

LSCM 4540 – Enterprise Resource Planning Syllabus

Instructor Contact

Name: Dr. J. Chris White
Office Location: BLB 387A
Office Hours: By appointment via Zoom or in-person, use the following link
(<https://doodle.com/bp/chriswhite15/30-min-dr-white>)
Email: John.White2@unt.edu

Course Description

In LSCM 4540, students learn how businesses work and how they leverage technology to their best advantage. Businesses are comprised of many different functional areas ranging from marketing, sales, supply chain, procurement and manufacturing to finance, controlling and human resources. Each area will be discussed individually during this course, and ERP software will be leveraged to work in all of them.

Students will gain hands-on experience through weekly case studies of a typical process in each of the functional areas. For example, in sales and distribution, the student sets up a new customer, sells products to them, resources the products from inventory and ships them to the customer. An invoice is then created to collect payment. At the end of the semester, students will be proficient in handling these tasks in the ERP system for all major functional areas.

It is important to highlight that students not only gain an understanding of how the software works, but also learn how each of the different functional areas relate to one another. ERP software is nothing but codified business processes. Information technologies merely reflect the way business is done. Therefore, the focus is on understanding key activities, rules and perceptions in each business area. Only afterwards do we go into the ERP system to apply the newly gained knowledge.

Course Structure

LSCM 4540 is taught completely 100% online asynchronously with no in-person classes or scheduled video meeting sessions. Therefore, interactions with the instructor and other students primarily occurs through Canvas discussion boards. Furthermore, simply reviewing the course material is not enough. Students are expected to contribute their ideas to the course and back them up with external sources, views, and commentary. In addition to the introductory modules at the beginning of the course in Canvas, there are 12 modules of content in Canvas. Many of these involve activities in the SAP ERP system.

Course Prerequisites or Other Restrictions

There are no required prerequisites for this course. However, in order to be successful in this course students will need to:

- Describe key business areas such as sales & distribution, manufacturing or procurement.
- Cite sources, giving credit to the external information.
- Network with others and utilize tact when offered differing perspectives.
- Make the commitment to spend at least 6 hours per week listening to video recordings, reading articles, reflecting on the material covered, and participating in discussions throughout the course. The quizzes take 10 minutes each and need to be completed at the end of each module.

Course Objectives

At the conclusion of this course:

1. Students will gain a detailed understanding of the most important functional areas in a business and are able to describe each to a peer or interviewer.
2. Students will be able to explain how different functional areas in a business work in detail, how and why they use technology and what their main objectives are.
3. Students will develop the skills to use the most popular ERP software in the world, the SAP system, in a business setting and under realistic conditions.

Module Learning Objectives

The learning objectives for the 12 course modules in Canvas are the following.

Introduction & Technology	1. Students will be able to explain the course structure, assignments, learning goals and grading components to a peer. They will learn about what is expected throughout the course and what they need to do to get an A. 2. Students will understand how business and technology have evolved over several millennia to where we are today. They will be able to explain the fundamental role of technology in their life and profession.
Process Fundamentals & Mapping	1. Students will learn what a business process is and be able to explain the main components such as activities, events and operators (decision points) to a peer or colleague. 2. Students will develop the ability to create a model (or map) of a business process that you observe in real-life using all of the key components. 3. Students will know how to optimize a business process through a series of questions and answers in the organizations they work for.
Performance & SAP Processes	1. Students will learn what performance management is and be able to explain the main components such as metrics and KPIs, continuous improvement, and SAP metrics to a peer or colleague. 2. Students will develop an understanding of SAP process models and how they relate to the overall system. 3. Students will continue to refine their own process mapping skills to create process maps using a hands-on assignment.
SAP Overview	1. Students will be able to articulate the evolution of ERP as a software category and the development of SAP specifically to a peer or colleague. 2. Students will develop the ability to describe the architecture of an enterprise software, the concept of master data, and the use of organizational elements to a peer or colleague. 3. Students will develop the ability to navigate the SAP system and find the functionality that you need. 4. Students will gain hands-on experience using the SAP system to be able to complete all following assignments.
Sales & Distribution Processes	1. Students will explain the sales process and its key steps to a peer or colleague. 2. They will understand the relationship between demand and capacity planning, which established sales operations plans. 3. They will know the main steps in the SAP system from setting up a customer master to executing a sales order and collecting payment. 4. Students will gain hands-on experience using the SAP system by successfully complete the SAP SD case study.
Supply Chain Processes	1. Students will be able to explain the business processes in material management along with how they are handled by the SAP system to a peer or colleague. 2. Students can execute the main steps of procurement in SAP from creating a vendor to setting up a material master to executing a purchase order. 3. Students will be able to successfully complete the SAP MM case study.

