

OPSM 4850 LEAN SIX SIGMA

Instructor Contact

Name: Dr. J. Chris White
Office Location: BLB 387A
Hours: Zoom By Appointment - <https://doodle.com/meeting/organize/id/b2qqBk1a>
Email: John.White2@unt.edu

Communication Expectations

All course communication will be through the Canvas platform. For personal concerns or questions, please email me. Inquiries are replied to as quickly as possible, but always within 48 hours. In general, grades for reading assignments and quizzes (if any) are available immediately upon completion of the assignments. Case grades with feedback are available within a week of submission.

Course Description

OPSM 4850 Lean Six Sigma involves studying and applying Lean principles in production processes and multiple stages in a supply chain network, including planning and coordinating the upstream and downstream activities of the supply chain network's trading partners. New product design and the launch of that design are used as an example of how Lean principles are applied throughout the supply chain network (Kaizen events). Emphasis is placed on material flow analysis, process, continuous improvement techniques, and employee development and empowerment as integral aspects of a Lean Six Sigma philosophy. This course addresses not only Lean techniques as applied throughout production and service processes but also the application of Lean, extending upstream and downstream in coordination with suppliers and customers. The associated integrative concepts of Lean Six Sigma provide the framework for the course that includes governance, project management, performance management, and analytics.

Course Structure

OPSM 4850 is taught in a senior seminar online format. Participation is key in a senior seminar and a major portion of your grade. Simply reviewing the course material is not enough. You are expected to contribute your ideas to the course and back them up with external sources, views, and commentary. The course materials will be covered in 8 weeks. There are 4 modules to the course, plus 4 case studies. Each student will prepare, record via Teams or Zoom (pre-recorded), and present a PowerPoint presentation for the first 3 cases and a group PowerPoint for the 3rd and 4th cases.

Course Prerequisites or Other Restrictions

Prerequisite(s): OPSM 3830. Additionally, you are expected to have working knowledge of the topics covered in the first three years of a typical undergraduate business or engineering degree. This prerequisite material includes statistics, forecasting, and regression. We will not address material already covered in those courses. You should also have working knowledge of the internet, Canvas LMS, Microsoft Office, and Zoom; and be comfortable presenting your work in front of others.

Course Objectives

At the conclusion of this course, the student should be able to:

1. Identify and define key terms associated with Lean/Six Sigma.
2. Describe the origins, framework and basic terminology associated with both Lean and Six Sigma.
3. Describe specific techniques associated with structured problem solving in new product design, project management and planning.
4. Identify and/or discuss actual or potential application of Lean and Six Sigma in various settings (manufacturing, service, government, etc.) as well as throughout the supply/value chain.
5. Pass the Six Sigma Green Belt Certification Exam

Text. There is no required text for the course. Case studies are assigned in the schedule below. Please click on the link below to purchase the cases. Cost is \$38.30 for three readings and four cases. The Case Companion tutorial is optional. If you have not done Harvard business cases before, this is an excellent tutorial. **You are expected to utilize additional outside resources as you prepare your case and individual presentations.**

<https://hbsp.harvard.edu/import/1412532>

Course materials, assignments, and other readings will be available within the Canvas portal or on the [Lean/Six Sigma Bookshelf](#)

As a student you have free access to LinkedIn Learning through your UNT ID. You are required to complete the [Six Sigma: Green Belt](#) course by Richard Chua (see Canvas for the Assignment). You should upload your certificate to the assignment tab in Canvas to receive credit for this course.

Teaching Philosophy

OPSM 4850 focuses on expanding your understanding of Lean Six Sigma concepts and the use of these to solve problems. It utilizes discussions, presentations and case analyses. The course is designed to provide you with a detailed overview of Lean Six Sigma in both a manufacturing and service context.

As always, please reach out to me should you have any questions or concerns regarding the course.

