

Foundations of Marketing Practice:
MKTG 3650.002;
9:00 to 9:50 am MWF;
Ryan Business Leadership Building 080

Professor:

- Dr. David Strutton
 - *Every time you contact me the message should be sent through email for the reasons explained below. Do not use CANVAS. Why? Because your use of email almost always makes it easier for me or for my assistant to answer questions, solve problems or otherwise help you. Email also makes it easier to convey attached information or evidence back and forth. Email likewise provides an easily accessible historical record; i.e., electronic footprint, about issues and items that were “said” and have been settled or resolved.*

Contact Information:

- Physical Address: Ryan College of Business 329K;
- Phone Number: 940-565-3123;
- Email: david.strutton@unt.edu
 - The name of the teaching assistant for this course is Mr. Logan Pant.
 - His email address is LoganPant@my.unt.edu
 - *Every time you email me, Professor Strutton, you should also email Mr. Pant.*

Office Hours:

- MWF: 10:00 am - 12:00 pm; 1:00 to 1:45 on Wednesday

Textbook:

- Strutton, David, and Kenneth Thompson, [The Inside Skinny: Marketing, From Scratch](https://he.kendallhunt.com), 3E. Dubuque, IA: Kendall-Hunt; ISBN: 978-1-7924-7339-5 (Dubuque, IA: Kendall-Hunt) <https://he.kendallhunt.com>.
Students must purchase the third edition of the book.
 - Textbooks may be purchased inside the UNT bookstore.
 - The e-book may be purchased directly from the publisher by linking to:
 - <https://he.kendallhunt.com/product/marketing-scratch-inside-skinny>
 - **This link is also provided inside the CANVAS shell for this course.**

Communication Expectations:

Please use email whenever you wish to message me. Do not use CANVAS. Why? Because your use of email almost always makes it easier for me or for my assistant to answer your question or otherwise help you. Email also makes it easier to convey attached information or evidence back and forth. Email likewise provides an easily accessible historical record; i.e., electronic footprint, about issues and items that were “said” and “agreed upon.”

- Please note, however, that if students have personal or complicated concerns/issues/problems or questions that they believe are best addressed by talking they should include their phone number in the correspondence.

I will respond to student messages no later than the next day and generally on the same day so long as students message me before 5:30 pm. This rule of thumb does not apply to messages sent on Saturdays afternoon. I do not plan to work – answer emails or CANVAS messages - on Sundays.

Feedback on Online Module Assignments; that is, Module Tests 1-14 (assignment scores) is provided instantly on the textbook website itself and is eventually downloaded to the CANVAS grade book. Feedback is provided instantly as students complete automated online assignments.

Examination grades will be downloaded to the CANVAS grade book within two days after the Examination date. When grade downloads occur, “curve points” will have already been added to them. “Curve-points” amounts (2%, 3%, etc.) will be announced through a CANVAS announcement. Three in-class examinations are given: The 1st Exam, the 2nd Exam, and the Final Exam. The Final Examination is semi-comprehensive, as shown in the Table that concludes this syllabus. Each Examination is given in class - unless we are bumped back to a completely online setting, and naturally, this could happen.

Courtesy matters. Especially as I communicate with students and as students communicate with me. Integrating my name, along with “please” and “thank you,” as appropriate into emails as students message me means a lot. This is a habit that all marketers should adopt if for no other reason than doing so promotes their self-interests. I will always respond courteously in my replies to individual students or as I issue CANVAS announcements to the entire class. Students should call me out if I fail to use their name and/or fail to use “please” and “thank you” as appropriate in my responses to written students' messages or inside any voice-to-voice communications that transpire between us.

These sorts of courteous behaviors are known as Netiquette. Good netiquette contributes materially to professionalism. Professionalism contributes materially to success. CLEAR provides a webpage that summarizes [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips).

Welcome to UNT!

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

Course Description

Foundations of Marketing Practice offers a survey of contemporary marketing principles, concepts, and practices. Foundations of Marketing Practice likewise provide an overview of the entire set of professional and business activities that contemporary marketing managers perform. Key topics that are addressed in this course include but are not limited to the identification of market opportunities, the development of strategic- and marketing-levels planning, and the management of product/service development, price setting, supply chains, and promotional programs. The course also addresses ethical, sustainable, and global marketing considerations in each major topic area that is covered.