Warehouse Processes	1. Students will be able to explain the main business process in warehouse management along with how they are handled by the SAP system to a peer or colleague.
	2. Students will understand the main steps in SAP from receiving materials into inventory in the system to shipping them out again.
	3. Students should be able to successfully complete the two SAP WM case studies.
Manufacturing Processes	1. Students will be able to explain the main business processes in manufacturing to a peer or colleague.
	2. Students will understand the main steps in SAP production planning from the creation of a Sales-Operations Plan in the system to the assembly of finished products.
	3. Students should be able to successfully complete the SAP PP case study.
SAP User Story	1. Students will be able to explain how a large company uses SAP in their daily operations, what they gain from the ERP and how they operate the system to a colleague or peer.
	2. Students will be able to list core processes and articulate key aspects of enterprise asset management in SAP.
	3. Students will be able to successfully complete the SAP EAM case study.
Finance & Controlling Processes	1. Students will be able to explain the difference between finance and controlling by providing several examples of how each works to a colleague or peer.
	2. Students will understand key business processes in both finance and controlling.
	3. Students will be able to discuss how finance and controlling impact operational processes in detail.
	4. Students should be able to successfully complete the SAP FI case study.
Change Management	1. Students will be able to discuss key factors that can determine the success or failure of a change management initiative.
	2. Students will be able to explain the steps of implementing an ERP system to a peer or colleague.
	3. Students will be able to determine when and where you need to adjust an ERP system during implementation versus when to adjust existing business processes instead.
Human Resource Processes	1. Students will be able to explain the main processes in human resources or human capital management to a colleague or peer.
	2. Students will be able to understand key SAP processes in human capital management.
	3. Students will be able to successfully complete the SAP HR case study.

Communication Expectations

All course communication will be through the Canvas platform. For personal concerns or questions, please email the instructor directly. When sending an email to the instructor's UNT address, please be sure to include the course number and section number in the subject line. Inquiries are replied to as quickly as possible, but always within 48 hours. In general, grades for assignments are available within a week of submission.

Materials

Required textbook:

Monk, E. and Wagner, B. (2013). *Concepts in enterprise resource planning*. 4th ed. Cengage. ISBN 9781111820398.

All other videos, reading materials, etc. will be provided in the appropriate module in Canvas.

Teaching Philosophy

LSCM 4540 is taught completely 100% online asynchronously with no in-person classes or scheduled video meeting sessions. Thus, the Canvas discussions are the primary interaction among students and the instructor. Please treat these discussions as you would any in-person class discussions. It is the student's responsibility to participate in discussions to a substantial degree. Simple comments like "good post" or "I agree" are insufficient.

With regard to materials (e.g., PDF attachments in the course modules), these are provided by Chico State, which is the university through which the SAP ERP software is accessed. Any questions you have about mismatches between the images or steps in the PDFs and the actual SAP interface should be directed to the helpdesk at Chico State (provided in the Canvas module). Any necessary links to access the SAP software are provided in the course modules in Canvas. Any SAP login credentials, such as username and initial password, will be emailed to students directly from the instructor during the first week of the course. Please keep track of these emails. Resetting login credentials has proven to be very difficult and time-consuming, which can result in late assignments (and deductions for lateness).

