**University of North Texas**

**G. Brint Ryan College of Business**

MGMT 3660 – Professional Speaking, Writing,

and Presentation in a Global Environment  
Syllabus | Section 409 | Fall 25

August 18 – December 13

#### ONLINE DELIVERY ONLY

## Instructor Information

Name: Professor (Mr.) Justin Hawkins

Email: [justin.hawkins@unt.edu](mailto:justin.hawkins@unt.edu)

Office Location of Faculty: N/A

Teaching Assistant - TBA

**Office Hours:** Monday:10am through Zoom:  <https://unt.zoom.us/j/5718677377> (please email or message beforehand to let me know you'd like to meet)

Student Assistant(s): N/A

For questions, please email me directly at the UNT address above and include "MGMT 3660 online" in the Subject Line.

**NOTE**: You can email me any day of the week**.** Email is checked on a regular basis Mon-Fri.  However, there may be times where it could take me up to 24 hours to respond especially on weekends.  **If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email.** I will inform you if I will be unable to respond due to travel, illness, etc.

**NOTE:** This section is asynchronous - an online class with **no scheduled meetings** in person or online.  I am available by appointment via Canvas conferences or Conference Call if you need assistance, and always by email or Canvas inbox.

Please note that the structure of the class provides flexibility but it is not self-paced.  It has a set schedule of weekly assignments and deadlines that must be met.  In addition, it has a standardized process that must be followed.

**Please check the course Announcements page every couple days to ensure you do not miss important updates and information.**

### Course Description, Structure, and Objectives

The course provides students with the knowledge and skills necessary for effective oral and written communication in domestic and international professional settings. Students will learn to communicate professionally by mastering how to write effective documents, deliver structured presentations, increase intercultural competencies, and develop employment communication skills.

**Course Structure:** This is an 16-week online course. All assignments are submitted in the Canvas classroom for grading.You should also check the Canvas Announcements on a regular basis so you do not miss any important information, which is generally posted on a weekly basis.

**Course Objectives**: Students will gain knowledge and develop skills required to successfully build written and oral skills through report writing, presentation, and research. Students will:

Unit 1

1. Describe the three-step writing process
2. Explain the importance of analyzing business situations using the rhetorical triangle to plan business messages
3. Compose simple business messages that are understandable from the audience's perspective
4. Evaluate business messages for professionalism, clarity, and conciseness
5. Design a professional format and delivery
6. Design a personal competency-based brand
7. Develop a branding statement
8. Use LinkedIn to optimize your job search
9. Analyze job postings for employers' needs
10. Create an effective chronological resume highlighting your strengths

Unit 2

1. Better understand the interview process
2. Construct a chronological resume
3. Describe what to do before, during, and after an interview
4. Devise strategies to answer interview questions
5. Practice answering interview questions

Unit 3

1. Describe and apply the process for analyzing, composing, and evaluating routine  messages
2. Explain and use a "You" perspective focusing on audience benefits
3. Evaluate the 'You' perspective
4. Revise a message using the 'You" perspective and audience point of view (POV)
5. Evaluate routine messages and correspondence

Unit 4

1. Analyze and plan negative (bad) news messages
2. Describe how delivering negative news messages affect your credibility
3. Develop strategies to compose effective negative news messages
4. Evaluate negative news messages for effectiveness

Unit 5

1. Analyze and plan persuasive messages
2. Develop strategies to compose effective persuasive messages
3. Apply elements of persuasion in writing and orally
4. Evaluate persuasive messages for effectiveness
5. Create effective oral and written persuasive messages

Unit 6

1. Evaluate and revise the clarity of business messages
2. Evaluate and revise the style (voice, conciseness, tone, and cohesion) of business messages
3. Evaluate and revise the correctness of business messages using effective professional writing skills

Unit 7

1. Apply knowledge of the writing process and principles to create and revise business presentations
2. Design effective presentation decks
3. Demonstrate verbal and nonverbal communication skills while delivering business presentations
4. Evaluate the effectiveness of business presentations
5. Adapt business presentations to various platforms.

Unit 8

1. Explain what culture is and how to avoid stereotypes and ethnocentrism
2. Explain what the major cultural dimensions are and how they affect written and oral communication across cultures
3. Develop strategies for effective cross-cultural communication
4. Describe intercultural verbal and nonverbal business etiquette and customs in key international markets
5. Infer preferred communication styles and determine techniques to improve written and oral communication in key international markets
6. Formulate written and oral messages for global audiences

**Important Notice for F-1 Students taking Distance Education Courses**

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. 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 at 940-565-2195 or by email to get clarification before the one-week deadline.