Course Structure

The plan is to deliver this course in an exclusive face-to-face format.

Fourteen online assignments must be completed in this course. Students can complete these assignments before the actual due date for any of these 14 assignments. It is not an exaggeration to write that students could complete all assignments before the end of the first or second day of the course if they elected to do so. All they have to do is work ahead. However, this “hurry, hurry, hurry” completion tactic is not recommended. The much smarter tactic is to finish the online assignments for a set of Modules during the week in which students will be tested in class on the same set of Modules. Complete these online assignments as part of your study preparation, in brief.

Three examinations must be completed during this course. Exams can only be completed on the date on which each is given unless a student has a university-approved excuse that excuses him or her from taking the exam on the originally assigned date.

- The dates by which each of these 14 Module Assignments (Module Tests) must be completed are shown in the Table provided at the end of this syllabus.
 - ***There are 14 Modules in your textbook; hence, 14 Online Module Assignments. As noted, these online Module assignments are accessed on the textbook website.***
- The dates on which each of the three Examinations (two regular examinations; one Final Examination) must be completed are also shown in the Table provided at the end of this syllabus.
 - ***The First Exam covers Textbook Modules 1-5.***
 - ***The Second Exam covers Textbook Modules 6-10.***
 - ***The Final Exam, being comprehensive, covers Textbook Modules 11-14; plus Modules 1, 2, 3, 4, 7, & 8.***
- A link through which this Table can be accessed is also provided on CANVAS. *This link is provided/shown in the center of the front page as CANVAS opens.*

Course Prerequisites or Other Restrictions

The prerequisite for entry to this course is junior standing or permission from students' departmental/major advisors.

Course Objectives

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

- 1) Explain the complete scope of marketing and the role that marketing plays inside organizations, macro- and micro-economies operating at global, national, and local levels, and cultural/societal settings.
- 2) Explain the full range of strategic tasks and responsibilities that marketers must manage and the challenges, opportunities, problems, and issues that marketers must address inside the complicated and competitive but collaborative business environments in which they must compete.
- 3) Discuss historical as well as contemporary marketing principles, terminology, and concepts.
- 4) Not just speak marketing but also inculcate a “marketing orientation” as a key component of their professional and/or business lives.
- 5) Execute key marketing principles/practices/processes such as segmentation-, targeting-, positioning-, product & branding management-, supply chain management-, promotional management-, pricing management-, and new product development initiatives.
- 6) Develop and execute marketing plans at strategic and functional levels.
- 7) Execute marketing planning and managerial activities in full awareness of the ongoing obligation to make decisions and behave in ways that accord with socially responsible, sustainable, and ethical norms.

Materials

Textbook -

Strutton, David, and Kenneth Thompson, *The Inside Skinny: Marketing, From Scratch*, 3E. Dubuque, IA: Kendall-Hunt; ISBN: 978-1-7924-7339-5 (Dubuque, IA: Kendall-Hunt) <https://he.kendallhunt.com>. **Students must purchase the third edition of the textbook.**

- The textbook may be purchased directly from the publisher by linking to:

<https://he.kendallhunt.com/product/marketing-scratch-inside-skinny>

- Students acquire one access code as they purchase the paper version of the textbook. The code is used to enter the textbook’s website to complete the Module Assignments (the 14 Module Tests) that they will find there.
- Students acquire two access codes as they purchase the online version of the textbook. One code is used to access the textbook. The other code is used to enter the textbook’s website and (1st) complete the Module Assignments (the 14 Module Tests) that they will find there.
- Additional directions explaining how to acquire the online textbook are shown on the CANVAS site for this course. Click on the Modules Link, and see the 2nd link provided there.

Supplementary reading modules exist. These voluntary and helpful summary readings are called “Discussion Notes.” There are discussion notes for each module inside your textbook. The discussion notes can be found on the course’s CANVAS page by clicking on Modules and scrolling down through Textbook Module 1, Textbook Module 2, and so forth for all 14 Textbook Modules. Students are not required to read these 14 sets of “Discussion Notes.” However, reading the materials should help students study for the two Examinations and the Final Examination.