Course Schedule and Grading

Week	Start Date (Monday)	Module	Lecture Topic	Assignment(s)	Reading(s)	Due Date (Midnight)
1	8/17/26	M1	Introduction & Technology			8/23/26
2	8/24/26	M2	Process Management & Mapping	Process Map I	Hammer (HBR '90)	8/30/26
3	8/31/26	M3	Performance & SAP Processes	Process Map II		9/6/26
4	9/7/26	M4	SAP Overview	SAP Navigation	Streett (Nat Geo '22)	9/13/26
5	9/14/26	M5	Sales & Distribution Processes	SD Case Study		9/20/26
6	9/21/26	M6	Supply Chain Processes	MM Case Study	Knight (New Yorker '16)	9/27/26
7	9/28/26	M7	FIRST EXAM			10/11/26
8	10/5/26	M8	Warehouse Processes	WM Case Study I		10/18/26
9	10/12/26	M8	Warehouse Processes	WM Case Study IV		10/25/26
10	10/19/26	Catch-Up Work Week				
11	10/26/26	M9	Manufacturing Processes	PP Case Study	Hanebeck (IBM '08)	11/1/26
12	11/2/26	M10	SAP User Story & EAM Processes	EAM Case Study		11/8/26
13	11/9/26	M11	Finance & Controlling Processes	FI Case Study	Hanebeck (Sabri '19)	11/15/26
14	11/16/26	M12	Change Management	CO Case Study		11/22/26
	11/23/26	THANKSGIVING BREAK				
15	11/30/26	M13	Human Resource Processes	HCM Case Study		12/6/26
16	12/7/26	M14	SECOND EXAM			12/11/26

Discussion posts are due by 11:59pm (midnight) on the Sunday after the Monday weekly start date. For example, the first week of class begins Monday August 17. The discussion post for that week is due by midnight on Sunday August 23.

Grading

Student Academic Integrity Statement Acknowledgment: 30 points (required)

By enrolling in a Department of Supply Chain Management (SCM) course, students promise to promote the integrity of learning and embrace the core values of trust and honesty. As such, students agree to adhere to the University of North Texas policy on Student Academic Integrity. Academic Integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. The Department of SCM aims to ensure the ethical pursuit of knowledge in coursework, research, scholarship and creative activity. Therefore, it is required that all students enrolled in a Department of SCM course read, understand, and abide by the University of North Texas policy on Student Academic Integrity (Policy number: 06.003). The Academic Integrity Statement assignment is found in Module 1. Please read it, and then copy the text into the textbox which you submit.

Discussions: 10 points each, 170 points total (17 discussions)

There are graded discussions throughout the course. It is important that students participate in all of them and also respond to their peers. Students are expected to create at least 1 post of their own (>250 words) for each discussion, and they are expected to

respond/comment to at least 2 posts of fellow students (>100 words each). Students are expected to write meaningful posts and responses. For example, posting, "Great post! I like it." does not constitute a meaningful comment on someone else's post.

Module Quizzes: 10 points each, 120 points total (12 module quizzes)

Important: The module quizzes require students to install the Respondus Lockdown Browser before they begin. Make sure to test the setup and are in a location where there is persistent Internet access before beginning the quiz.

Module Assignments: 40 points each, 480 points total (12 module assignments)

There are 12 assignments throughout the course. The majority of assignments take place in the SAP system so that students gain hands-on experience with using SAP. Assignments are due by 11:59pm (midnight) on the due dates, which are typically the Sundays after the Monday weekly start dates, unless otherwise noted. Assignments will be graded within one (1) week. Once grades for an assignment are posted, students have the opportunity to go back into the SAP system to correct any issues. For example, a student may have received a low score because they only finished half of the steps in the exercise. The assignment will be checked again one (1) week after the initial grades are posted. If a student gets a higher grade on the second grading, they will receive the updated grade. If not, the grade from the first grading remains. Provided the first time the assignment is turned in is prior to the due date, the second submission will not be considered late.