## Required and Recommended Materials

Insert full bibliographic entry for each textbook required for the course. Use the citation style appropriate to your department. The format used in this part should be the format you require students to use.

* Textbook information (title, author, date and edition, publisher, cost, where available). If you provide an image of the textbook(s), make sure the images include alt-tags.
* Supplementary materials and/or readings will be located in the Canvas modules.
* Technology requirements for courses with digital materials:

You can access the course at [https://unt.instructure.com.](https://unt.instructure.com/)  Login using your EUID and Password. Click “MGMT 3660” from the list of courses. **This class is online only.** Please note that Canvas relies exclusively on electronic technologies for online participation, and technology is not a 100% reliable. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections at all times. I will provide you with tips and guidance for operating your equipment, and the helpdesk offers support, but **you have to assume** **responsibility for everything on your end**. Students are expected to be able to navigate the Canvas course site to access information and submit assignments. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (https://online.unt.edu/learn).

## How to Succeed in this Course

**Order your textbook early. You will need it.**

**REQUIRED TEXTBOOK:** MGMT 3660: Shwom, B. and Snyder, L. G. (2019). Business communication: Polishing your professional presence (4th ed.). New York, NY: Pearson. **NOTE:** If you get a different edition the page numbers may not match up.

Share your availability with students (office hours, communication preferences, etc.) in a way that communicates the value of connecting outside of class and normalizes success through goals and challenges. Share what success means to you. Include common feedback you receive from students when they utilize office hours and other academic resources. Include the 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 (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

**Communication is KEY to your success in this online course**  
• You are expected to check the Announcements Section of Canvas at  
least every 24/36 hours for updates from me (Prof. Hawkins). Because  
this is now an online course it is important that we establish a good  
method of communication.  
• The Announcement’s section of this course is the main mode of  
communication from the instructor to the student. Failure to check these  
announcements will result in missed information, which will likely  
impact your overall grade in this course. Note: be sure to set up your  
Canvas account (top left under your picture area) to receive notifications  
for announcements via text, email, etc... You can decide which option.

**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 (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323. Review the policy area of this syllabus for more information. **Note: Please do forward your professor your ADA paperwork as soon as you receive it.**

## Supporting Your Success and Creating an Inclusive Learning Environment

Every learner is valued in this course. This course offers an inclusive learning environment. <https://studentaffairs.unt.edu/sites/default/files/counseling-and-testing-services/documents/diversity-statement.pdf>

### Inclusion is Important

As members of the UNT community, we have all made a commitment to be part of an   
institution that respects and values the identities of the students and employees with   
whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom’s habits of engagement and I also encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding ([Code of Student Conduct](https://deanofstudents.unt.edu/conduct)) (<https://deanofstudents.unt.edu/conduct>)

## Assessing Your Work

**NOTE: All Canvas modules lock at 11:59pm on the due date unless otherwise specified.**

Numeric grading scale

A:  2610-2900 points (Outstanding, excellent work. The student performs well above the minimum criteria.)  
B: 2320-2609 points (Good, impressive work. The student performs above the minimum criteria.)  
C: 2030-2319 points (Solid, college-level work. The student meets the criteria of the assignment.)  
D: 1740-2029 points (Below average work. The student fails to meet the minimum criteria.)

F:  1739 points and below (Sub-par work. The student fails to complete the assignment.)

**Know assignment due dates and test dates.** These are available in the course schedule and on Canvas. All times stated in this course will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

**Seek feedback. I am here to help you.** Make an appointment to speak with me on Zoom conferences if you are confused about class material or an assignment.

**Meet all deadlines.** Discussion posts and graded module exercises submitted after the due date will receive a grade of zero unless you have a university-excused absence and provide documentation within 48 hours of the missed deadline. The same policy applies to the quizzes, the exam, and Assignment 6.

**Late Work Policy:**

Follow the dates listed in Canvas to know when to turn in your assignments. **No late work will be taken** unless you have prior approval from me Prof. Hawkins or a university excused absence. If you have a special circumstance or are an ODA student you should discuss any challenges with me **prior to an assignment due date, and** you must have documented extenuating circumstances related to university events or the observance of a recognized holy day.

Start on your work early each week. It is your responsibility to turn in your work on time. Computer-related or Internet related excuses will not be accepted as per the above technology requirements.

