

## Course Name: International Management Perspectives

### Course Number/Section: MGMT 4660

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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

**International Management Perspectives** (MGMT 4660 INET, 3 credit hours) is a senior level survey course designed to provide you with an overview of the field of international business operations. MGMT 4660 is one of several ‘international course(s)’ offered by the College of Business that, when completed, allows students to fulfill the international core requirement required of all College of Business degree students must satisfy. The course title, International Management Perspectives, tell us immediately the course involves management issues that cross the U.S. boundaries. *UNT’s Undergraduate Catalog* states: 4660 – International Management Perspectives, 3 credit hours: A comprehensive framework is used to study the management of multinational operation in cross-cultural environments with a focus on the decisions that managers must make. Topics include strategic planning, organizational design and systems, human resources, communication, entrepreneurship, operations management, and ethics.

##### Structure (Format and Delivery Method)

This is a condensed (i.e., shorter than a traditional semester), fully online course, hosted on Canvas, with content divided into 8 Units (typically covering two textbook chapters).

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

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 are expected to be able to:

- Articulate an understanding of the institutional context of multinational management
- Identify the foundations of strategic management in the multinational company
- Describe the importance of embracing and managing diversity in organizations
- Identify the role of outsourcing with the context of the value chain
- Describe career management in multinational and global organizations
- Explain the meaning of ‘value chain’ in a multinational and global context

- Recognize the important variable of political risk and what companies can do mitigate it
- Recall how organizational designs for multinational companies expands and enhances our knowledge necessary for managers create performance teams
- Distinguish the importance of managing conflict and negotiation in all organizations
- Articulate the role of influence tactics, empowerment, and politics in organizations
- Describe the current state of knowledge of international leadership and leader behavior for diverse populations
- Recognize the impact of cultural variables and their role on organizational success
- Apply course concepts practical organizational problems

## How to Succeed in this Course

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).

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.

**The keys to success** are practicing time management, staying current with your work to the extent your schedule allows, 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.*

## 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 by email.** I try to answer all emails within one business day, but during busy times my inbox becomes rather full. So, if you do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.

**Note:** I do not subscribe to old-school norms relating to Office Hours that require students to wait until a specific time on a specific day of the week to interact with me. Rather than forcing you to accommodate my schedule, I try to accommodate yours (within reason). So, please don't hesitate to email me, 24/7/365, if you have questions (that aren't already answered in the Canvas FAQ section) and, especially, if you're struggling to do well in the course (in which case you should contact me ASAP, as I may not be able to help much if the course is nearly over).

## 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](http://unt.edu/success) and explore [unt.edu/wellness](http://unt.edu/wellness). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](http://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?

## 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](#).)

## Tech Support

Trust me, I am not a Technical Support expert. You are probably far 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. UNT's Tech Support area, meanwhile, was literally created to help you solve technical problems. (The same goes for the Tech Support staffs at Canvas, textbook companies, Respondus, etc.)

So, if you run into Tech Issues, please contact them for help (instead of contacting me for help). Because the last thing you need is for me to be a clueless middleman in this process.

**And importantly (!), please do NOT wait until the last day of the course to take your first Exam.** (Respondus is required to pass this course, but installing and/or using it can sometimes be finicky. 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! It's your call, but if you do wait until the very end to get started, **make sure you understand the risk of making that decision:** feeling very anxious if last minute issues arise, and possibly earning a low grade or a zero, and maybe having to take the course again.)

- [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).

## Textbook

We use the **12th Edition of Doh et al.'s "[International Management](#)"** textbook.

- Pick any format you like (e.g., hard copy/e-book, rent/buy, new/used, normal/Connect, etc.), from any vendor you like (e.g., Amazon, UNT Bookstore, ecampus.com, etc.)
- I can't provide an ISBN since they're often different depending on the format/vendor you choose
- If you wish to buy the Connect version, please wait for the course to open and click on the link that is provided from inside our section's Canvas shell
- There is no other required material for this course (just the textbook)

## Course Requirements/Schedule

**This course contains 8 Modules that cover 1 to 2 textbook chapters each. There will be a Quiz for each chapter, and two exams: a Midterm Exam and a (mildly comprehensive) Final Exam.**

- Historically, many students knock the entire course out during the first or last week of class
- Others do what they can as their schedules allow
- Those wishing to pace themselves often do this...
  - 8-week section: complete one Module per week
  - 16-week section: complete one Module every other week
  - 5-week summer section: complete one Module in the first and last week, and two Modules in weeks 2-4

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

<b>Item</b>	<b>Questions</b>	<b>Points Per Quiz or Exam</b>	<b>Total Points</b>
14 Chapter Quizzes	6 questions worth 1.5 points each	9 (< 1% of your course grade each)	126
1 Midterm Exam	47 questions worth 9 points each	423	423
1 Final Exam	50 questions worth 9 points each	450	450
			<b>1000</b>

## Course Grading Scale

<b>From (Pts)</b>	<b>To (Pts)</b>	<b>Passing?</b>	<b>Letter Grade</b>	<b>Comments</b>
900	1000	Yes	A	Truly outstanding work that is easily above our better students and well above the vast majority!
800	899.99	Yes	B	VERY GOOD, impressive work. This student performs well above minimum expectations.
700	799.99	Yes	C	SOLID, college-level work. This student performed at the level we expect from most students.
600	699.99	Yes	D	ACCEPTABLE level of work. This student meets the minimum expected to PASS the course.
0	599.99	No	F	SUBPAR work. This student FAILS to meet minimum expectations.

