

Course ID/Course Name:  
**INFO 5300.002 Management of Information Agencies**  
Spring 2023

**Instructor Contact**

**Name:** Dr. Elena Vassilieva

**Pronouns:** she, her, hers

**Office Location:** #292 Discovery Park, 3940 North Elm, Denton, TX 76203-5017

**Phone Number:** (940)565-3445

**Office Hours:** By appointment. Students are welcome to make an appointment with the instructor at any time to discuss course related questions and issues. Please send email to the instructors on Canvas to schedule online meeting.

**Email:** evv0002@unt.edu

**Course Description**

The course will cover the development and use of modern management theory and practices in the ever-changing work environment of libraries and other information agencies. In particular, the management functions of planning, organizing, human resources, leading and coordinating will be discussed.

**Course Structure**

INFO 5300 Section 2 takes the form of an online class. All course materials are available on Canvas learning management system in electronic format. The interaction among the students and instructors in the online learning environment. It promotes intensive study and exchange of ideas. Students will submit all assignments through the tools available on Canvas. Course includes six course modules that follow the textbook. The folders for each module can be accessed from the Modules page from the main menu on Canvas.

**Course Prerequisites or Other Restrictions**

There are no prerequisites for the course.

**Course Objectives**

Upon completion of this course, students should be able to:

- Identify and compare the various historical approaches to management as applied to libraries and information centers
- Describe and discuss the basic management functions of planning, organizing, human resources, leading, and coordinating, and how they interrelate
- Apply analytical and problem-solving skills to management case studies
- Describe and discuss the ethical issues inherent in the management of human resource in a library/information center setting

Identify and discuss the effects of a rapidly changing environment on the management of libraries and information centers

### Required/Recommended Materials

**The required textbook for this course is** Moran, B. B., Morner, C. J., & Stueart, R. D. (2018). *Library and information center management*. 9th Edition. Santa Barbara, CA: Libraries Unlimited **ISBN-13:** 978-1440854477 (pbk.) The text is also available as an eBook. Available through the UNT Bookstore, ABC-CLIO, Amazon, etc.

Other course learning materials and readings are provided in the course content on Canvas. The course Topic Readings based on scholarly and professional literature are available from the UNT Libraries digital resources – to access an article, follow the link and enter your EUID and password. Look for a Full-text or PDF icon of the article.

To access the UNT Libraries and their e-databases go to [UNT Libraries website](#) and enter your EUID and password to access the resources. The [UNT Libraries' Policy Manual](#) includes [chapters on Web accessibility](#) and Electronic and Information resources accessibility Policy.

### Citation Style Manual

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

### Welcome to UNT!

As members of the UNT community, we have all made a commitment to be 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. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

### Teaching Philosophy

To facilitate learning in the course, the instructor is using multiple methods of teaching, presentation, and resources in various formats that include text, audio, video, software applications. An online course is a living dynamic community and that everyone, from the instructor to the students, must contribute to maintain a positive and productive learning environment.

In addition, it is expected that each student will show a high amount of self-initiative in evaluating and analyzing the course materials and related to the course topics by conducting research, locating the additional reading material, if necessary, for this course. This is part of being an information and

knowledge professional. This means that students should be willing to go to the university library (or university library website), the public library, or school libraries, as well as to conduct research online to complete assignments, as needed. It is the student's responsibility to locate appropriate literature and information sources to complete all assignments. Students should be also able to present the results of their research and analysis in an appropriate professional manner using appropriate software.