Videos of the in-class lectures for each Module (again, Module 1-14) are found in the same location on CANVAS. The 14 “Video Lectures” are not required watching/listening material. However, listening to/watching the material helps students prepare for the three Exams and helps students complete the 14 Online Module Assignments. And who knows, listening to or reading probably will students sleep, too. This content is also housed on CANVAS and linked to by clicking on Modules on the CANVAS site for the course.

Teaching Philosophy

One core element unifies my teaching philosophy regardless of the context in which I teach marketing content ... marketing knowledge is delivered. The element is: For me, students are “the why” I am and continue to be a professor. Because students represent “my why,” I do everything reasonable and possible to ensure that my students enjoy every opportunity to learn the right things about how to execute marketing activities the right way. However, how much of the right marketing stuff that students learn is largely entirely up to them as individuals. Truth is written most students will get almost exactly as much value out of this course as they put into it, effort-wise.

Still, students have my assurance that:

- All reasonable measures have been taken to ensure that each bit of marketing information and knowledge students receive from this textbook; from materials related to the textbook; from assignments that students complete; and from tests students must pass is relevant to contemporary marketing practice and will prove relevant to students themselves in their future or present careers.
- All reasonable measures have been taken to ensure that the marketing information and knowledge to which students are exposed proves useful to them.
- The most important parts of the marketing information and knowledge to which students are exposed will also prove interesting to them.
- I have tried to make students care about the marketing information and knowledge that they will encounter as they complete this course. Note that I wrote “tried;” I am not a miracle worker. Even so, all reasonable measures have been taken to ensure that the marketing information and knowledge students encounter is “care-worthy,” in and of itself.
- Virtually all marketing information and knowledge that nobody studying at this level needs to learn has been eliminated from the course; this course is all muscle with very little fat.

The rest is up to you, students. While professors can design courses that lead students to water, they cannot make students “drink/think.”

I am grateful you decided to complete this course with me and hope all students receive exactly the grade that they earn and consequently deserve. Please think about the implications of the second phrase that closes out the preceding sentence. A nourishing and healthy meal of practical and purposeful marketing knowledge will be laid out on the table for students to consume during this course. But it’s up to you as individuals to expend the effort necessary to acquire the knowledge.

Course Technology & Skills

Students need a reliable computer, tablet, or phone, with reliable computers and tablets almost certainly ensured to prove more valuable to students than their phones. Students likewise need reliable internet access. Students, finally, will need reliable speakers to listen to video lectures.

- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Students should know how to: use CANVAS, use email, and download/install software

Technical Assistance

Part of working in part inside an 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 students can contact for help with managing Canvas and other relevant technology issues.

The publisher of the textbook that students will use also houses the website where students access Online Module Assignments 1-14 (the 14 Module Tests) and the three exams, including the Final Examination. The publisher of the textbook is named Kendall-Hunt.

- The phone number for the publisher’s **Help Desk** is 800-228-0810.
- **The publisher’s Help Desk is open during normal business hours 7:30 am to 5:00 pm CST on a Monday-through-Friday basis.**
- The name of your textbook is “The Inside Skinny: Marketing from Scratch: 3rd Edition.” *Students you must purchase the third edition of this book.*
- Your course is called MKTG 3650-003. ***

- Your university is UNT.

The publisher’s Help Desk is great at helping you acquire the textbooks, access the two codes, and enter the textbook website. Please use the publisher’s Help Desk for these purposes.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In-Person: Sage Hall, Room 130

Walk-In Availability: 8 am-9 pm

Telephone Availability:

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

Laptop Checkout: 8 am-7 pm

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 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 opinions may differ 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 individuals’ 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.
- Remember that online posts are permanent. Think before you type.

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

Course Requirements

<i>Assignment</i>	<i>Points Possible</i>
Fourteen Online Module Assignment Tests–Modules 1-14 – all found on the textbook website and accessed through a code provided when a new textbook is purchased.	700 points; in total; 50 points per assignment
Exam One - Modules 1-5	700 points
Exam Two - Modules 6-10	700 points
Final Exam - Modules 11-14; 1, 2, 3, 4, 7, & 8.	1400 points

<i>Assignment</i>	<i>Points Possible</i>
<i>Total Points Possible</i>	<i>3500 points</i>

Grading

Final Grade A = 90% and above of the 3500 available points.