For example, I had a technical problem,” “My Internet was down,” and “My connection was slow, so it took a long time to upload the assignment” are not excuses. If you encounter a problem, contact the IT help desk and ask for ticket number. Canvas issues?  Students may contact the UIT Helpdesk by phone at **940-565-2324** or by email at [helpdesk@unt.edu](mailto:helpdesk@unt.edu). Hours of operation are posted on the UIT Helpdesk website at http://it.unt.edu/helpdesk If you miss a test or submit an assignment after deadline and don’t have proper documentation, you will receive a grade of zero.

**Communication is KEY to your success in this online course.**

**You are expected to check the Announcements Section of Canvas at least every 24/36 hours for updates** from me (your professor). Because this is an online course it is important that we establish a good method of communication. The Announcement’s section of this course is the main mode of communication from the instructor to the student. **Failure to check these announcements will result in missed information**, which will likely impact your overall grade in this course. Note: be sure to set up your Canvas account (top left under your picture area) to receive notifications for announcements via text, email, etc… You can decide which option.

St**art on your work early each week to** avoid these issues and reduce your stress. Nothing sent by email is taken for credit. Everything must be submitted in Canvas by the deadline for grading.

**Check your grades every week.** You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect you to review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, send me an email me to set up a meeting (I am not allowed to discuss grades over email). In your email, explain why I should reconsider your grade and submit any supporting documentation. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute

**Be ethical.** Please do not ask to extend deadlines for assignments and quizzes because you missed the deadline. Granting such a request would be unfair to other students, so you will not receive additional time to complete assignments or take exams. Likewise, please do not ask for a higher grade at the end of the semester. It is unethical to ask for a higher grade at the end of the semester when you didn’t earn it. I will not curve or round up grades, nor will I provide additional exercises at the end of the semester so that you can improve your grades.

Be sure and take advantage of our **free subscription to the**[**Wall Street Journal**](https://partner.wsj.com/partner/universityofnorthtexas?mod=wsj_UNT1aTIWU76nk%2Fq%2FiFuxeVc4%3D&reserved=0)

[Links to an external site.](https://partner.wsj.com/partner/universityofnorthtexas?mod=wsj_UNT1aTIWU76nk%2Fq%2FiFuxeVc4%3D&reserved=0).

# Last day to drop with a W – November 7, 2024

# Complete all assignments

The course components described below will make up your total grade. More information about the assignments and grading rubrics is available in the course modules. You will need to submit the written assignments as PDF files. Save your file as follows: Lastname\_Firstname\_Assignment Number 9e.g., Perez\_Emily\_Assignment 1).

ASSIGNMENTS

# UNIT 1: Assignment: Writing an Effective Business Email

# UNIT 2: Assignment: Mock/Big Interview

# UNIT 3: Assignment: FYI messages

# UNIT 4: Assignment Negative News

# UNIT 5: Persuading With Monroe's Motivation Sequence

# UNIT 6: Assignment: Evaluating SOS

# UNIT 7: Assignment: International Business Presentation

# UNIT 8: Assignment: International Business Email

Unit 1:

Review Unit Learning Objectives Modules

Review Unit Materials Modules

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quizzes

Do Unit One Assignment

Unit 2:

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Video Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Two Assignment

Unit 3

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Three Assignment

Unit 4

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Four Assignment

Unit 5

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Five Assignment

Unit 6

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Six Assignment

Do Optional LinkedIn Assignment

Unit 7

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Seven Assignment

Do Optional Assignment (not required)

Unit 8

Review Unit Learning Objectives Module

Review Unit Materials Module

Review Unit Quizlet Play

Do Discussion and Peer Post

Do Unit Chapter Textbook Quiz

Do Unit Eight Assignment

**Discussion Boards**

You will be required to contribute to 8 discussion boards on the module learning materials. You will need to both post and respond to other students’ posts.

**Quizzes**

You will be required to complete several quizzes over the module content. You will be required to use Respondus Lockdown Browser (with a webcam). Note that you cannot use Respondus Lockdown Respondus Browser with Chromebooks.