## Technology Requirements & Skills for Course with Digital Materials

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. See below other technology requirements. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Most recent versions of multiple common Internet browsers compatible with Canvas may be necessary in order to better experience the course materials.
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course:

- Accessing, opening and downloading files in MS Office, PDF, JPEG, and other formats
- Using email with attachments
- Downloading and installing software
- Using presentation and graphics programs

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

### UNT IT Help Desk

- **Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)
- **Live Chat:** [Helpdesk Live Chat](https://it.unt.edu/helpdesk/chatsupport) (<https://it.unt.edu/helpdesk/chatsupport>)
- **Phone:** 940-565-2324
- **In Person:** Sage Hall, Room 330

- **Hours and Availability:** Visit [UNT IT Helpdesk](https://it.unt.edu/helpdesk) (<https://it.unt.edu/helpdesk>) for up-to-date hours and availability

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

## Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

## How to Succeed in the Course

**Communication Expectations:** Important course announcements will be posted in the "Announcements" page on Canvas students are expected to monitor this area and read the posts. Students are also expected to check the Questions and Answers discussion board in the course on Canvas and their Course E-mail regularly.

The Canvas discussions area is a public domain that will be seen by all students. The [Questions & Answers \(Q & A\) discussion board](#) may be used to ask and answer questions that may be of interest to other classmates. Students can expect to receive a response to questions within 24 hours on working days. Working days do not include weekends or holidays.

If you have questions or concerns that you do not want made public, please direct them to the course faculty in the course E-mail with a message from the **Inbox** button in the left-hand (gray) menu; this tool

may be used to communicate directly with other students in the course. The course instructor will make every attempt to respond to your emails/questions within *2 business days*. If you have not received a response after that time, please email the course instructor again, as the instructor may not have received your email.

You should be receiving feedback on assignments within a week after submission, and grades will be posted in the Grades tab on Canvas. CLEAR has a webpage for students that provides Online Communication Tips (<https://clear.unt.edu/online-communication-tips>).

Students are responsible for reading discussion posts per the Grading Rubric on the Course Overview Module's page. Tips and other important information from the instructor can be found in the assignment instructions, on the **Announcements** page, the Questions & Answers board, or a direct message to your **Inbox**. There are separate boards to post your six graded discussions. Feel free to use the Breakroom discussion board to have discussions about interesting/useful information on the course topic and topics related to LIS field. Keep in mind that you are not allowed to give answers to test questions and assignments or post comments that can be perceived negatively.

## ADA Policy

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

## Supporting Your Success and Creating an Inclusive Learning Environment

As members of the UNT community, we have all made a commitment to be 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.

## Course Requirements

The following is expected of each student enrolled in this class:

1. Completion of Reading Synthesis Assignments (6)
2. Completion of Case Studies (6), and Exercises (2).
3. Completion of the six (6) quizzes.

4. The submission of graduate level work.
5. See the Course Calendar for assignment due dates. *The Course Calendar is available in the Syllabus tab on Canvas.*

Students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, being flexible to unforeseen changes in schedules and assignments, and exhibiting proper online etiquette.

Review the assignment **Grading Rubrics** to familiarize yourself as to how assignments are graded. Students are expected to submit ALL assignments when due. **Each missing assignment will result in letter grade lower than what you are earning up to and including a failing grade. If for some reason you must submit an assignment late, it is in your best interests to contact the course instructor to discuss.**

When working with technology, it is never a good idea to wait until the last minute! Canvas can cause problems at times. You are encouraged to start your assignments early and submit well before the deadline.

## Grading

**Grading Formula: Total Points = 2,000**

- Assignments (1) = 10% of final grade
- Quizzes (6) = 20% of final grade
- Graded Discussions (14) = 70% of final grade: 6 Case Studies; 2 Exercises; 6 Reading Syntheses

## Assessing Your Work

Method of grading: Points. You will be graded according to the following grading scale: \*

*Total Points Possible for Semester/Grading Scale = 100*

<i>100-90 = A</i>
<i>89-80 = B</i>
<i>79-70 = C</i>
<i>69-60 = D</i>
<i>59-50 = F</i>

A – Excellent work

B – Good work

C – Fair work

D – Passing work

F – given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing in a course and misses the final examination without satisfactory

explanation; or (3) stops attending class without completing an official drop or withdrawal. *It is student responsibility to contact the CI-Advising and Course Instructor for grade arrangements.*

\*Students must complete all course requirements. Students will not be exempted from any assignments. Each missed assignment will result in a lowering of the final earned letter grade by one level for each missed assignment up to a failing grade for the semester. There will be no exceptions.