Final Grade B = 80% to 89.99% of the 3500 available points.

Final Grade C = 70% to 79.99% of the 3500 available points.

Final Grade D = 60% to 69.99 of the 3500 available points.

Final Grade F = below 60% of the 3500 available points.

- 1) **There are no extra credit opportunities.**
- 2) Curves may be added to Exam scores. When students see their Exam scores posted on CANVAS, the points and/or percentage totals shown there will already have curve points added in. The Professor will announce curve totals on CANVAS if and when they happen.
- 3) Late work on the assignments is not accepted; unless a valid UNT-approved excuse is produced.
- 4) Late completion of Exams (1st Exam, 2nd Exam, Final Exam) is not permitted. That is, as noted earlier unless a valid and written UNT-approved excused is produced by the student.
 - a. Students may not complete Exams before their due dates.
 - b. Students may complete Online Assignments before their due dates

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.

Course Policies

Attendance Policy

Students must demonstrate participation in this course by completing the first online assignment (the Online Module Assignment Module 1) on or before midnight on its due date. That due date is shown at the top of Table 1 ... check out the due date, please.

Statement on Face Covering

The “face coverings” topic may or may not prove germane inside the classroom we will share. Why write may or may not? Because current University-level COVID-management policies may change.

Class Participation

No participation policy or points are in place inside this virtual class.

Late Work

No late Modules assignments are accepted unless students provide University-approved excuses. This message applies to all 14 Module Assignments (Module Tests). Again, please note the dates on which each of these 14 Module Assignments (Module Tests) are due are shown in the Table provided at the end of this syllabus. A link to this Table is also provided on CANVAS.

There are no make-ups for missed exams unless the student provides a University-approved excuse. This statement includes all three Examinations; including the Final Examination. The dates on which these three Examinations are due are shown in the Table provided at the back of this syllabus.

Examination Policy

The in-class examinations in this course are closed textbooks, and closed notes; no devices are allowed on desks. We'll bring the scantrons; you should bring sharpened pencils. Please seat yourself one seat apart from your nearest neighbor when possible.

Assignment Policy

Official due dates for the 14 Module Online Assignments (Online Module Tests) and three Online Examinations are shown in Table 1. Table 1 is shown at the end of the syllabus and also on CANVAS. A link to Table 1 is also provided on CANVAS. Table 1 is also displayed in a stand-alone fashion on the CANVAS page for this course.

- **All online Assignments (the 14 Module Assignments) are completed on the publisher's Website, as noted.**
- **All Examinations (the first two Exams and the Final Exam) are completed in class, as noted.**

All online module assignments completed by students will be saved online on the publisher's website. All in-class examinations completed by students will be saved inside the Professor's office, although students certainly can make an appointment, review their exams and responses, and ask questions to the Professor.

The University is committed to providing a reliable online course system to all users. However, in the event of an 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 or 940.565.2324 and obtain a ticket number. 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

My responsibility and my promise are to help students grow and learn; to provide clear instructions for projects and assessments, to answer questions about assignments, to identify additional resources as necessary, to provide appropriate grading rubrics and reviewing opportunities, and to update course content as necessary and appropriate.

As noted, students should always expect to receive responses to their email queries on either the day they message me or the next day after they message me.

Students should also expect regular announcements from me as the course begins and unfolds. However, there will be far more announcements at the beginning than the end of the course as we all do the best possible to get the course off to a good start and I give out little pieces of helpful information. These announcements will always be posted on CANVAS.

Syllabus Change Policy

I reserve the right to change the syllabus, policies, and/or due dates inside provided that (1) the change in no one injures any student and (2) an announcement about the change is posted three days before any change occurs. One thing students can rest assured of is: Changes to the syllabus almost always redound to their interests.

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.

