

Course Name: Organizational Behavior

Course Number/Section: MGMT 3720

Instructor Information

Name: Dr. Jack Clampit (jack.clampit@unt.edu)

Teaching Assistant (TA): Yash Radadiya (YashMaheshbhaiRadadiya@my.unt.edu)

Office Hours: TBA

Notes: Office hours for Coursera courses are virtual (e.g., chat, Zoom phone calls, etc.) but please do not feel like you must wait for them to contact me. In other words, instead of me making you wait until a narrow window on a specific day of the week arrives, you may email me 24/7/365.

While I may not be able to reply immediately after you click “send”, I will try to answer all emails within 1-3 business days (hopefully by the end of the next day if I’m not traveling, e.g., to an academic conference). So, if you have questions (that aren’t answered in the [Please Read Before Emailing Me area on Canvas](#)), please do not hesitate to reach out.

Course Description, Structure, and Objectives

Course Description

Organizational Behavior (MGMT 3720 – 3 credit hours) is a junior-level survey course designed to introduce business majors to the management of organizations and organizational behavior (OB). The course exposes students to the key concepts of the discipline with an emphasis on OB as a practical field. Topics include organizational diversity, work attitudes, job satisfaction, personalities and values, decision-making, motivation, group behavior, leadership, power and politics, conflict and negotiation, organizational culture, and organizational change. The practices described represent the very best introductory explanation for the behavior of managers in for profit firms/organizations.

Structure (Format and Delivery Method)

This is a condensed (i.e., shorter than the traditional 16-week semester), fully online course, hosted on Canvas.

You will be required to use your EUID and AMS password to log into Canvas (i.e., you will use the same credentials used to log into [the UNT Student Portal](#)). If you have forgotten your EUID or password, [Click Here to visit the recovery website](#), and then click “EUID” or “password” just below the Login button.

Course Objectives

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

- CO1. Recognize the advantages in applying organizational behavior concepts and managing diversity effectively.
- CO2. Explain the means and importance of managing job satisfaction and other work attitudes and emotions.
- CO3. Identify themes that influence a person’s perception and decision-making process.

- CO4. Describe different applications of motivation for managing employee behavior.
- CO5. Explain the role of synergy and creativity in group problem-solving along with problems that teams face.
- CO6. Define the characteristics of effective leaders, and contrast leadership and power.
- CO7. Discuss ways managers can effectively deal with conflict and negotiate with people inside and outside the organization.
- CO8. Examine the various means in which organizations can be structured for maximum effectiveness.
- CO9. Compare the effects of organizational culture and change on employees and the organization.

F-1 Visa regulations

Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa \(DOC\)](#) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students. Please see the UNT Policies section near the end of this syllabus for more details.

How to Succeed in this Course

As noted earlier, I try to answer emails within one business day if I can, so if you ever have questions (that are not already answered in the Please Read Before Emailing Me area on Canvas), please email me.

While I am not “on call” 24/7 (and that is what it would take for me to be able to automatically accommodate the schedules of 100s of globally-dispersed students who each have their own schedules), you can (and should) email me 24/7. For example, please do not be shy if you do not understand course material or assignment requirements.

Having said that, please also remember to try not to email me “at the last minute” and expect an immediate response. (For example, if you wait until the day before a deadline to begin your work and then email me, you may not receive a reply before the deadline has passed, e.g., I may be on a plane traveling to an academic conference when your last-minute email was sent.)

And please note that offering this course through Canvas creates new opportunities and challenges. It offers you the *convenience* of being able to complete the course virtually and asynchronously (meaning you don’t, for example, have to be in a specific on-campus classroom in Denton for lectures twice a week). And while exams are typically taken alone, in a location of your choosing (e.g., at your own house or apartment), remember that these courses are not “easy open-book, open-note courses” but are, instead, designed to be challenging.

For example, while busy students may simply wish to pass classes to earn a degree that allows them to be eligible for jobs or promotions, you should not expect to do more than “earn your degree” – e.g., receive an A or a B if high grades are an important personal goal – if you do not devote a *significant* amount of time to your studies.