### Due Dates

Use the **Syllabus tab** on Canvas or the **Course Calendar** to find the due dates for assignments, graded discussion posts, and quizzes. You are welcome to work on tasks ahead of the scheduled times (except for quizzes) and submit them before the deadlines. All tasks are designed to highlight the module content.

All postings and submissions are due at 11:59 p.m. Central Time on the due date.

### Course Assignments

#### Assignment Submission Instructions

- Refer to the Assignment Instructions and the Grading Rubric for each type of assignment for submission instructions.
- The Reading Synthesis Assignments must include parenthetical citations in APA 7 style. Be sure to copy/paste the article citations used for each assignment at the end of your essays. You can copy and paste the format used in the instructions. This does not pertain to the Case Studies or the Exercise Assignments.

#### Graded Discussion Postings

- Posts must include required elements as stated in the instructions listed on the Canvas course website.
- Posts must indicate that the student has examined the readings and can articulate and apply concepts.
- ALL Graded Discussion posts require that you reply to other students' posts, per the grading rubric; replies must be thoughtful, well stated, and thorough. Simple responses such as "I agree" or "you said exactly what I was going to say" are *not* sufficient to receive credit.
- The Reading Synthesis Assignments must include parenthetical citations in APA style. Be sure to copy/paste the articles used for each assignment. This does not pertain to the Case Studies or the Exercise Assignments.

### Quizzes

Quizzes will be used as a measure of accountability for required readings. Quizzes are available for completion during the duration of the module period and can be taken at any time during that window. Pay close attention to the opening and closing dates/times so you don't fail to complete the quiz. You may use your book and course materials to help you with the quizzes.

You can access quizzes by clicking the Quizzes link on the course menu. Please carefully read the on-screen instructions before you click "Begin Assessment". After your quiz is submitted, you can click the "OK" button at the bottom right to review your quiz results.

#### Posting Grades for Student Work

Grades will be posted on the "Grades" page accessed from the main menu toolbar to the left.

**Note:** Canvas LMS enables faculty to track whether and when students visit various areas of the course site, times and durations of visits, number and category of items read, and number of posts. This information may be reviewed in determining the grade for the course.

## Grade Options

### Incomplete

The Graduate Catalog describes and explains grading policies. A grade of Incomplete (I) is given only for a justifiable reason and only if the student is passing the course. *The student is responsible for emailing the instructor to request an incomplete and discuss requirements and a specific date for completing the course.* If an incomplete is not removed within the time frame agreed to by instructor and student or within one calendar year from the time the incomplete is assigned, the instructor may assign a grade of F.

### Withdrawal

The Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT semester course schedule lists specific deadlines. A grade of Withdraw (W) or Withdraw-Failing (WF) will be given depending on a student's course participation and grade earned to date. **Please note that a student who simply stops participating in class and does not file a withdrawal form may receive an F.**

## Course Schedule

The class schedule will generally follow the format of the textbook. All assignments are due by 11:59 p.m. Central Standard Time (CST) on the date indicated on the course assignments calendar. See also the Course Summary at the end of this Syllabus file. Absolutely no late work will be accepted unless approved by the instructor prior to the assignment due date.

**Note:** Students will be notified by Eagle Alert if there is a campus closing that will impact the class. The course calendar is subject to change. See the UNT Emergency Notifications - <https://emergency.unt.edu/emergency-notifications>

## Course Policies

In addition to standards for success in courses, there are UNT policies and procedures. You can access these policies in Navigate ([Navigate.unt.edu](https://navigate.unt.edu)), on Canvas under the Help menu, in EIS, and on the [Student Support Services & Policies](#) page. Students participating in discussions are expected to exhibit positive interaction skills that demonstrate mutual respect for the ideas and approaches of others.

Every student in class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>). If you have questions about this, or any UNT policy, please email the course instructor.

## Attendance and Participation

Because this course involves collaboration, participation is essential to learning. Our course activities require you to be actively engaged in discussions and other work. If you run into challenges that require you to miss an assignment, please contact the course instructor. There may be some flexibility that can be offered to support your academic success.



