one-on-one assistance.

Attendance

The online version of this class has no scheduled meeting times, but student success is promoted by regular participation in class. Please refer to the UNT policy on student attendance and authorized absences (https://policy.unt.edu/policy/06-039) and let me know if you have any questions/concerns.

Participation and Online Class Conduct

Honing your professional skills is part of the university experience and one of the learning outcomes of this class. **Professionalism** means being engaged in the learning experience.

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 may be referred 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. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards). Be professional, concise, and consistent when communicating.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Arial, Calibri, or Times New Roman, and use a size 11- or 12-point font.
- 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 others). Do not send confidential information via e-mail.

Course Requirements

Grading Breakdown/Assessing Your Work

Assignment	*Points Possible*
Syllabus Quiz	6 points
Student Introduction via Discussion Board	5 points
Discussion Board Assignments (3 at 8 points each)	24 points
Guest Speaker Observations (3 at 8 points each)	24 points
Individual Strategic Talent Acquisition Project	55 points
Chapter Quizzes (12 at 3 points each)	36 points
Exams (3 at 100 points each)	300 points
Total Points Possible	**450 points**

Final Letter Grade = Total Points Earned

A = 405-450 points

B = 360-404.9 points

C = 315-359.9 points

D =270-314.9 points

F = 0-269.9 points

NOTES:

- **As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.**
- **Final grades will be calculated based on total points earned – no rounding and no extra credit.**
- **Please try from the first day of class and do your best on all assigned items. No deals will be given because it would be unethical of me to give you points that have not been earned.**
- **The Department of Management has high standards for its junior and senior-level courses that will be enforced by holding you accountable for mastering the material.**

Requests for Alternative Testing Times/Assignment Deadlines

Requests for alternative testing times or assignment deadlines should be made **prior** to the deadline. Please forward the request to me via email and keep the absence policy in mind. Final exams can be rescheduled if you have two or more on the same day.

Sundown Rule

NOTE: You have one (1) week (from the date the grade is released) to inquire about your grade on any assessment or assignment. The exception to this is the last round of assignments, the last exam, and your Final Letter Grade, when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades!

GenAI Use

In this course, you are encouraged to use Generative AI (GenAI) tools such as ChatGPT and others to support your learning and development skills for a GenAI-oriented workforce (**GenAI use is not permitted when taking quizzes or exams**). This use will help us stay technically proficient and ethically grounded. However, GenAI should complement, not replace, our course materials. If something seems unclear, feel free to reach out. I use GenAI to enhance materials and streamline tasks. I will always disclose how I use GenAI and expect the same from you. In line with the UNT Honor Code, all the work you submit must be your own. Using GenAI tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to university policy.

Event Timing

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

Course Evaluation

This semester, UNT will administer course evaluations online (the "SPOT" – Student Evaluation on Teaching). The evaluations are used to evaluate the faculty's performance and provide guidance on what can be improved and what you like about the course.

These are very important to me, as you are the reason I'm here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations, which will be administered towards the end of the semester. You will be notified on Canvas and via your UNT email once the evaluations open.

Course Policies and Assignment Information

Assignment Policy

Students are required to log into the online class to check class announcements, check grades, and complete assignments at least twice a week (more often during summer sessions).

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

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

Syllabus Quiz

IMPORTANT: Available in Canvas under the Introductory Assignments Canvas Module. Webcam and Browser Required for the Syllabus Quiz, which allows you to test your system before taking an Exam. Other Quizzes don't require a Webcam or LockDown Browser.

Each student will complete an online syllabus quiz by the due date in the Course Schedule at the end of this document. The syllabus quiz will familiarize you with how to take an online assessment within Canvas and ensure that you understand the respective course and university policies. There are 6 multiple-choice and true/false questions (worth 1 point each), and you have 10 minutes to complete the quiz.

Discussion Board Policy

IMPORTANT: Available in Canvas within the corresponding Canvas Module.
1. **STUDENT INTRODUCTIONS** (in the Introductory Assignment Canvas Module).
    To kick off the semester, all students will introduce themselves in a Discussion Board Assignment. Be sure to respond to all questions (name, major, career interest, etc.). The Discussion requires you to post an Original Response to each of my questions and to reply to at least one 1 of your classmates. 5 Max Possible Pts.
2. **DISCUSSION BOARD ASSIGNMENTS** (3 TOTAL – in their corresponding Canvas Module)
    Three discussion board assignments will be administered throughout the semester to promote the exchange of ideas and resources related to course content. Your prompt posts and meaningful responses are critical to creating an effective online learning environment. Posts to the discussion board are

considered submissions to an academic forum and should be of appropriate quality, displaying critical thought, attention to detail, spelling, and composition. Includes works referenced when appropriate.