To be specific, this course was specifically designed to meet the standards set forth by the Ryan College of Business, The University of North Texas, and The State of Texas. It was also designed around standards set by the world’s most prestigious collegiate accrediting agency for business schools, the Association to Advance Collegiate Schools of Business (AACSB). Less than 6% of the world’s business schools have earned this accreditation, and you are earning your degree at one of them. This accreditation virtually guarantees that your degree will be accepted as legitimate in the eyes of employers and schools around the world, versus being thought of as a diploma mill or program where everyone who simply completes the work earns a degree.

In other words, this is a rigorous course. You will have to work hard to pass the course (with a D) or earn a C. And if earning an A or B is an important personal goal of yours (versus mainly wishing to graduate with your degree), this will probably not be possible without putting in a tremendous amount of time and effort.

The keys to success for most students are practicing time management, staying current with assignments and quizzes, **studying very, very hard before taking exams**, and communicating with me if you have questions or concerns before taking your exams. If your work or personal schedule is especially demanding, haphazard, and unpredictable right now, or if you are the kind of person who does much better working under highly structured, face-to-face conditions, then it is possible that an online course like this is not the best choice for you right now. *Please be sure that online delivery is the best delivery mode to meet your learning objectives.*

ADA accommodation statement

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](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

Communication Practices

Email is (by far) the most common way students choose to communicate with me. It is often best to email me directly (versus via Canvas, because sometimes Canvas notifications aren't as reliable). And I try to answer email within one business day, but during busy times my inbox becomes rather full. So, if you do not receive a response within two or three business days, please send a follow-up email. A gentle nudge/reminder is always appreciated.

Academic Success Resources

UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to unt.edu/success and explore unt.edu/wellness. To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.edu.

Supporting Your Success and Creating an Inclusive Learning Environment

Communicate your commitment to the importance/value of an inclusive learning environment. What barriers to student success would you like to prevent by working collectively to develop community norms within the course?

Respectful Environment

UNT values the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and belonging. All discussions should be respectful and civil.

Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. We are all learning together. (For your convenience, please review UNT's [Code of Student Conduct](#).) Required/Recommended Materials.)

Digital Component Requirements

This course has digital components. Students will need reliable internet access to access content on the Canvas Learning Management System, and a computer that allows students to install 3rd party software.

For example, Respondus Lockdown Browser is required to pass this course, but if a student uses a workplace or older personal computer, their computer may or may not allow a student to install Respondus. If a student cannot install Respondus on that computer, then they will have to obtain access to a computer that they can install Respondus on, e.g., perhaps they have a newer personal computer or perhaps a family member or friend will let them take Quizzes/Exams on theirs. (If circumstances change, you will be informed on Canvas. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](#).)

Tech Support

I am not Technical Support. You are probably more familiar with your computer than I am, and are undoubtedly more familiar with the specific issues you are facing and the steps you've already tried to resolve them. Tech Support, meanwhile, was literally created to help you solve technical problems.

So, if you run into Tech Issues, please contact them for help (instead of contacting me for help).

And please, do not wait until the last day of the course to take your first Exam. (Respondus is required to pass this course, but it can sometimes be finicky with your first exam. And if you are trying to solve tech issues at that late stage, you are taking away from valuable study time and will possibly earn automatically applied Late Penalties or even Zeros if you can't resolve your issues in time.)

- [Click Here for UNT/Canvas Tech Support](#) (or click the "Help" icon, i.e., the circle with the question mark at the bottom of your Canvas sidebar).
- [Click Here for Respondus Tech Support](#) (if their answers to common questions don't help, then click the **Submit a Ticket** button).
- [Click Here for Respondus Tech Issue Announcements](#) (e.g., to see if Respondus has announced any known Tech Issues on their end).
- [Click Here for Respondus Minimum Requirements](#) (to make sure your computer or OS meets their Minimum Requirements).

Course Materials

- Organizational Behavior eBook, J. S. Black & D. S. Bright, OpenStax, Digital ISBN: 1947172727; available free at: <https://openstax.org/books/organizational-behavior/pages/1-introduction>
- The Organizational Behavior eBook is available for free online, includes a free PDF download, can be downloaded free to a Kindle reader, and/or purchased from Amazon in hard copy for a (normally) modest fee
- All Materials used in the course are also freely available to you through the UNT Library online, accessible directly through the course in Canvas, and/or at Openstax.org

Course Requirements/Schedule

This course is divided into 8 Modules. Please see Canvas for specific due dates. And please remember that UNT courses typically end on a **FRIDAY** (meaning you will not have the last weekend to complete/submit work).