**Extra Credit**

You will have the following opportunities to earn extra credit:

* LinkedIn Profile: You will receive up to 7 points if you complete a few additional tasks in Exercise 2.
* RCOB Career Fair: You will receive 10 bonus points if you attend the RCOB Career Fair, speak with five company representatives, and complete three short tasks.
* [Tips for Writing Emails](https://www.linkedin.com/learning/tips-for-writing-business-emails/email-an-extension-of-your-brand?u=74650474)

· [Links to an external site.](https://www.linkedin.com/learning/tips-for-writing-business-emails/email-an-extension-of-your-brand?u=74650474): You will receive 10 bonus points if you watch a LinkedIn Learning course on emails, write a paragraph, and submit the course certificate.

· [Delivery Tips for Speaking in Public](https://www.linkedin.com/learning/delivery-tips-for-speaking-in-public/public-speaking-doesn-t-have-to-be-scary?u=74650474)

* [Links to an external site.](https://www.linkedin.com/learning/delivery-tips-for-speaking-in-public/public-speaking-doesn-t-have-to-be-scary?u=74650474): You will receive 10 bonus points if you watch a LinkedIn Learning Course on presentation skills, write a paragraph, and submit the course certificate.

Extra-credit points can make a difference in a course letter grade, so take advantage of these opportunities to earn additional points.

**Ryan College of Business - Statement on Academic Honesty**

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism.  Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote**. Do not use AI assistance in this course.**

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

# Artificial Intelligence (AI) Rules and Guidelines

Intellectual honesty is vital to an academic community and for my fair evaluation of your work.  All work submitted in this course must be your own, completed in accordance with the university’s academic regulations.

**For this course you may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software.** Do not use any type of AI to write your papers, discussions, or any work in this course. All content must be generated by a human (you).

Students must obtain permission from me before using AI composition software (like ChatGPT) for any assignments in this course. Using these tools without my permission puts your academic integrity at risk. You can use Grammarly to check your spelling and grammar.

**What is AI according to Turnitin?**

What does the percentage in the AI writing detection indicator mean?

The percentage indicates the amount of qualifying text within the submission that Turnitin’s AI writing detection model determines was generated by AI (with 98% confidence based on data that was carefully collected and verified in a controlled lab environment). This qualifying text includes only prose sentences, meaning that we only analyze blocks of text that are written in standard grammatical sentences and do not include other types of writing such as lists, bullet points, or other non-sentence structures.

**What is the accuracy of Turnitin’s AI writing indicator?**  
Turnitin only flag something as AI-written when we are 98% sure it is written by AI. This is because we want to make sure we don’t falsely flag something as AI-generated that isn’t. This means, however, that we will likely miss up to 15% of text written by AI, with a less than 1% false positive rate (incorrectly identifying fully human-written text as AI-generated).  
For example, if we identify that 50% of a document is written by AI, we are 98% sure that at least 50% is written by AI with a less than 1% false positive rate, but it could contain as much as 65% AI writing.

**What is the difference between the Similarity score and the AI writing detection  
percentage?**

Are the two completely separate or do they influence each other?  
The Similarity score and the AI writing detection percentage are completely independent and do not influence each other. The Similarity score indicates the percentage of matching-text found in the submitted document when compared to Turnitin’s comprehensive collection of content for similarity checking. The AI writing detection percentage, on the other hand, shows the overall percentage of text in a submission that Turnitin’s AI writing detection model predicts was generated by AI writing tools.