DISCUSSION BOARD ASSIGNMENTS GRADING

If students present quality posts (original post and a response to 1 classmate), they will earn full credit. When responding, clearly answer each question. Keep responses to the point, and they must demonstrate independence of thought. Discussion Post Grading will be as follows:

- **8 points** – Extraordinary, Superb, Excellent! Followed the guidelines. No spelling or grammatical errors. Demonstrates that the student researched the topics and has a clear understanding of the concepts. Student provides examples, explains reasoning/thought process, and provides a detailed response to a classmate.
- **6 points** – Good/Satisfactory. Meets the majority of guidelines. Very few spelling and grammatical errors. Demonstrates a general understanding of the company and concepts discussed. However, forgot some of the requirements, such as responding to a classmate or did not provide a detailed/thoughtful response to a classmate.
- **4 points** – Fair, Marginally Satisfactory. Only met part of the guidelines. Did not expand on statements/positions. Spelling and grammatical errors.
- **2 points** – Barely Passing/Acceptable. Met very few guidelines. Does not demonstrate that the poster read and understood the concept.
- **0 points** – Not Passing or Not Submitted, Unprofessional, Excessive similarity to answers posted by other students. No submission.

Discussion Board Assignment grades will be posted in the Canvas Grade Book within one week after the assignment due date. 8 Max Possible Pts per Discussion Board Assignment.

Guest Speaker Observations Reports

IMPORTANT: Available in the corresponding Canvas Module.

We will have guest speakers/virtual presentations on course topics throughout the semester. Students must watch the presentations. For each presentation, students will submit their observations (more information on Canvas). Also, be prepared to see exam questions over the guest speaker's presentations. Each short, written assignment will be worth 8 points (rubric in Canvas). Please allow up to a week for written assignments to be graded.

Individual Strategic Talent Acquisition Project

IMPORTANT: Available in its own Canvas Module.

To apply concepts learned throughout the course, students will complete an individual talent acquisition strategy project. A detailed description of the project, deliverables, and due dates will be provided in Canvas as the project approaches. 55 maximum possible points. Allow one week for the assignment to be graded.

Chapter Quiz Policy

IMPORTANT: Available in the corresponding Canvas Chapter Module.

You will have 12 Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. Each quiz has 3 multiple-choice or true/false questions that you must answer in 6 minutes. Keep in mind that this is not representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes. You only have 1 shot for each quiz.

Each quiz is worth 3 points total (1 point per question). Three points may not seem like a lot, but the points go a long way toward your final letter grade in the course, so be sure to complete the chapter quizzes by the assigned due date in the course schedule. Complete the quizzes as you work through each corresponding lesson. Scores show up instantaneously.

Examination Policy for EXAMS 1-3

IMPORTANT: All exams are mandatory. LockDown Browser and Webcam Required. They are available at the end of each major module in Canvas – for example, Exam 1 is at the end of the Part 1 Module. Before you take the exam, be sure to read the Exam 1 Information Page towards the end of the Part 1 Module. There is an information page for each exam.

Exams will be offered online via Canvas. For exam dates and availability windows, please visit the course schedule.

Exams will be administered over the assigned material. The last exam is not cumulative (all three exams are the same format). You will have one shot at the exam on Canvas. Each exam will have 50 multiple-choice and true/false questions, and once you access the exam, you will have 60 minutes to complete each exam. (50 questions at 2 points each = 100 possible points on each exam)

Each student will be required to access and take the exam using a Webcam and the LockDown Browser software, which is available through the university. Download LockDown Browser (confirm you have the current version - https://download.respondus.com/lockdown/download.php?id=165715487#1)

Exams require preparation, critical thinking, and careful reading! You must know the material to do well. Remember that the exam locks in Canvas at the closing time.

Students must take the exam using a dependable internet connection. If you experience technical issues, contact the help desk immediately and then forward the ticket/documentation to Erin.Welch@unt.edu Do not wait to report technical difficulties. Without a ticket number, I can't follow up on the technical issue. After receiving the ticket number, I will decide on how to resolve the technical issue based on the help desk report, University policy, and my experience.

You will not be able to view your exam score until I have completed a post-exam analysis. I will send an announcement via Canvas once scores have been released (usually within 48 hours after the exam closes). After I send the announcement that scores have been released, you will be able to view your scores on Canvas, but exams will not be released electronically. To review your exam results, you must make an appointment with me.

Study guides are not provided in my junior or senior-level courses. To do well on the exams, you must read and analyze the assigned material. Pay special attention to the recorded lectures. The material covered in the lecture will be tested, and during the lecture, I will give hints on what will show up on the test. Give yourself time to review and analyze the material. Start preparing in advance for the exam. Starting the day before is not studying; that is, cramming! Give yourself a fair shot!