8-Week Course Schedule

Module	Topics	Assignments/Deliverables (<i>deliverables in italics</i>)
Week 1 Intro Module and Module 1	<ul style="list-style-type: none"> ▪ Basic Canvas Information ▪ CH 1: Management & Organizational Behavior 	<ul style="list-style-type: none"> ▪ Familiarize yourself with basic course material posted on Canvas (e.g., Course Info posts and, especially, the Read Before Emailing area) the Welcome/Start Here Module in Canvas ▪ Read eBook: CH 1 ▪ <i>Optional Student Introductions via Discussion Board</i> ▪ <i>Module 1 Quiz (covering all week 1 material, including questions from the Read Before Emailing Me area on Canvas)</i>
Week 2 Module 2	<ul style="list-style-type: none"> ▪ CH 15: External and Internal Organization Environments and Corporate Culture ▪ CH 16: Organization Structure and Change ▪ Discussion Board #1 ▪ Exam 1 (CH 1, CH 15, CH 16) 	<ul style="list-style-type: none"> ▪ Read eBook: CH 15 & CH 16 ▪ <i>CH 15 Quiz</i> ▪ <i>CH 16 Quiz</i> ▪ <i>Module 2 Quiz</i> ▪ <i>Discussion Board #1</i> ▪ <i>Exam 1 (CH 1, CH 15 & CH 16)</i>
Week 3 Module 3	<ul style="list-style-type: none"> ▪ CH 5: Diversity in Organizations ▪ CH 2: Individual and Cultural Differences ▪ Discussion Board #2 Assignment 	<ul style="list-style-type: none"> ▪ Read eBook: CH 5 & CH 2 ▪ <i>CH 5 Quiz</i> ▪ <i>CH 2 Quiz</i> ▪ <i>Module 3 Quiz</i> ▪ <i>Discussion Board #2</i>
Week 4 Module 4	<ul style="list-style-type: none"> ▪ CH 9: Group and Intergroup Relations ▪ CH 10: Understanding and Managing Work Teams ▪ Discussion Board #3 Assignment ▪ Exam 2 (CH 2, CH 5, CH 9, CH 10) 	<ul style="list-style-type: none"> ▪ Read eBook: CH 9 & 10 ▪ <i>CH 9 Quiz</i> ▪ <i>CH 10 Quiz</i> ▪ <i>Module 4 Quiz</i> ▪ <i>Discussion Board #3</i> ▪ <i>Exam 2 (CH 2, CH 5, CH 9, CH 10)</i>
Week 5 Module 5	<ul style="list-style-type: none"> ▪ CH 3: Perception and Job Attitudes ▪ CH 6: Perception and Managerial Decision Making ▪ Discussion Board #4 Assignment 	<ul style="list-style-type: none"> ▪ Read eBook: CH 3 & CH 6 ▪ <i>CH 3 Quiz</i> ▪ <i>CH 6 Quiz</i> ▪ <i>Module 5 Quiz</i> ▪ <i>Discussion Board #4</i>

<p>Week 6 Module 6</p>	<ul style="list-style-type: none"> ▪ CH 7: Work Motivation for Performance ▪ CH 8: Performance Appraisal & Rewards ▪ Discussion Board #5 ▪ Exam 3 (CH 3, CH 6, CH 7 & CH 8) 	<ul style="list-style-type: none"> ▪ Read eBook: CH 7 & CH 8 ▪ CH 7 Quiz ▪ CH 8 Quiz ▪ Module 6 Quiz ▪ Discussion Board #5 ▪ Exam 3 (CH 3, CH 6, CH 7 & CH 8)
<p>Week 7 Module 7</p>	<ul style="list-style-type: none"> ▪ CH 12: Leadership ▪ CH 13: Organization Power and Politics ▪ Discussion Board #6 	<ul style="list-style-type: none"> ▪ Read eBook: CH 12 & CH 13 ▪ CH 12 Quiz ▪ CH 13 Quiz ▪ Topic Quiz – Leadership ▪ Module 7 Quiz ▪ Discussion Board #6
<p>Week 8 Module 8</p>	<ul style="list-style-type: none"> ▪ CH 14: Conflict and Negotiations ▪ Emotional Intelligence ▪ Exam 4 (CH 12, CH 13 & CH 14) 	<ul style="list-style-type: none"> ▪ Read eBook: CH 14 ▪ CH 14 Quiz ▪ Module 8 Quiz ▪ Exam 4 (CH 12, CH 13 & CH 14)

Students will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, citing the [Campus Closures Policy](https://policy.unt.edu/policy/15-006) (https://policy.unt.edu/policy/15-006).