## Course Requirements/Schedule

### Introduction to the course

|  |  |  |
| --- | --- | --- |
| **Due Date** | **Modules, Topics, and Readings** | **Assignments to complete** |
| Aug 25th | Introduction to MGMT 3660 | DO: Start Here Course Syllabus Quiz |
| Sep 1st | Unit 1: Professional, Clear, and Concise Business Messages  Chapter 3: Managing the Communication Process | UNIT 1: Discussion with a Peer Post  UNIT 1: Assignment: Writing an Effective Business Email  UNIT 1: Textbook Quiz 1 – Requires Respondus LockDown Browser |
| Sep 8th | Unit 1: Building Your Personal Brand & Resumes | UNIT 1: Discussion – Speaking/Writing  UNIT 1: Exercise – Keywords and Resume |
| Sep 15th | Unit 1: Building Your Personal Brand & Resumes | UNIT 1: Exercise – LinkedIn  UNIT 1: Assignment: Internship Posting and Chronological Resume  UNIT 1: Textbook Quiz 2 – Requires Respondus LockDown Browser |
| Sep 22nd | Unit 2: Job Interviews and Post Interview Messages  Chapter 12: Communicating Your Professional Brand | UNIT 2: Discussion with Peer Post  UNIT 2: Textbook Chapter 12 Quiz – Requires Respondus LockDown Browser |
| Sep 29th | Unit 2: Job Interviews | UNIT 2: Assignment: Mock/Big Interview |
| Oct 6th | Unit 3: Routine Messages  Chapter 4: Communicating Routine Messages and Building Goodwill | UNIT 3: Discussion with Peer Post  UNIT 3: Assignment: FYI messages  UNIT 3: Textbook Chapter 4 Quiz – Requires Respondus LockDown Browser |
| Oct 13th | Unit 4: Negative News Messages  Chapter 6: Communicating Bad News | UNIT 4: Assignment Negative News  UNIT 4: Textbook Chapter 6 Quiz – Requires Respondus LockDown Browser |
| Oct 20th | Unit 5: Persuasive Messages  Chapter 5: Communicating Persuasive Messages | UNIT 5: Persuasive Video Discussion Pitch  DO: UNIT 5: Textbook Chapter 5 Quiz – Requires Respondus LockDown Browser |
| Oct 27th | Unit 5: Persuasive Messages | DO: UNIT 5: Persuading With Monroe’s Motivation Sequence |
| Nov 3rd | Unit 6: Business Report Writing  Chapter 10: Preparing Business Reports | DO: UNIT 6: Discussion  DO: UNIT 6: Assignment: Evaluating SOS  DO: Optional Assignment: Not Required  DO: UNIT 6: Textbook Chapter 10 Quiz – Requires Respondus LockDown Browser |
| Nov 10th | Unit 7: Business Presentations  Chapter 11: Preparing and Delivering Business Presentations | DO: UNIT 7: Discussion  DO: Optional Assignment: Not Required  DO: UNIT 7: Textbook Chapter 11 Quiz – Requires Respondus LockDown Browser |
| Nov 17th | Unit 7: Business Presentations | DO: UNIT 7: Assignment: International Business Presentation |
| Nov 24th | Unit 8: Intercultural Communications | Unit 8: Discussion  UNIT 8: Textbook Chapter Quiz – Requires Respondus LockDown Browser |
| Dec 1st | HAPPY THANKSGIVING |  |
| Dec 8th | Unit 8: Intercultural Communications | UNIT 8: Assignment: International Business Email |

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 [Emergency Notifications and Procedures Policy (PDF)](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf) (https://policy.unt.edu/sites/default/files/06.049\_Standard%20Syllabus%20Policy%20Statements\_supplement.pdf). Also describe the standards for academic integrity in the course, citing the [Academic Integrity Policy (PDF)](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf) (https://policy.unt.edu/sites/default/files/06.049\_Standard%20Syllabus%20Policy%20Statements\_supplement.pdf).

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people’s work without citations will be violating UNT’s Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours. Remember the librarians are always available to help you.

# Situations Not Covered By University Policy

Faculty grade books are monitored by the University, AASCB International, the State, and Federal agencies. However, every semester a student will ask me for a deal that is not available to all students. A common mistake is to ask to extend deadlines for assignments and/or exams. Under no circumstances will I grant such a request (unless covered by university policy) for it is unfair to other students. Missed assignments are assigned a 0. And the most unethical mistake is to ask for a higher grade at the end of the course when you did not earn it. There are points available in the course. In effect, act professionally.

# Student Athletes

Student athletes have the difficult task of maintaining grades and high levels of physical performance. Due to these simultaneously competing values, I ask student athletes to identify themselves to me via email message and **provide a game schedule at the beginning of the course**. This will help me support you when needed.

# Canvas Learning System Grades and Announcements

Grades posted in the Canvas Learning System are unofficial. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning System and destruction of grade reports. Official grades and Canvas Learning System grades should be equivalent (match). Please contact me to discuss discrepancies. You are required to check your email, grades, assignments, and announcements four times a week in the Canvas Learning System.

# Sundown Rule

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam were inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. You are required to check your email, grades, assignments, and announcements four times a week in the Canvas Learning System.

# EUID Access And Passwords

Enterprise User Identification numbers (EUID’s) and passwords are required to access this course. It is the student’s responsibility to maintain a current EUID number and password. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at <https://ams.unt.edu>.

# Use Of Personal Computers

**A computer and Internet are required for this course**. The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Help Desk Support Services are available to help solve personal computer issues and is located at <http://it.unt.edu/helpdesk>. You may call them at 940-565-2324. The help desk web page has contact information and hours of operations displayed. In addition, ISP issues will be dealt with on an individual basis and will require documentation. Please modify pop-up blocker software.