Students are expected to visit the course page on Canvas regularly and to abide by the attendance policy established for the course. It is important that you communicate with the instructor prior to being absent to discuss and mitigate the impact of the absence on your attainment of course learning goals.

Please inform the professor if you are unable to attend class because you are ill, in mindfulness of the health and safety of everyone in our community. See the UNT System COVID information here: <https://www.untsystem.edu/archives/covid-19/index.php>

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. For more information, visit Office of the Provost, SPOT page: <https://vpaa.unt.edu/spot>. **Spring 2023 SPOT Survey administration dates are Apr. 17 – May 04.**

## Late Work

UNT instructors have the prerogative to accept or not to accept late work. Students are expected to submit all assignments to earn the computed course grade. Each missing assignment will result in an automatic deduction of one grade level from the computed grade up to a failing grade.

If you have an emergency, please contact the course instructor to obtain permission for a deadline extension. Otherwise, late submissions will not be accepted. Consideration will be given on a case-by-case basis. Students are asked to contact instructors if they expect to submit work late or intend to withdraw from the course.

## Assignment Policy

The official due dates for each assignment are indicated in the Course Calendar available in the Syllabus tab on Canvas. Assignment instructions and Grading Rubric are available in the Assignments tab in the course on Canvas. The instructions indicate what file type assignments should be saved as and where/how files should be submitted.

## Instructor Responsibilities and Feedback

- The instructor's responsibilities in the course: helping students grow and learn; providing clear instructions for projects and assignments; answering questions about assignments; identifying additional resources as necessary; providing grading rubrics, reviewing and updating course content.
- The instructor tries to respond to emails, discussion board posts, assignment submissions/feedback, and grades in a very timely manner.

## UNT POLICIES

### Academic Integrity

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. You are encouraged to become familiar with the policies of Academic

Integrity (<https://vpaa.unt.edu/ss/integrity>). If you are in doubt regarding the requirements, please consult with the course instructor before you complete any requirements of the course.

From the UNT Student Code of Conduct:

Academic dishonesty – plagiarism. The term “plagiarism” includes but is not limited to (a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and (b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Plagiarism is copying by retyping, cutting, and pasting, or paraphrasing. In this course, beware of the following:

- Do not quote or paraphrase published sources without explicit reference to the original work. Information used or quoted from other sources must contain a citation, whether the source is a print or electronic source.
  - o APA Style (PDF) - <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>
  - o Purdue OWL - [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html)
  - o UNT Libraries - <https://guides.library.unt.edu/citations-style-guides/apa>
- Do not insert parts of another students' work into your own work. That students trust you to respect their intellectual product.
- Do not copy and paste parts of the course material into your work without proper citations

## Academic Misconduct

Cheating and disciplinary action for cheating is defined by the UNT Policy Manual Code of Student Conduct and Discipline. Cheating is an act of academic dishonesty. It is defined and is to be handled as follows: Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty. Academic dishonesty matters may first be considered by the faculty member who may assign penalties such as failing, reduction or changing of a grade in a test, course, assignment, or other academic work, denial of a degree and/or performing additional academic work not required of other students in the course. If the student does not accept the decision of the faculty member, he/she may have his/her case heard by the academic department chairperson or head for review of his/her case. If the student does not accept the decision of the academic department chairperson, he/she may then follow the normal appeal procedures listed in Disciplinary Procedures.

## Code of Conduct

"The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations, and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help

students understand expectations and accept responsibility for their own actions.” Please take the time to read and become aware of the UNT Code of Student Conduct - <https://policy.unt.edu/policy/07-012#>

#### 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.

#### 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://policy.unt.edu/policy/07-012) (<https://policy.unt.edu/policy/07-012>) and the Dean of Students website (<https://studentaffairs.unt.edu/dean-of-students>) to learn more.

#### Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

#### Notice for F-1 Students

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 for the section Title 8, part 214 (<https://www.ecfr.gov/current/title-8/chapter-I/subchapter-B/part-214>) requirements concerning distance education courses.

