

## Course: MGMT 4470.700 (Leadership)

**Term:** Fall 8W1 (2025)

**Dates:** Aug 18 – Oct 10

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### Instructor Information

**Name:** Dr. Jack Clampit

**Office Hours:** TBA (See Canvas)

**Email Address:** [jack.clampit@unt.edu](mailto:jack.clampit@unt.edu)

**Email Note:** Before emailing me, please read the “Please Read Before Emailing Me (FAQ)” post on Canvas.

### Course Description, Structure, and Objectives

#### Course Description

**Leadership** (MGMT 4470, 3 credit hours) is an-depth course on leadership. Students are provided practical tools and methods of leadership that apply to a variety of organizational structures. Students gain insights about their own personalities, skills, ethics, values and beliefs as they relate to leading others.

#### Structure (Format and Delivery Method)

This is a condensed, 100% online course that requires students to learn a lot of material in a short amount of time. The good news is that short-format courses can be more convenient and quicker to finish (versus traditional 16-week offline courses), though you must work harder to cover the same amount of material.

#### Course Objectives

This course covers the major theories and models of leadership with a focus on how theory can inform practice. Upon successful completion of this course, students will be able to:

- CO-1.** Compare major theories of leadership
- CO-2.** Contrast key leadership approaches
- CO-3.** Describe different types of leadership
- CO-4.** Explain how to adapt leadership to different organizations
- CO-5.** Incorporate modern values into leadership practices

## 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

**The keys to success** are practicing time management, not falling too far behind with assignments and quizzes, and communicating with me if you have questions or concerns. 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.*

**Please email me 24/7 if you ever have any questions or concerns.** I am not “on call” 24/7, but if anything is ever on your mind and you would like clarification or help from me, don’t be shy. Email me as soon as you can, and I will reply as soon as I am able to (usually on the same business day if you email me during normal working hours, or the next business day otherwise).

You may also contact me via Zoom if you think that email is not appropriate for the conversation you would like to have. From time to time, I may, in fact, suggest that we switch from email to Zoom (e.g., if while trying to explain a course concept, I think it would be easier to go back and forth in real-time).

I do also normally hold virtual **Office Hours**. But please note that since this is a *Coursera* course, and many of my Coursera students are working professionals, **I am happy to accommodate your schedule rather than force you to interact with me during strictly set Office Hours.** While I am not “on call” 24/7, you may email me 24/7, and we can either converse asynchronously, with you emailing me when it’s most convenient to you, or you can suggest a specific day and time for use to synchronously interact.

Regarding the online delivery of this course, offering this course through CANVAS creates new opportunities and challenges. CANVAS offers you the *convenience* of an Internet based class meeting the standards set forth by the College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not assume that Internet courses are “easy A’s”, however, as they require students to learn the same exact body of knowledge that in-person courses do. And while online courses can offer a degree of convenience with respect to when and where you complete your studies, the ability to set your own study schedule can make it easier to delay your studies until just before deadlines rather than work at a more constructive, structured pace.

## 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

Please contact me directly through email. (You may also contact me directly from Canvas. Please note that if you do this instead of emailing me directly, however, I may not receive your message until the end of the next business day due to the manner in which Canvas notifies me that a new message has been sent to me. In other words, direct email is usually faster if you are in a hurry.)

I try to answer all emails within one business day, but during busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge 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](https://unt.edu/success) and explore [unt.edu/wellness](https://unt.edu/wellness). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](https://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?

## Inclusion Statement

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. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and a computer that allows students to install 3<sup>rd</sup> party software, e.g., Respondus Lockdown Browser. (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.](#))

## Textbook

This course uses **“Leadership: Theory and Practice by Northouse, 9th Edition”**. You may acquire any version of it that you like (e.g., e-book, hard copy), from any vendor you like (e.g., Amazon, UNT, Sage), via any purchasing mode you prefer (e.g., rent, buy). The only caveat – which only applies if you were thinking of acquiring the more expensive Vantage version – is described in the Notes below.

Please understand that me giving you this freedom means that I cannot provide you with a single associated ISBN (because every version has its own ISBN). **Just make sure to acquire the 9<sup>th</sup> Edition if you want to use the version I use when I create Quizzes and Exams.**

**Notes:** (1) a newer edition was just released, but UNT’s compliance area has not approved it for us yet, (2) additionally, Sage has just informed us that they will not support the Vantage version of their textbook for our course, so if you purchase that version, you may or may not be able to access the optional suite of extra assignments and resources that the more expensive Vantage version offers. (I don’t assign them anyway, and all Quiz/Exam questions come from the non-Vantage version, but some students want to do as much work as possible, even if it’s for no credit, because it may help them learn more.)