Assessing Your Work

Grades are based on mastery of the content. As a general rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to maximize your learning with our coaching staff at the [Learning Center](#). Also, please feel free to contact me if you ever feel like you are struggling, and remember that UNT offers a suite of Academic Support Services to help you:

- [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/)

And please remember our Honor Code: *“I commit myself to honor, integrity, and responsibility as a student representing the University of North Texas community. I understand and pledge to uphold academic integrity as set forth by [UNT Student Academic Integrity Policy, 06.003](https://policy.unt.edu/policy/06-003) (https://policy.unt.edu/policy/06-003). I affirm that the work I submit will always be my own, and the support I provide and receive will always be honorable.”*

Course Requirements & Grading Information

Your grade in this class will be calculated by adding up the Total Points earned during the semester. Because we use a Point System, there is no such thing as “rounding a grade up” (so please do not ask for this). The Letter Grade that you earn for the course will be based on your completion of the following deliverables:

Weights for Graded Deliverables

Gradable Item	Number of Items	Points Each	% Each	Total Points
Module Quizzes	8	7.5	.75%	60
Chapter Discussions	6	15	1.5%	90
Exam 1	1	200	20%	200
Exam 2	1	200	20%	200
Exam 3	1	200	20%	200
Final Exam	1	250	25%	250
				1000

Course Letter Grade Scale

Letter Grade	From (Total Points)	To (Total Points)	Comments
A	900	1000	TRULY OUTSTANDING work. These students immediately know the answers to nearly all exam questions without having to “think about it”; they just “know” the correct answers right away. They typically earn well above 900 points and can easily apply material to a wide range of real-world problems in a rigorous manner.
B	800	899	VERY GOOD, impressive work. These students performed WELL ABOVE most students, and probably know the material well enough to answer the vast majority of exam questions quickly.
C	700	799	SOLID, college-level work...good job! These students learned the material to the degree we expect. They can typically answer most exam questions without feeling like they are running out of time, and if they forget course material years from now, they can quickly look it up and remember what they learned.
D	600	699	ACCEPTABLE level of work to PASS THE CLASS. Students learned the material but may need to think for a bit before answering exam questions (and may thus wish that exam time limits were longer). Ultimately, however, they do meet our minimum expectations.
F	0	599	SUBPAR work. The student FAILS to meet minimum expectations.

Extra Credit

Please note that UNT, the RCOB (especially its Department of Management), and accreditation agencies (e.g., the AACSB) are highly protective of the value of your degree, as ensuring the rigor of a degree program is a vital determinant of whether employers, graduate schools, etc., view it as legitimate or not.

Courses where the class average grade has historically been “too high” are now being monitored. This includes all of my courses. That, unfortunately, makes it difficult for me to offer Extra Credit.

Nevertheless, because I *do* want to encourage students to learn as much as possible, and I also want to reward those who have shown that they sincerely care about their grades, I do sometimes offer potential Extra Credit to students who demonstrate a willingness to put in “extra” time and effort throughout the course (i.e., not just at the end if you need it).

Extra credit assignments, if offered, are typically posted on Canvas and are normally used to help students reach the next letter grade up at the end of the course if they fall 10 points or less short, e.g., while 799 points is a C, students who care enough (about how much they learn and their grade) to complete “extra” work throughout the course (not just at the end) could receive a B instead.

Note that this means that I *cannot* raise the grades of anyone who does not complete “extra” work throughout the course, because it would be unfair to give you special treatment compared to those who diligently completed this work.

So please, if earning a certain Course Grade is important to you (e.g., you are the kind of student who will lose sleep over falling just short of the next Letter Grade up in the course, you need a certain grade to graduate or qualify for financial aid or tuition reimbursement, etc.), then you should strongly consider completing any Extra Credit assignments.