Course Schedule

Week	Monday	Chapter/Topic	Reading Assignment
1	Jun 1	Administrative Overview Introduction to Lean Six Sigma Quality Basics Six Sigma use in Projects Statistics for Six Sigma	Course Syllabus It's Time to Rethink Continuous Improvement** Cartoon Guide to Statistics
2	Jun 8	Case 1 Individual Presentations due by Sun, Jun 14 @ 11:59pm	Case Presentation: Samsung Electronics**
3	Jun 15	Six Sigma Philosophy in the Supply/Value Chain DMAIC Framework for Project Planning Six Sigma Review – Prep for Exam	Optional: Six Sigma Handbook Chapter 1 Theory of Constraints * 7 Attributes of a Control Plan* Root Cause Analysis* Making Process Improvements Stick**
4	June 22	Case 2 Individual Presentations due by Sun, Jun 28 @ 11:59pm	Case Presentation: A Profile of Toyota's Production System**
5	June 29	Origins of Lean Models Lean for New Product Design Value Stream Mapping	Decoding the DNA of Toyota* Value Stream Mapping (ASQ)* Green Belt Exam Attempt 1 Due by Sun, Jul 5 @ 11:59pm Green Belt Exam Attempt 2 Available Mon, Jul 6 @ 12:00am
6	Jul 6	Case 3 Ind. Presentations due Fri, Jun 10 @ 11:59pm Team Presentation due Sun, Jun 12 @ 11:59pm	Case Presentation: Carestream Health Inc.: When Disruption Hits a Lean Supply Chain**
7	Jul 13	The Lean Process	Hirano's 8 Conditions for Flow* Just in Time Overview* Want More from Lean Six Sigma?***
8	Jul 20	Case 4 Team Presentation due Thu, Jul 23 @ 11:59pm Case 4 Peer Evaluation due Fri, Jul 24 @ 11:59pm	Case Presentation: Fair Park Covid-19 Mass Vaccination Site** Green Belt Exam Attempt 2 Due by Fri, Jul 24 @ 11:59pm

* Available on the Lean/Six Sigma Bookshelf

** Included in Course Pack

Grading

Assignment	Points Possible	Percentage of Final Grade
Case 1	150 points	15%
Case 2	150 points	15%
Case 3 Individual Presentation	50 points	5%
Case 3 Group Presentation	100 points	10%
Case 4 Group Presentation	150 points	15%
Case 4 Peer Evaluation	100 points	10%
Six Sigma: Green Belt Course	100 points	10%
Green Belt Certification Exam	100 points	10%
Class Participation	100 points	10%
Total Points Possible	1,000 points	100%

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Grades are based on total points earned during the semester. Point totals are not rounded.

IMPORTANT: USE OF AI IS PROHIBITED IN THIS COURSE, INCLUDING PREPARING YOUR POWERPOINT SLIDES! USE OF GENERATIVE AI IS PROHIBITED IN THIS CLASS AND WILL RESULT IN AN ACADEMIC INTEGRITY REVIEW, INCLUDING FAILURE OF ASSIGNMENTS (GRADE OF F) AND/OR FAILURE OF THE COURSE!

Students are expressly prohibited from using any generative AI or LLM tools such as (including, but not limited to) ChatGPT, Perplexity, CoPilot, Bing AI, Claude, Gemini, or Bard, etc.) when completing course assignments, ESPECIALLY CLASS CASE ASSIGNMENTS/DELIVERABLES (INCLUDING POWERPOINT SLIDES). Use of these tools, or other similar generative AI tools, will not be tolerated, may be considered plagiarism, and could result in the student failing the course. Any incident detected will be addressed through the university's academic integrity procedures. TEAM LEADERS ARE ENCOURAGED TO SCREEN FOR THE USE OF ARTIFICIAL INTELLIGENCE-GENERATED CONTENT AND HOLD TEAM MEMBERS ACCOUNTABLE IN PEER REVIEWS.

Course Policies

REQUIRED: TEAM CONTRACT (Mandatory, -25 points to class participation if late)

THIS IS A SIGNIFICANT ELEMENT OF THE SEMESTER: You will be required, as individual students, to sign and upload a copy of the Team Contract in Canvas. This is to ensure accountability and create a level playing field for peer review factor scoring that will occur throughout the semester. The template can be found in CANVAS.

All cases are due by 11:59pm Sunday of the week assigned (prior to the Monday that starts the following week). Class discussions are also due by Sunday at 11:59pm (except for last week of class), while case discussions are due the Thursday following the case submission date. Please note the due dates on assignments so you don't miss a due date. All assignments should be uploaded to the appropriate assignment tab in Canvas or posted in the appropriate discussion thread.

You 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. Late assignments are not accepted without prior authorization from the instructor.

Completing all the assignment readings in the required time window will prepare you for the class discussions and the issues you will find in the cases.

INDIVIDUAL INVOLVEMENT IN TEAM ACTIVITIES

TEAM FORMATION: Team assignments in the course make up a significant portion of your grade. In this course, teams are formed by the instructor to create a mix of majors necessary to integrate and share cross-disciplinary knowledge.