# Use Of The Canvas Learning System

The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Canvas Learning System. Tutorials are located at <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>.

### UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

UNT Code of Student Conduct and Discipline (06.003) defines misconduct and provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term **cheating** includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (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. This also includes taking pictures of or posting exam questions on the Internet (i.e., social media).

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. This includes using papers written in other classes.

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at <https://vpaa.unt.edu/ss/integrity>. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and 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.

**\*Please Note:** I will use a plagiarism detection service (i.e., Turnitin.com) to scan your final project. This will be done in full compliance with university policy.

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs.

Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation every semester and must meet with each faculty member prior to implementation in class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

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

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

### Emergency Notification & Procedures

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

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas 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/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available to provide students with an opportunity to evaluate how this course is taught. Not for conditions out of the instructor’s control.

Students will receive an email from "UNT SPOT Course Evaluations via IA System Notification" ([no-reply@iasystem.org](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination 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 [Survivor Advocate | Division of Student Affairs (unt.edu)](https://studentaffairs.unt.edu/survivor-advocate) 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 [Title IX | Division of Inclusion, Diversity, Equity and Access (unt.edu)](https://idea.unt.edu/title-ix) 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 at 940-565-2195 or email [International Student & Scholar Services | International Affairs (unt.edu)](https://international.unt.edu/content/international-student-scholar-services) 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 (example: 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 presentation, 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.
4. Example: This 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.

## Academic Support And Student Services

## Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

#### Additional Student Support Services

* [Office of the Registrar | Office of the Registrar (unt.edu)](https://registrar.unt.edu/) (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>)

## **Medical Withdrawals**

If a student must withdraw due to medical reasons, prior to the withdrawal deadline as indicated in the academic calendar, a student may do so through the regular withdrawal process. If a student is incapacitated or unable to make the request on his/her own, please contact the Dean of Students Office for assistance at 940-565-2648. For details regarding the withdrawal process, go to [http://deanofstudents.unt.edu/withdrawals (Links to an external site.) (Links to an external site.)](http://deanofstudents.unt.edu/withdrawals).

### Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

# RCOB Statement On Academic Honesty

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism.  Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

This class will follow UNT’s academic integrity and dishonesty policies. UNT defines six acts of academic dishonesty (see [UNT Policy 06.003 (Links to an external site.) (Links to an external site.)](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)). Below is a brief description of these acts and the related 2700 penalty for committing each act:

* Cheating —using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours. You will receive a grade of 0 for any assignment that involves cheating.
* Plagiarism — the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement. You will receive a grade of 0 for any assignment that involves plagiarism.
* Forgery — altering a score, grade, or official academic university record or forging the signature of an instructor or other student. You will receive a final grade of F in the course for any act of forgery.
* Fabrication — intentional and unauthorized falsification or invention of any information or citation in an academic exercise. You will receive a grade of 0 for any assignment that involves fabrication.
* Facilitating academic dishonesty — intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity. You will receive a grade of 0 for any assignment that involves facilitating academic dishonesty.
* Sabotage — acting to prevent others from completing their work or willfully disrupting the academic work of others. You will receive a final grade of F in the course for any act of sabotage.

All acts of academic dishonesty will be reported to UNT’s Academic Integrity Office. You can read UNT's policy at [http://tinyurl.com/nuwo42u (Links to an external site.) (Links to an external site.)](http://tinyurl.com/nuwo42u). At the beginning of the semester, we will review the six acts of academic dishonesty and their related penalties. You must also complete a quiz on the subject, which will certify that you understand the policies and procedures.

# Rules Of Engagement

Rules of engagement refer to the way students are expected to interact with each other, the instructor, and the TA (if any). Here are some general guidelines:

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

# Canvas Learning System And Outages

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [UNT Helpdesk | Administrative IT Services](https://aits.unt.edu/support) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

# Incomplete Grades

Professors in the College of Business must seek authorization to grant incomplete grades. Requests must go through the Professor’s department and be approved by both the Chair and the Dean. After approved by the Dean, an incomplete grade may be entered into the Registrar’s grade repository. In addition, the terms and conditions under which an incomplete grade may be granted are extremely narrow. Please consult the student handbook for more information.

## Attendance and Participation

**Weekly online participation is expected.**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course.  It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals.  Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

The professor reserves the right to adjust the syllabus if needed throughout the semester, summer, May or minimesters.