And if you choose not to complete Extra Credit work, then please do not ask me to raise your grade if you finish the course with 899 points, 699 points, etc. Please simply accept the grade you earned with grace (or better yet, complete the Extra Credit).

Late Work Policy

Special Note regarding Late Work and Respondus. Make sure that Respondus works for Quizzes and, especially, Exams *well before* our deadlines. If you wait until just before a deadline and run into technical issues – this seems to happen a lot – then you are consciously accepting the risk of earning a Late Penalty or even a Zero if you cannot work with Tech Support to fix your issues on time.

This course no longer imposes automatic zeros if you miss a deadline. **Instead of a no-exception, automatic zero, you now have automatic permission to submit work late, subject to a daily penalty of 15%.**

You do not need to tell me something came (or is coming) up and then ask for permission to submit after the deadline. ***As you already have permission, simply submit your work as early as you can to minimize the penalty.***

Ideally, you will work ahead and not wait until the last minute to submit your work. That way, if something comes up at the last minute – e.g., something comes up at work, a personal situation or emergency arises, you lose your internet connection due to a storm, you have trouble installing proctoring software, etc. – you will not have to worry about: (A) earning a lower grade because you rushed to submit on time, or (B) earning a zero because you did not submit your work at all.

But if you *do* choose to wait, and something does come up, *please do not ask me for extensions or waivers of this penalty* unless you have a verifiable excuse in accordance with university policy (in which case you should include documentation of this verifiable reason when you email me to ask for an extension/waiver).

Why should you not ask for an extensions/waiver otherwise? Because I cannot give you special treatment that was not extended to others. Awarding you an extension or waiving this penalty is simply not fair to those who

structured their lives – often in very inconvenient ways – to ensure that they did learn the material and complete their work on time. It is also unfair to those who earned lower grades because they rushed to finish on time.

I am sure (and I mean this sincerely) that you probably – quite understandably, given how busy we can be – had good reasons to decide to wait until the last minute to submit your work (and were then simply unlucky when something did come up). Sometimes that’s how life works. Still, you did wait. Something did come up. And I cannot give you special treatment when others earned lower grades because they rushed to submit on time, or incurred Late Penalties if they didn’t.

So please, simply accept the consequences of your decision (and bad luck) with grace, knowing that there is zero judgment on my part.

Attendance and Participation

There are no mandatory online sessions for this course. I will post information about various optional meetings if there are any. See [UNT’s Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more.

Having said that, while this is a fully online course, **you are still expected to log into Canvas at least once a week**, e.g., to ensure that you do not miss important course announcements.

For example, if there is a schedule change and you do not know about it because you are not regularly logging in and reading important announcements, then you will be fully responsible if you miss a deadline because you did not know about the schedule change.

Dropping the Course

If you decide to drop by the deadline, you will receive a W (not a WF) which doesn’t impact your GPA. Keep in mind you are only allowed 6 W’s in your academic career according to TX state law. If you have questions regarding your grade, please contact me via email.

To drop the course, complete the Drop Consent Form and Submit it to the Registrar. More information about the drop process can be found by visiting the [UNT Registrar](#).

Getting Help Technical Assistance

Please immediately report ALL Coursera problems by using the “Help Dropdown Menu” in the upper right-hand corner of all Coursera pages. If you are not able to access Coursera you may also follow-up with the UNT helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the Coursera helpdesk. Without a ticket number, I can’t follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and can advise me of the outcome.

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 technology issues.

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: 8am-9pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

Student Support Services

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)

Additional student support services offered by UNT include:

- [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)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/dean-of-students/programs-and-services/care-team/)
 - (https://studentaffairs.unt.edu/dean-of-students/programs-and-services/care-team/)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Food Pantry](https://studentaffairs.unt.edu/food-pantry) (https://studentaffairs.unt.edu/food-pantry)

Turn-around Time

If a course includes manually graded elements, I aim to return graded work to you within three to five business days after the due date. If this is not possible, I will send an announcement to the class. (If work is submitted on the last day of class, then we will try to grade assignments with the potential to affect your overall Course Grade by the end of the subsequent weekend.)

Assignment Submission Policy

You will submit all assignments through the respective page/tab in Coursera (unless instructed differently by me). **I will not accept assignments sent via e-mail or messaging.** If you upload the wrong document in error, you must contact me ASAP and resubmit the correct document. You are responsible for ensuring that you upload/submit all required documents via the correct assignment tab by the due date. Every assignment must include student name, course number, and assignment title.