The paragraph reads:

- 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 online or through distance education and does not require the student’s physical attendance for classes, examination or other purposes

integral to completion of the 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 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:

- Submit a written request to the instructor for an on-campus experiential component within one week of the start of the
- 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 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, the student should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

## COURSE POLICIES

### Penalties for Plagiarism

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment. Second offense: Final course grade reduced by one complete grade. Third offense: Assignment of F (Fail) for final course grade.

### Quiz Policy

All quizzes are open-book and must be submitted by the due date. If you lose your internet connection during the quiz, you should contact the Student Help Desk and document the remedy ticket number before contacting the instructor with the ticket number.

### Incompletes

A grade of "Incomplete" will not be assigned for this course.

### Drop Policy

To officially withdraw or drop this course, the student must notify the instructor, the CI-Advising office, and the UNT Registrar. You are not officially dropped until the instructor approves it and the registrar processes it. Denied access to Blackboard does not ensure that you are dropped by the Registrar. It is your responsibility to ensure that the process is complete. A student who does not participate and does not officially withdraw will receive an F in the course.

### Attendance Policy

Students are expected to check into class and read announcements and the discussion boards at least once a day. The instructor can track student attendance.

### Syllabus Change Policy

There are instances when the instructor may need to change the assignments, grading criteria, and/or assignment due dates listed in this syllabus. If this becomes necessary, the instructor will immediately notify students of the changes via the “Announcements” section as well as through Canvas email.

### Copyright Notice

Some or all the materials on this course website may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the expressed and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. The materials on this site are provided solely for the use of students enrolled in this course, and for purposes associated with this course; except for material that is unambiguously and unarguably in the public domain, these materials may not be retained or further disseminated. Any students who use university equipment or services to access, copy, display, perform, or distribute copyrighted works (except as permitted under copyright law or specific license) will be subject to appropriate disciplinary action by the university as well as to those civil and criminal penalties provided by federal law.

### Policy on Server Unavailability or Other Technical Difficulties

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.

## 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. See the UNT System page - <https://www.untsystem.edu/offices/dei/personal-pronouns.php>

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) (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/)

## Course Summary Spring 2023

Due Date	Assignments
Fri, Jan 20	Ice Breaker: Getting to Know Yourself and Others
Thu, Jan 26	Case Study 1: The Politically Incorrect Employee
Sat, Jan 28	Section 1 Quiz - Introduction (Chapters 1 - 3)
Thu, Feb 2	Reading Synthesis 1: Introduction
Thu, Feb 9	Exercise 1: Management Approach to Ethics
Sat, Feb 11	Section 2 Quiz - Planning (Chapters 4 - 6)
Thu, Feb 16	Reading Synthesis 2: Planning
Thu, Feb 23	Case Study 2: For This We Get a Master's Degree?
Thu, Mar 2	Reading Synthesis 3: Organizing
Sat, Mar 4	Section 3 Quiz - Organizing (Chapters 7 - 9)
Thu, Mar 9	Exercise 2: The Madisonville Public Library
<i>Spring Break</i>	<i>Mar 13-18</i>
Thu, Mar 23	Reading Synthesis 4: Human Resources
Sat, Mar 25	Section 4 Quiz - Human Resources (Chapters 10 - 12)
Thu, Mar 30	Case Study 3: Differential Treatment
Thu, Apr 6	Reading Synthesis 5: Leading
Sat, Apr 8	Section 5 Quiz - Leading (Chapters 13 - 17)
Thu, Apr 13	Case Study 4: A Difficult Decision
Thu, Apr 20	Case Study 5: Is this a public library or a refuge for the homeless?
Sat, Apr 22	Sections 6 & 7 Quiz - Coordinating & Managing in the Twenty-First Century
Thu, Apr 27	Reading Synthesis 6: Coordinating and Managing in the 21 <sup>st</sup> Century
Thu, May 4	Case Study: Your Choice

## Acknowledgement

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