## Course Requirements/Schedule

This course is divided into eight “Modules” that cover two textbook chapters per Module (except for the last one, which only covers on chapter).

Some students attempt to complete the entire course in the first week or two, so that they don’t have to worry about it moving forward. Others wait until the end to get started, often because their schedule was especially busy early on.

Most students try to work at a steady pace, by dividing our coursework by the number of weeks the course lasts.

*Examples:* complete at least one Module per week in an 8-week course, one Module every other week in a 16-week course, two Modules per week during most weeks of a 5-week course, and 3 Modules per week during most weeks of a 3-week course.

Ultimately, the decision of how to pace your studies is up to you, as long as you submit your work before the last day of class (which usually falls on a FRIDAY, meaning those who reserve the weekend to complete schoolwork won’t be able to work on that last weekend, since the close courses just before that weekend).

Module	Material Covered	Assignments
1	All <b>Module 1</b> material (which covers Chapters 2 & 3 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Install</b> Respondus Lockdown Browser (if you don't have it) <b>Take</b> this week's Chapter Quizzes (worth 20 points each out of 1000 possible for the course)  <b>Important!</b> Your first quiz may contain questions related to course policies in addition to questions from your reading assignments
2	All <b>Module 2</b> material (which covers Chapters 4 & 5 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapter Quizzes (worth 20 points each)
3	All <b>Module 3</b> material (which covers Chapters 6 & 7 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapters Quizzes (worth 20 points each)
4	All <b>Module 4</b> material (which covers Chapters 8 & 9 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapter Quizzes (worth 20 points each) <b>Take</b> Midterm Exam (worth 350 points)
5	All <b>Module 5</b> material (which covers Chapters 10 & 11 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapter Quizzes (worth 20 points each)
6	All <b>Module 6</b> material (which covers Chapters 12 & 13 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapter Quizzes (worth 20 points each)
7	All <b>Module 7</b> material (which covers Chapters 14 & 15 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapter Quizzes (worth 20 points each)
8	All <b>Module 8</b> material (which covers Chapter 16 from your textbook)	<b>Review</b> Module Instructions on Canvas <b>Read</b> this week's textbook Chapters <b>Take</b> this week's Chapter Quizzes (worth 20 points each) <b>Take</b> Final Exam (worth 350 points), which opens this week and must be completed before the last day of class

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.”*

Forward together!

## Graded Assessments

<u>Item</u>	<u>Points</u>	<u>Total Points</u>	<u>Course Weight</u>
15 Module Quizzes	20 Pts Per Quiz (20 questions worth 1 pts each)	300	30%
1 Midterm Exam	350 Pts (50 questions worth 7 pts each)	350	35%
1 Final Exam	350 Points (50 questions worth 7 pts each)	<u>350</u>	<u>35%</u>
		<u>1000</u>	<u>100%</u>

## Course Grading Scale

<u>Letter Grade</u>	<u>From (Points)</u>	<u>To (Points)</u>	<u>Comments</u>
A	900	1000	Truly outstanding work that is <i>easily</i> above our better students and <i>well above</i> the vast majority!
B	800	899.99	VERY GOOD, impressive work! The student performs well above minimum expectations.
C	700	799.99	SOLID, college-level work. The student has clearly performed at the level we expect.
D	600	699.99	ACCEPTABLE level of work. The student meets but rarely exceeds minimum expectations to PASS the course.
F	0	599.99	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 VERY protective of the value of your degree.

Ensuring the rigor of a degree program is a vital determinant of whether employers, graduate schools, etc. view it as legitimate or not (as there is a big difference between earning a degree from a program that passes everyone who simply completes the work or hands out A's or B's for memorizing material versus one where you must demonstrate that you have acquired a truly deep and lasting understanding that allows you to apply what you've learned across a broad spectrum of nuanced situations).

This is why the RCOB's Department of Management has stepped up its efforts to strictly monitor grade distributions in each class moving forward, to ensure that the average grade is in the 2.5 to 3.0 range (on a 4.0 scale, with 2.0 to 2.9 being a "C").

Because all my courses are now being actively monitored to ensure that grade distributions are rigorous, this makes it *extremely* 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 can demonstrate to me that they sincerely care about their grades, I will offer potential Extra Credit to students willing to put in extra effort throughout the course (via the process described below).