Examination Policy

While there is no in-person proctoring, and no one will monitor you through your webcam, all Quizzes and Exams in this course are considered to be “Closed Book”. As a proxy for in-person proctoring, we will use a combination of the Respondus, the Honor System, and time limits.

(Respondus prevents you from looking up answers online while take Quizzes/Exams, the Honor System prevents you from consulting your notes, and if you violate the Honor System, time limits will hopefully prevent you from having the time to look up more than a handful of answers.)

Exams are “knowledge-acquisition-application” oriented. The questions cover content from all material assigned in the course and are designed to “quickly” test your knowledge. You must complete them on your own and in one sitting. Links to take them will be posted on Canvas. (If you see a link to take an Exam, feel free to take it.)

I strongly recommend that you start your exam WELL BEFORE deadlines to allow plenty of time to resolve any technical issues that may occur (e.g., Respondus errors) and avoid any delays due to things that may arise at the last minute to prevent you from taking it on time (e.g., personal emergency, power outage, etc.).

There are no study guides in upper division courses. You need to know ALL material assigned COURSEERA modules to do well.

Should you lose Internet connection during the exam, you would need to contact the Student Helpdesk and document the remedy ticket number before contacting me.

Finally, remember that UNT locks me out of the grading system almost immediately after the last day of class. So, if you have coursework to complete and the course is nearing its end, please remember that you will earn AUTOMATIC LATE PENALTIES if you do not submit your work on time, and AUTOMATIC ZEROS if you do not finish the course before I’m locked out of the system.

That last point is important enough to say twice. UNT will lock me out of the grading system almost immediately after the course ends. Therefore, if something important has arisen and you need to contact me for help or advice, you must do so as quickly as you can. **If you wait until I’m locked out of the course, there is nothing I can do to help you, as there is literally no way for me to log into the grading system. (I am usually locked out of the course Sunday morning after the last day of class, which is usually a Friday.)**

Exam Academic Integrity

Usage of cell phones, tablets, cameras, other computers, or ANY other electronic device is NOT allowed during a quizzes or exams. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Exam questions are randomized so you will NOT have the same as your classmates nor will the questions be in the same order as your classmates.

Syllabus Change Policy

I reserve the right to make changes to the syllabus to reflect any university-wide policy changes as well as to adjust due dates and content covered to better assist you in mastering the material. I will notify you of any such changes via e-mail, in person, Coursera announcement, and I will provide the updated syllabus to you. Any changes will be out of necessity or to benefit the class as a whole.

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, loss of academic scholarships, 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 and on-line chat tools; (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; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

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.

The incident will be reported to University authorities for appropriate disciplinary action. If you have engaged in academic dishonesty related to this course, possible consequences include a failing grade on the test or assignment, or a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. The [Student Academic Integrity policy](https://policy.unt.edu/policy/06-003) can be found at <https://policy.unt.edu/policy/06-003>.

NOTE: As mentioned earlier, I may submit any/all of your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.

Emergency Notification & Procedures

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

Emergency Evacuation Procedures for Business Leadership Building/G. Brint Ryan College of Business

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, and 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.

Retention of Student Records

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

Acceptable Student Behavior

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

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

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

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

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

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

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

Transmission and Recording of Student Images in Electronically-Delivered Courses

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

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

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

Artificial Intelligence Policy

Bottom Line for This Course

While being able to use AI will undoubtedly be an important job skill in the future, the purpose of writing assignments in this class is to help you learn course concepts, by giving you experience applying them in real-world contexts. **While feeding prompts into AI can help you submit a high-quality assignment, it will not help you learn about these concepts (and thus defeats their very purpose).** And it will also not allow us to assess your level of learning.

In other words, while it is important for you to be able to use AI in the real world, using it in this course defeats the very purpose of our assignments. (Remember, the purpose is not to see if you can turn in an outstanding deliverable. It is to help you learn a topic, and then assess how well you know it.)

To strike a balance, we will do this. You may use AI for a maximum of two (2) submissions in the course (not counting “extra” work, e.g., you may use AI to complete Extra Credit or any work that is “not for a grade” even if you have already used AI twice for other assignments.