IMPORTANT: Academic Integrity -- Usage of cell phones, iPhones, cameras, artificial intelligence, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting, or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, exam questions are randomized. You will not see the same questions in the same order as your classmates. You should not discuss exam questions with classmates.

Syllabus Change Policy

This syllabus is subject to change. Whenever a modification is made, I will post an announcement to Canvas informing you.

Intellectual Property

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

Emergency Evacuation Procedures for Business Leadership Building

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.   All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

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

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

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

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

Please review the Academic Integrity pages in the Getting Started Module (in Canvas), including the Ryan College of Business (RCoB) Statement on Academic Honesty.

ADA Policy

UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private

discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class (for online classes, please send me an email to request a meeting or we may be able to handle via email). For additional information see the ODA website (https://disability.unt.edu/).

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, and written papers submitted during the duration of the course, are kept for at least one calendar year after course completion. Coursework 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, 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.

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.

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).

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/). 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 online 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 online 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 experiences 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.

Course Schedule MGMT 4300.401 Fall 2025 – INET

Week	Date	Topic	Reading/Assignment
Week 1	August 18	- Welcome Video - Course Introduction and Syllabus Quiz - CH 1: An Introduction to Talent Acquisition - Student Introductions	- Watch the Welcome Video - Read the Syllabus and Rent Textbook - Review the Getting Started and Introduction Modules in Canvas - Review the CH 1 Canvas Page - Read Text: CH 1 (portions covered in lecture) - Complete the Syllabus Quiz and Student Intros **The following assignments are DUE by 11:59 PM, Sunday, August 24th:** **Syllabus Quiz** **CH 1 Quiz** **Student Introductions via Discussion Board**
Week 2	August 25	- CH 2: Job Performance Concepts and Measures - CH 3: Job Analysis in HR Selection	- Review the CH 2 Canvas Page - Read Text: CH 2 - Review the CH 3 Canvas Page - Read Text: CH 3 **The following assignments are DUE by 11:59 PM, Sunday, August 31st:** **CH 2 Quiz** **CH 3 Quiz**
Week 3	Sept. 1	**Note: Labor Day Holiday, Monday, September 1st – No Classes** - CH 4: Legal Issues in Selection	- Review the CH 4 Canvas Page - Read Text: CH 4 **The following assignment is DUE by 11:59 PM, Sunday, September 7th:** **CH 4 Quiz**
Week 4	Sept. 8	- Guest Speaker #1 - Discussion Board Assignment #1	- Watch Guest Speaker #1 **The following assignments are DUE by 11:59 PM, Sunday, September 14th:** **Guest Speaker Observations Report #1** **Discussion Board Assignment #1** *Prepare for Exam #1 (opens Sunday at 3 PM)*
Week 5	Sept. 15	**IMPORTANT: Exam #1 (Material from Chapters 1-4 and Guest Speaker 1)** Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas, including the Guest Speaker Presentation. **Lock Down Browser and Webcam required on Exams. Please read the Exam 1 Information Page on Canvas before taking the exam.**	**Exam #1: Available via Canvas from 3:00 PM, Sunday, September 14th until 11:59 PM, Monday, September 15th.** Once you access Exam #1, you will have 60 mins to complete 50 multiple-choice and true/false questions. The exam will lock at 11:59 PM. Scores will be released along with Exam 1 feedback via an announcement within 48 hours after the exam closes.

Week 6	Sept. 22	▪ CH 5: Recruitment of Applicants
		▪ Guest Speaker #2
			▪ Review the CH 5 Canvas Page
			▪ Read Text: CH 5
			▪ Watch Guest Speaker #2
			▪ **The following assignments are DUE by 11:59 PM, Sunday, September 28th:**
			  ▪ **CH 5 Quiz**
			  ▪ **Guest Speaker Observations Report #2**

Week 7	Sept. 29	▪ CH 6: Human Resource Measurement in Selection
		▪ Discussion Board Assignment #2
			▪ Review the CH 6 Canvas Page
			▪ Read Text: CH 6
			▪ **The following assignments are DUE by 11:59 PM, Sunday, October 5th:**
			  ▪ **CH 6 Quiz**
			  ▪ **Discussion Board Assignment #2**

Week 8	Oct. 6	▪ CH 7: Reliability of Selection Measures
		▪ CH 8: Validity of Selection Procedures
			▪ Review the CH 7 Canvas Page
			▪ Read Text: CH 7
			▪ Review the CH 8 Canvas Page
			▪ Read Text: CH 8
			▪ **The following assignments are DUE by 11:59 PM, Sunday, October 12th:**
			  ▪ **CH 7 Quiz**
			  ▪ **CH 8 Quiz**
			