Team leaders are asked to volunteer at the very beginning of the semester after groups have been assigned.

It is our intention to announce the teams and team leads in the first two weeks of class. Each team will consist of approximately 3-5 team (+/-) members depending on the registered number of students in the class.

TEAM CONTRACT: Each individual team member will prepare a team contract as described in Canvas. This contract will serve as the foundational agreement driving participation and interaction of team members during team project.

PEER EVALUATIONS: (This is important because it can significantly affect your overall individual grade)

Your involvement and interaction in team activities and contribution to assignments will be evaluated by your peers using a Peer Evaluation process and following the team contract. Team member assessments will be based on, a) Your ability to foster team spirit and display initiative while working on the project, b) Your timely attendance at scheduled meetings (likely virtual meetings), c) Your participation in group discussions, and d) Your completion of assigned work and contribution to project completion (content quality and timeliness).

Peer evaluations will be completed at the end of EACH TEAM PROJECT. The peer evaluation will include the evaluation of the student’s own contribution and that of every other team member. Each student will submit their evaluation to the team into Canvas and to their team leader (optional). An average of the peer evaluation scores for each category for each team member will be calculated. The average scores per team member will be used to adjust individual grades, if necessary. Team grades will not be posted until the peer evaluations have been submitted.

HOW PEER EVALUATIONS CAN AFFECT YOUR INDIVIDUAL GRADE:

If your peers award you 100% on all the evaluation metrics, you will receive the full grade for the assignment awarded to the team. However, if your peers award you a lower percentage, **that percentage is multiplied by the team grade to reflect your own grade portion for that specific team assignment.**

Example: Assume the team grade is 100 points. You’re awarded 100% by your peers. Your grade is 100 points.

Assume the team grade is 100, but you are awarded 75% by your peers. Your grade is only 75 points

NOTE: Any team member may request that the instructor arbitrate team ratings. If arbitration is requested, it will only be conducted when all relevant team members are available to meet by phone or zoom, and the decision of the instructor will be final.

IMPORTANT: (SUGGESTIONS FOR YOUR TEAMS) SOME TEAMS REQUIRE STRUCTURE, PLANNED MEETINGS, REGULAR COMMUNICATION AND ORGANIZATION. IN FACT, HIGH PERFORMING TEAMS IN THIS CLASS ARE THOSE WHO 1) SET REGULAR WEEKLY MEETINGS, 2) DO NOT PROCRASTINATE OR WAIT UNTIL DEADLINES TO DO WORK, 3) SET ROLES AND RESPONSIBILITIES FOR ASSIGNMENTS AND TRACK ACCOUNTABILITY OF EACH TEAM MEMBER, AND 4) GRADE EACH OTHER FAIRLY BUT CRITICALLY ON PEER REVIEW ASSESSMENTS. FINAL SCORES SHOULD NOT BE SURPRISES, AND SHOULD BE UNDERSTOOD BY THE TEAM LEAD PRIOR TO FINAL SUBMISSION. SET GROUND RULES AND AGREE ON WHAT EARNS A FULL-100 POINT PEER REVIEW, OR WHAT DOES NOT.

MANY STUDENTS WILL TRY TO AVOID CONFLICT AND GIVE ALL TEAM MEMBERS 100 POINTS ON PEER REVIEWS. THIS IS NOT ADVISED. SIMILAR TO THE REAL-WORLD, YOU ARE REINFORCING THE BEHAVIOR YOU SCORE 100 POINTS FOR AS "PERFECT BEHAVIOR." IN OTHER WORDS, IF A TEAM MEMBER DOES NOT DO THEIR WORK, IS DISRUPTIVE, OR DOES NOT HOLD THEMSELVES ACCOUNTABLE AND YOU GIVE THAT PERSON A 100 POINT RATING, YOU ARE TELLING THEM THEIR BEHAVIOR IS COMPLETELY FINE!!