**To help me demonstrate rigor to those who now monitor our course's grade distributions, your demonstration to me (that earning a high grade matters to you) must be in a form that is verifiable. Therefore, we will do this:**

*Any student who falls less than 10 points short of the next Letter Grade up at the end of the course (**NOT 11+ points short – there must be a hard cutoff somewhere**) will automatically receive the higher grade IF they send me tangible evidence that they created high-quality, handwritten flashcards (or cards in an ODA-friendly format if handwriting is not feasible) for each textbook chapter covered in the course.*

*Details for how to do this will be described on Canvas, but the short version is this: create handwritten flashcards – for reasons explained in the Learning Studies post on Canvas, they will not count if they are typed – for every term/topic/concept that you might be asked about on a Quiz/Exam, with personally thought-up examples on the back that both illustrate the term/topic/concept and highlight the key differences between it and related terms/topics/concepts.*

*This way, when you see those “pick the best answer” questions that are designed to separate the A students from the B students, by listing multiple answers that look correct, you can quickly and easily spot just why a “correct-looking” answer might be technically correct but still not quite as good as another answer.*

**Note that this means that I cannot raise the grades of anyone who does not complete these assignments, 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 making high-quality flashcards for Extra Credit.*

**And if you choose not to do this, then please do not ask me to raise your grade if you finish the course with 899 points (versus the 900 needed for an A), 796 points (versus the 800 needed for a B), etc.** Please simply accept

the grade you earned with grace, while understanding that as busy as many of our Coursera students are, simply coming back to school and graduating is an accomplishment worthy of the utmost respect!

## Late Work

This course no longer imposes no-exception, automatic zeros for submitting work late. **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 email me to tell me something came (or is coming) up and then ask for permission to submit after the deadline. Why not? ***Because you already have that 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 extension/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 that others did not get.

**So please, simply accept the penalty knowing that, for the reasons listed above: (A) it's unfair for me to give you an extension when others were penalized or earned lower grades because they rushed to submit on time, and (B) there is absolutely no judgment on my part, as I know that y'all are busy, and simply finishing the course is an accomplishment!**

**Important!** If you submit late work, remember that all work **MUST** be submitted before UNT permanently locks me out of the grading system, or you will receive a zero for that work.

I am usually locked out sometime on Sunday, just a couple days after the last day of class (normally a Friday).

So please, if you choose to wait until the last minute to submit your work, make sure to submit before I am permanently locked out of the system (because there is nothing I can do to help you at that point).



## Attendance and Participation

There are no mandatory online sessions for this course. I will post information about various optional meetings. Visit the [University of North Texas' 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, 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](mailto: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>)
- [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>)

## Turn-around Time

If a course includes manually graded elements, I aim to return graded work to you within three to five business days of the due date. If this is not possible, I will send an announcement to the class.

## Assignment Submission Policy

Quizzes and Exams are taken on Canvas. Any other assignments (any and all assigned “deliverables” will be listed on Canvas in each module’s “Instructions” area) may be submitted 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

Exams are “knowledge-acquisition-application” oriented. They are designed to “quickly” test your knowledge. If you see a link to take an Exam on Canvas, feel free to take it, as that means the window to take it is open for you. Due Dates will be explicitly listed on Canvas. (Exams must be submitted and fully processed by Canvas before this deadline.)

The questions cover content from all material assigned in the course. You should prepare as though it is a **closed book**, in-person exam and you must complete exams ***independently*** in ***one sitting*** during the exam window.

I strongly recommend that you start your exam EARLY during the exam window (i.e., don't wait until just before its Due Date) to allow plenty of time to resolve any technical issues that may occur 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 COURSERA 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.

**NOTE: Due to our large and flexible exam windows, I do not anticipate scheduling issues, but if you have a conflict, you must contact me *prior* to the exam, and the request must comply with *University policy*.**

Unless your advisor has asked me to give you a grade of "Incomplete" for the course, no make-up exams will be granted for "missed exams" after the course closes, as UNT locks me out of the grading system almost immediately after the last day of class.

That last point is important enough to repeat. **UNT locks me out of the grading system almost immediately after the course ends (I am usually locked out sometime on Sunday, just a couple days after the course ends on Friday).** So, if something important has arisen and you need to contact me for help or advice, you must do so as quickly as you can, because **if you wait until I'm locked out of the course, there is nothing I can do to help you.**

## 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 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](http://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](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/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](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### 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](mailto: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.