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 before implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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

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

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Coursework completed via the Canvas system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their records; however, information about students' records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct \(https://deanofstudents.unt.edu/conduct\)](https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

Student feedback is an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website \(http://spot.unt.edu/\)](http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination based on sex and therefore prohibit sexual misconduct. If students or someone they know are experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist

a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off-campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to the 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 at 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

Students own the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) that they create inside classes. The University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.

- The work is not used in its entirety.
- The use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. If event instructors record student presentations, they must obtain permission from the student to use a signed release to use the recording for future classes under the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures intending to re-use some or all of the recordings for future class offerings must notify students on the course syllabus if students' images may appear on the video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on the video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, instructors are encouraged to let students know the recordings will be available to them for study purposes.

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 differs from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

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

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

Pronouns

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

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

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

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

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (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/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

Table 1: Topics, Online Assignments, & Exam Timelines/Deadlines

Spring Semester, 2023	Course Dates (May complete Online Module assignments between	Dates TOPIC(S)	Modules 1-14 Online Assignments (Module Tests) Deadlines	Exams Due Dates 1) 1st Exam: Modules 1-5 2) 2nd Exam: Modules 6-10 3) FINAL: Modules 11-14; Modules 1, 2, 3, 4 & 8
Week 1	Week Beginning Wednesday , January 18, because Monday, January 16 is MLK Day	Module 1: Marketing Fundamentals	Acquire textbook; learn how to access text website and online module assignments.	Purposefully left blank

Week 2	Week Beginning Monday, January 23	Module 2: Marketing-Level Planning :	Complete Online Module 1 Assignment by midnight January 25; 50 points	<<<Assignments Found on <i>The Inside Skinny</i> Website (Use your Book Code to Access the questions)
Week 3	Week Beginning Monday, January 30	Module 3: Strategic-Level Planning	Students can always work ahead to complete Online Module Assignments.	<i>Purposefully Blank</i>
Week 4	Week Beginning Monday, February 6	Module 4: Segmentation, Targeting, & Positioning	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Week 5	Week Beginning on Monday, February 13	Module 5: Environment/ Review	Complete Online Module 2-5 Assignments by midnight on February 17; 200 possible pts.	<i>Purposefully Blank</i>
Week 6	Week Beginning on Monday, February 20	EXAM 1 on Monday/ Module 6: Research Wed/ Fri.	<i>Purposefully Blank</i>	Exam 1 Covers Modules 1-5; 50 questions.
Week 7	Beginning Monday, February 27	Module 7: Consumer Behavior	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Week 8	Beginning Monday, March 6	Modules 8: Marketing Ethics & Social Responsibility	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Spring Break Week	We repeat, <i>Spring Break Week</i>	You	<i>Got</i>	<i>This. Right?</i>

Week 9	Beginning Monday, March 20	Module 9: Managing Products, Services, and the Product Life Cycle	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Week 10	Beginning Monday, March 27	Module 10 Managing New Product Development	<i>Deadline Complete Online Module 6-10 Assignments before midnight on March 31; 200 pts.</i>	Purposefully Blank
Week 11	Beginning on Monday, April 3	<i>Review (M) Exam II (W): Module 11: Brands (F)</i>	Purposefully Blank	Exam II Covers Modules 6-10; 50 questions.
Week 12	Week Beginning on Monday, April 10	Module 12: Managing Supply Chains & Logistics	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Week 13	Week Beginning Monday, April 17	Module 13: Managing Pricing	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Week 14	Week Beginning on Monday, April 24	Module 14: Managing Marketing Communication (week 1)	<i>Purposefully Blank</i>	<i>Purposefully Blank</i>
Week 15	Week Beginning on Monday, May 1	Module 14: Managing Marketing Communication (week 2)	<i>Complete Online Modules 11-14 Assignments before midnight May 5; (200 pts.)</i>	<i>Purposefully Blank</i>
Final Exam Week	May 10; this is a Wednesday	<i>The exam begins at 8:00 am; ends at 10:00 am; in our regular classroom.</i>	<i>Purposefully Left Blank</i>	<u>Final Exam</u> Covers Modules 11-14; plus Modules 1, 2, 3, 4, 7, & 8. 120 questions in total. (1400 possible points)