## Extra Credit

Please note that the RCOB's Department of Management is 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. The grade distributions of courses where grades may be "too high" are now actively monitored. As a result, grades in this course (that you are now taking) are now monitored to make sure that I (your instructor) am not "making things too easy for students".

**Unfortunately, this policy change 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 have shown that they sincerely care about their grades, I potential Extra Credit opportunities do sometimes arise (see Canvas for details).

## Late Work Policy

**This course no longer imposes automatic, no-exception zeros if you miss a deadline. In fact, there is now just one deadline for Quizzes and Exams: the last day of class (which usually falls on a FRIDAY, meaning you will not have that last weekend to finish your coursework).**

Instead of the old no-exception, automatic zeros, we'll do this:

If there is any time at all after the last day of class for you to submit your work – e.g., on Saturday, the day after the course ends, before I submit grades to the registrar and UNT permanently locks me out of the grading system (this usually happens fairly early on SUN-DAY) – **you now have automatic permission to submit work late (NO NEED TO CONTACT ME TO ASK!), subject to a zero-exceptions daily penalty of 15%.**

**(NO MATTER WHAT: try your HARDEST to submit by the end of Saturday, because if you submit after I'm locked out, you won't earn a Late Penalty. You'll earn a zero, because Canvas automatically converts unsubmitted work to zeros then. I don't know why UNT is in such a hurry to lock me out, but we always are, and there's nothing I can do about this.)**

Therefore, you should NOT email me to tell me if something has come up (or is coming up), and then ask for permission to submit after the deadline. *Simply submit your work as early as you can (i.e., on Saturday!) to minimize the penalty* (and reduce the risk of earning a zero if you are unable to submit before I am locked out of the grading system, sometime on Sunday).

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?** Awarding you an extension or waiving this penalty is 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 or incurred Late Penalties that you want us to waive for you.

I am sure (and I mean this sincerely) that you probably – quite understandably, given how busy life can be! – had good reasons to decide to wait until the last minute to submit your work. And then you were simply unlucky when something came up at that last minute. Sometimes that's how life works. Still, you did wait. Something did come up. And you surely must understand that while I'm not judging you – stuff really does happen sometimes! – **I also can't give you special treatment when others earned lower grades because they rushed to finish on time or did not have Late Penalties waived.**

So please, simply accept the consequences of your decision (and bad luck) with grace, knowing that there is zero judgment on my part. Sometimes you get unlucky. (But hey, sometimes it goes the other way. Hopefully this will mean you got a little bad luck out of the way, meaning it's time for a little good luck moving forward!)

## 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.

## 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)
- [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 of the due date. When this is not possible, I will send an announcement to the class.

## 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

Exams are CLOSED-BOOK, CLOSED-NOTE, and “knowledge-acquisition-application” oriented. They are designed to “quickly” test your knowledge. They will be open during a specific Exam Window whose dates will be explicitly listed on Canvas. (Windows are normally at least several days long. If you see a link to take an Exam in Canvas, feel free to take it, as that means the window is open for you.)

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 availability window

I strongly recommend that you start your exam EARLY during the Exam Window 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 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, 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](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](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](http://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.

## Artificial Intelligence Policy

While being able to use AI will undoubtedly be an important job skill in the future, the purpose of this introductory class is to help you learn basic course concepts. While feeding prompts into AI can help you submit high-quality work, doing that, alone, will not help you learn these concepts (and thus defeats the very purpose of this course). And it will also not allow us to assess your true level of learning.

**Therefore, while using AI in some of my more advanced courses is highly encouraged, using AI to help you complete any graded item in *this* course will result in you earning an automatic zero.** (And you may be reported to the University as a repeat violator of Academic Integrity for multiple infractions.)

To be clear, you certainly *CAN* use AI to help explain concepts to you if you do not understand them, while you are reading your textbook. That is not only fine, it's probably good. But you should *NOT* use AI while completing any item that is for a grade.

**EXCEPTION:** if any Extra Credit work, or work that is "not for a grade", is assigned, you *MAY* use AI to complete this work.

Having said that, please realize that if you're not careful, you may not learn as much doing things this way. For example, while we have a slew of studies that show how effective making handwritten flashcards (with personally thought-up examples) can be, with respect to how much students learn, having AI (alone) generate examples is probably not nearly as effective.

**A good use for AI here, then, might be to have it generate examples that help you understand the material better, but follow this up by thinking up your own examples and then asking AI if your examples were good.**

If I was a student, myself, who wanted to maximize my own learning? This is probably what I would do, if reading about a topic that I didn't fully understand. (That is, I would use AI to help me understand it better. And then I

## MGMT 4660 Syllabus

would think up my own examples. My guess is that future learning studies will show that this is the best way to learn, in fact. The key, though, is still you thinking up examples yourself.)