You must cite this usage. And if the assignment requires citations in general to receive a grade or avoid point-deductions, these AI citations will not count towards these requirements (e.g., if an assignment requires two citations to course material, and you cite AI, **then you must still include two further citations to course material**).

Use of AI without citation will earn an automatic zero the first time, and may be reported to the University as a repeat violation of Academic Integrity for multiple infractions. So, if you do use AI, make sure to cite it.

Details

The emergence of generative AI tools (such as Grok, ChatGPT, etc.) has sparked interest among many students in our discipline. The use of these tools for brainstorming ideas, exploring possible responses to questions or problems, and creative engagement with the materials may be useful for you as you craft responses to class assignments. While there is no substitute for working directly with your instructor, the potential for generative AI tools to provide automatic feedback, assistive technology and language assistance is clearly developing.

In this course, students shall give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.

When using AI tools on assignments, add an appendix showing (a) the entire exchange, highlighting the most relevant sections; (b) a description of precisely which AI tools were used (e.g. ChatGPT), (c) an explanation of how the AI tools were used (e.g. to generate ideas, turns of phrase, elements of text, long stretches of text, lines of argument, pieces of evidence, maps of the conceptual territory, illustrations of key concepts, etc.); (d) an account of why AI tools were used (e.g. to save time, to surmount writer’s block, to stimulate thinking, to handle mounting stress, to clarify prose, to translate text, to experiment for fun, etc.). Overall, AI tools should be used wisely and reflectively with an aim to deepen understanding of subject matter.

It is a violation of university policy to misrepresent work that you submit or exchange with your instructor by characterizing it as your own, such as submitting responses to assignments that do not acknowledge the use of generative AI tools.

Understanding how and when to use generative AI tools (such as Grok) is quickly emerging as an important skill for future professions. To that end, you are welcome to use generative AI tools in this class (for a maximum of TWO assignments) as long as it aligns with the learning outcomes or goals associated with assignments.

The two-assignment maximum is in place because while learning to use AI will be valuable in your career, and it will help you create and/or submit high-quality reports and analyses, the goal of assignments in this course is NOT to see if you can submit high-quality work using AI. The goal is for you to learn course concepts, demonstrated by your ability to submit high-quality work on your own.

You are fully responsible for the information you submit based on a generative AI query (such that it does not violate academic honesty standards, intellectual property laws, or standards of non-public research you are conducting through coursework). Your use of generative AI tools must be properly documented and cited for any work submitted in this course.

To ensure all students have an equal opportunity to succeed and to preserve the integrity of the course, students are not permitted to submit text that is generated by artificial intelligence (AI) systems such as Grok, ChatGPT, Bing Chat, Claude, Google Bard, or any other automated assistance for any classwork or assessments. This includes using AI to generate answers to assignments, exams, or projects, or using AI to complete any other course-related tasks. Using AI in this way undermines your ability to develop critical thinking, writing, or research skills that are essential for this course and your academic success. (For example, if you use AI to help you write a solid Discussion Post, do not copy and paste the text that AI generates for you. Use it to give you ideas and then write your posts in your own words.)

To elaborate, students may use AI as part of their research and preparation for assignments, or as a text editor, but text that is submitted must be written by the student. For example, students may use AI to generate ideas, questions, or summaries that they then revise, expand, or cite properly. Students should also be aware of the potential benefits and limitations of using AI as a tool for learning and research. AI systems can provide helpful information or suggestions, but they are not always reliable or accurate. Students should critically evaluate the sources, methods, and outputs of AI systems. Violations of this policy will be treated as academic misconduct. If you have any questions about this policy or if you are unsure whether a particular use of AI is acceptable, please do not hesitate to ask for clarification.

And again, remember that in this course, you are allowed to use AI up to a maximum of TWO TIMES, you must NOT copy and paste AI output, and you MUST cite your usage of AI.

EXCEPTION: If any Extra Credit work, or work that is “not for a letter grade”, is assigned, you MAY use AI to complete this work and it will NOT count towards the two-times-per-course limit. For example, if you use AI to help you write two discussion posts, you may ALSO use AI for this extra work. You will thus use AI three times in the class, without violating our rule that says you can only use it up to two (2) times (because “extra” work is exempt from this policy).