			Prepare for Exam #2 (opens Sunday at 3 PM)

Week 9	Oct. 13	***IMPORTANT: Exam #2 (Material from Chapters 5-8 and Guest Speaker 2)*** ▪ Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas, including the Guest Speaker Presentation. **Lock Down Browser and Webcam required on Exams. Please read the Exam 2 Information Page in Canvas before taking the exam.**	**Exam #2: Available via Canvas from 3:00 PM, Sunday, October 12th until 11:59 PM, Monday, October 13th.** Once you access Exam #2, you will have 60 mins to complete 50 multiple-choice and true/false questions. The exam will lock at 11:59 PM. Scores will be released along with Exam 2 feedback via an announcement within 48 hours after the exam closes.

Week 10	Oct. 20	▪ CH 9: Application Forms and Biodata Assessments, Training and Experience Evaluations, and Reference Checks
		▪ Guest Speaker #3
			▪ Review the CH 9 Canvas Page
			▪ Read Text: CH 9
			▪ Watch Guest Speaker #3
			▪ **The following assignments are DUE by 11:59 PM, Sunday, October 26th:**
			  ▪ **CH 9 Quiz**
			  ▪ **Guest Speaker Observations Report #3**

Week 11	Oct. 27	▪ CH 10: The Selection Interview
		▪ Discussion Board Assignment #3
			▪ Review the CH 10 Canvas Page
			▪ Read Text: CH 10
			▪ **The following assignments are DUE by 11:59 PM, Sunday, November 2nd:**
			  ▪ **CH 10 Quiz**
			  ▪ **Discussion Board Assignment #3**

Week 12	Nov. 3	▪ Individual Talent Acquisition Strategy Project ***NOTE: If you need to DROP this course, you MUST do so by November 7th. Please visit the UNT Registrar website for instructions on how to drop. If you have questions about your grade, please email me.***	▪ Research and work on your individual talent acquisition strategy project. See the project module for more information and reach out if you have questions.
Week 13	Nov. 10	▪ Individual Talent Acquisition Strategy Project	▪ Finalize the individual project. ▪ **The following assignment is DUE by 11:59 PM, Sunday, November 16th:** ▪ **Individual Talent Acquisition Strategy Project**

Week 14	Nov. 17	▪ CH 11: Ability Tests for Selection	▪ Review the CH 11 Canvas Page
			▪ Read Text: CH 11
			▪ **The following assignment is DUE by 11:59 PM, Sunday, November 23rd:**
			   ▪ **CH 11 Quiz**
			      ▪ If you have plans for Thanksgiving Break, please plan accordingly and complete the CH 11 Quiz before you leave. It is open and can be completed early.

Week 15	Nov. 24	▪ Thanksgiving Break November 24th – November 30th	▪ No Classes ▪ Enjoy the Holiday Week! 😊
Week 16	Dec. 1	▪ CH 12: Personality Assessment for Selection	▪ Review the CH 12 Canvas Page ▪ Read Text: CH 12 ▪ **The following assignment is DUE by 11:59 PM, Sunday, December 7th:** ▪ **CH 12 Quiz** *Prepare for Exam #3 (opens Sunday at 3 PM)*
Week 17	Dec. 8	***IMPORTANT: Exam #3 (Material from Chapters 9-12 and Guest Speaker 3)*** Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas including the Guest Speaker Presentation. **Lock Down Browser and Webcam required on Exams. Please read the Exam 3 Information Page in Canvas before taking the exam.**	**Exam #3: Available via Canvas from 3:00 PM, Sunday, December 7th until 11:59 PM, Monday, December 8th.** Once you access Exam #3, you will have 60 mins to complete 50 multiple-choice and true/false questions. The exam will lock at 11:59 PM.

Fall 2025 Important Dates Per the UNT Registrar

- **August 18, Monday:** Classes Begin.
- **August 28, Thursday:** First UNT SHRM Meeting, 5-6 PM. Location to be announced (watch announcements). We are open to any major interested in Human Resources!
- **September 1, Monday:** Labor Day – No Classes.
- **September 16, Tuesday:** HR Networking Event, Location to be announced, 4-6 PM. Bring your resume and network with employers hiring for HR Internships and Jobs. For other majors, watch the Career Center Calendar of Events for other career fairs and networking events.
- **November 7, Friday:** Last day to drop a class with a W.
- **November 24-November 30, Monday-Sunday:** Thanksgiving Break – No Classes.
- **December 5, Friday:** Reading Day, No Classes.
- **December 6-11, Saturday through Thursday:** Finals week. Final Exam Schedule (https://registrar.unt.edu/exams/final-exam-schedule)
- **For those graduating, remember to apply for graduation** – Apply for Graduation (https://registrar.unt.edu/apply-graduate)