Assignment Policy

Case Presentations: The first two cases are to be completed individually. You will upload a video presentation of your case findings on the dates noted in the syllabus. These presentations should be no longer than 10 minutes and generally consist of a presentation pre-recorded using Teams or Zoom of a short introduction and PowerPoints presentation. The slides show your key points and your presentation explains your logic. The presentations may be as short as you desire, but you must answer all the questions posed in the assignment. **DO NOT USE AI FOR ANY PART OF YOUR POWERPOINTS! SEE THE SYLLABUS POLICY REGARDING THE PROHIBITED USE OF AI IN THIS COURSE. ADDITIONALLY, DO NOT READ FROM A SCRIPT AND DO NOT READ YOUR SLIDES. YOU NEED TO KNOW YOUR MATERIAL AND SUMMARY, AND PRESENT IT PROFESSIONALLY.**

For the third case, you will upload your proposed approach to solving the case. This presentation consists of your suggestions to the team as to what approach/key elements need to be addressed by the team to solve the case. This presentation is no more than 5 minutes in length. It should be clear and concise, with key points highlighted on your slides with a pre-recorded Teams or Zoom presentation.

You will then work with your team to complete the third case. The team will then upload one copy of the case for grading and comment. This pre-recorded team presentation should be no longer than 15 minutes.

I must be able to SEE and HEAR you in your presentation. Share your slides in your presentation and ensure you are able to be seen as the speaker/presenter. If I cannot see the presenter, you will lose the equivalent of one letter grade on the assignment. **(Be sure to watch your video to be sure you can be seen and heard!)**

The fourth case will be completed by your assigned team. The team will upload one copy of the case, providing solutions to the questions posed in the instructions. This presentation should be no longer than 30 minutes.

DO NOT UPLOAD YOUR RECORDED PRESENTATIONS AS ATTACHED FILES: All presentations should be uploaded to Canvas using Studio (in Canvas) or YouTube. If you use YouTube, I must be able to access the link in order to view and grade it. **(YOU MUST ENSURE YOU SHARE ACCESS WITH ME, OR YOU WILL RECEIVE A ZERO).**

DO NOT READ FROM SCRIPTS! BE PROFESSIONAL AND PREPARED WHEN GIVING YOUR

PRESENTATIONS: Preparation, professionalism and delivery is of the utmost importance. Again, you may select roles and responsibilities on Group presentations, but all team members should contribute during preparation and/or delivery. Only one (1) team member needs to present each presentation (your group may change presenters as you so choose). Again, when presenting, DO NOT read from your slides or from a script. Reading your presentation (including reading your slides word for word) will result in a 10% reduction in total possible points.

Participation: Each student is expected to comment on the case presentations submitted by the other students/teams in the class. Comments may be posted once a presentation has been submitted. The presentations will remain available for comments until the following Thursday at 11:59pm, at which point the comment section will close. Only those posting comments will receive participation points. Please note that comments need to be substantive. **Simply posting “Good job” or similar comments will not earn points.**

Six Sigma Green Belt Course (LinkedIn): As a student you have free access to LinkedIn Learning through your UNT ID. You are required to complete the [Six Sigma: Green Belt](#) course by Richard Chua. You should upload your certificate to the assignment tab in Canvas to receive credit for this course. Please note that the course is approximately two hours in length.

Six Sigma Green Belt Exam: You will need to score above 80% on the Green Belt Certification Exam, in addition to earning a B or better in the course, to receive your Green Belt Certification. Exam availability is noted in the schedule above. The exam consists of 100 multiple choice questions. The exam is open book, open notes. I have included a test prep question bank for your use. Be careful using online resources as we have found many errors in the online questions. Make sure any online sources are reputable.

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

You are expected to be prepared for each class and participate in class discussions (via Canvas Discussion Boards) and case presentations. This includes completing all required readings and finding additional information on the topics covered.

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. You are expected to use these to bring new/different insights to your individual and case presentations. A list of the readings, cases and recommended references are included on the Lean/Six Sigma Bookshelf <https://guides.library.unt.edu/opsm4850>.

Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, I will also

- Post announcements as needed to clarify and update information on the course
- Answer any questions/concerns you may have about the course, assignments, due dates, etc.
- Respond to all course inquiries usually within 24 hours, but always within 48 hours.

Late Work

I do not accept late work. Please do not ask. Please plan your schedules accordingly.

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 noting the changes and an updated syllabus will be posted in Canvas.

Course Materials for Remote Instruction

Students will need access to a webcam and microphone to record your case presentations. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

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. You will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

Technical Requirements & Skills

Minimum Technology Requirements

- Internet-enabled computer with video camera
- Reliable internet access
- Speakers & Microphone
- 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 MS Office programs
- Using video recording in PowerPoint

Rules of Engagement

- Treat your instructor and classmates with respect.
- Do not refer to your instructor by first name. use your professors' proper title: Dr. or Prof.
- 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>). 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 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.