*Important: A user ID and password is required to access the SAP system. These will be emailed directly to the students from the instructor. Students are expected to write down their passwords or to remember them. Unfortunately, it happens quite frequently that students forget their password, which is neither professional nor acceptable. **Should a student need to request a password reset, the assignment due during the week of the request will be considered "late" and receive a grade deduction.***

Exams: 100 points each, 200 points total (2 exams)

There are two (2) exams in this the course. Both exams are online and will be available starting Monday as designated in the course schedule. Exams are due by 11:59pm (midnight) on the Sunday following the Monday exam release date. The first exam covers the first half of the course and the second exam covers the rest. As with other assignments, if the exam is completed after the due date, there will be a deduction based on lateness.

Important: The two exams require students to install the Respondus Lockdown Browser before they begin. Make sure to test the setup and are in a location where there is persistent Internet access before beginning the exams.

Important: For assignments during the last week of the course, these assignments are due by midnight on the last day of the course (by 11:59am on Friday, the last day of the course).

Overall Final Grade:

A = 900-1000 points
B = 800-899 points
C = 700-799 points
D = 600-699 points
F = 0-599 points

Course Policies

Assignment Policy

All assignments have due dates shown in Canvas and this syllabus. Students are expected to approach each assignment with the professionalism required in the “business” world. Poor grammar and/or presentation formats will result in point deductions. This applies to discussion posts, as well.

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, adjustments to the time windows may be provided based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Class Participation

Students are expected to be prepared for each class and participate in class discussions and presentations. This includes completing all required readings and finding additional information on the topic to be covered. Failure to participate may result in deductions to your final course grade. For online courses, all class participation is via the discussion boards in Canvas.

Outside Readings, Videos or Podcasts

Outside readings, videos or podcasts provide different perspectives on the class topics. The readings are meant to provide a foundation for in-class discussion and to broaden the students’ understanding of the topics. Students are expected to use these to bring new/different insights to their individual and team presentations. Any outside material will be referenced within the appropriate module for the course within Canvas.

Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, the instructor will also:

- Post announcements as needed to clarify and update information on the course.
- Answer any questions/concerns students may have about the course, assignments, due dates, etc.
- Respond to all course inquiries within 48 hours.

Late Work

It is in the student's best interest to turn in all assignments by the due date because later course material typically builds upon earlier course material. Please plan your schedules accordingly to accomplish the required work by the assigned due date. However, there can be unforeseen circumstances that make this difficult. If required, please coordinate with your instructor for any late assignments. Late assignments will receive deductions based on the length of lateness.

Syllabus Change Policy

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted that notes the changes and an updated syllabus will be posted in Canvas.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Students will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding students to complete the SPOT evaluation.

Technical Requirements & Skills

Minimum Technology Requirements

- Internet-enabled computer with video camera
- Reliable internet access
- Speakers & microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Rules of Engagement

- Treat your instructor and classmates with respect.
- Always use your professors' proper title: Dr. or Prof.
- Unless specifically invited, do not refer to your instructor by first name.
- Use clear and concise language. No profanity.
- Remember that all college-level written communication should have correct spelling and grammar (this includes discussion boards).
- Use appropriate font styles and sizes for your presentations.
- When posting online, be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

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

Getting Help

Technical Assistance

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 Canvas or other technology issues.

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

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)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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

UNT Policies

Academic Integrity Policy

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.

ADA Policy

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 website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

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. 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 during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

Sexual Assault Prevention

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

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

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

University of North Texas Compliance

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

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

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

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

Student Verification

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

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

Use of Student Work

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

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

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Download the UNT System Permission, Waiver and Release Form.

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: 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.

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.