

LSCM 4540

Section 407 - Summer 2026

Enterprise Resource Planning & Special Problems in Marketing and Logistics

Online and asynchronous

Department of Logistics and Operations Management

INSTRUCTOR: Dr. J. Chris White

Office Hours by appointment with this link: <https://doodle.com/meeting/organize/id/b2qqBk1a>

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Catalog Description

Comprehensive inquiry in the functioning of enterprise resource planning (ERP) software and hands-on experience with the SAP ERP system through lab exercises. Special attention is afforded to interdependencies between logistical (SCM) and back-office software functions such as finance (FI), controlling (CO) and human resources (HR). Students will learn how to navigate the SAP ERP system, how to work through key tasks in all major modules and, possibly most important, to understand the underlying business processes.

Course Description

In this course on Enterprise Resource Planning (ERP), you 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. We will discuss each of these areas in detail during this course and leverage an ERP software to work in all of them.

You will gain hands-on experience through weekly case studies that take you through a typical process in each of the functional areas. For example, in sales and distribution, we set up a new customer, sell our products to them, resource the products from inventory and ship them to the customer. We then create an invoice to collect payment and receive the latter. At the end of the semester, you will be proficient in handling these tasks in the ERP system for all major functional areas.

It is important to highlight that you not only gain an understanding of how the software works, but also learn how each of the different functional areas relate to one another. A software is nothing but a codified business process and we will get into exactly what we mean by that later. Suffice it to say that information technologies merely reflect the way business is actually done. We therefore focus on understanding key activities, rules and perceptions in each business area in our course discussions in-person and online. Only afterwards do we go into the ERP system to apply your newly gained knowledge.

Learning Objectives

Learning objectives are "statements of specific and measurable knowledge, skills, attributes, and habits students are expected to achieve and demonstrate as a result of their participation in this course.

Our objectives for the course are:

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 enterprise resource planning software in the world, the SAP system, in a business setting and under realistic conditions.

Our objectives for the individual modules are:

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.
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	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	- 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. - 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. - 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	- 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. - Students will develop an understanding of SAP process models and how they relate to the overall system. - Students will continue to refine their own process mapping skills to create process maps using a hands-on assignment.
Introduction to SAP	- 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. - 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. - Students will develop the ability to navigate the SAP system and find the functionality that you need. - Students will gain hands-on experience using the SAP system to be able to complete all following assignments.
Sales & Distribution Processes	- Students will explain the sales process and its key steps to a peer or colleague. - They will understand the relationship between demand and capacity planning, which established sales operations plans. - They will know the main steps in the SAP system from setting up a customer master to executing a sales order and collecting payment. - Students will gain hands-on experience using the SAP system by successfully complete the SAP SD case study.
Supply Chain Processes	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 <u>two</u> 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.

Course Structure

This course takes place 100% online, so your interaction with me and with your fellow students will take place in Canvas discussion boards. There are 14 modules of content that you work through.

This course is structured into two main parts. In the first, we talk mainly about business process is and how to understand technology in general and ERP in particular. This is followed by the second part during which we discuss the most important functional areas of a business and perform hands-on exercises for each in the SAP system. In virtually all lectures we use real-life case studies from various industries in our discussion of ideas, concepts and technology.

Your lectures in part 1 include the following:

1. Introduction & Expectations - what it takes to be successful, the role of technology in society today
2. Business Processes - what is a business process, why is it an important for you, and how you can document processes in your organization
3. Performance & Process - how can you measure business processes, understanding the processes in SAP, and an overview of the case study we will be using throughout
4. Introduction to SAP - what is an ERP and how does it work, why is it important for you to know, and how can you successfully navigate the SAP system

Your lectures in part 2 include the following:

1. Sales & Distribution Processes - how does sales work and what are the most important processes, how do you navigate the SAP SD module and complete the assignment
2. Supply Chain Processes - you learn about material management and procurement, how you navigate the SAP MM assignment
3. Warehouse Processes - what are key processes in warehouse management, what drives the configuration of warehouses, and how you navigate the two SAP WM assignments

4. Manufacturing Processes - key manufacturing processes and strategies, how you successfully complete the SAP PP case study
5. SAP User Story - hear from a real-life SAP user and learn how the organization has implemented their ERP successfully, how you navigate the SAP EAM (enterprise asset management) case
6. Finances & Controlling Processes - overview of finance and controlling as key business functions, how you navigate the SAP FI assignment
7. Change Management - learn how to implement an ERP system or any other major technology, how you navigate the SAP CO assignment
8. Human Resources - what are key business processes in HR, how you navigate the SAP HRM case

Prerequisites

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

- Describe key business areas such as sales & distribution, manufacturing or procurement.
- Cite sources, giving credit to where you use external information.
- Network with others and utilize tact when offered differing perspectives.
- Make the commitment to spend at least 6 hours a 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 Delivery

This course is an online course that you complete here on Canvas. Each module is designed for one week of instruction. The modules consist of:

- Overview: an introduction to the topic for each module, learning objectives and reminders for assignments.
- Optional Presentation Decks: PDF files with slides for each module that constitute the main lecture for each topic.
- Video Recordings: videos that you replay on Canvas using presentation slides.
- Assignments: tasks that deepen your understanding of a topic such as creating a process model or completing an SAP case study.
- Discussions: to deepen your understanding of a topic
- Quizzes: short tests at the end of each module.

Accessibility

This course uses SAP software. If you experience any accessibility issues at all related to using the SAP program, please contact the instructor to explore alternative options for assignment completion.

Course Schedule

Our schedule for this semester is show below. Each new module on Canvas opens on a Monday and will remain open until the end of the semester.

It is important to note that **we meet for several Zoom calls throughout the semester. The intention is to answer general questions, show you how to do things like logging into SAP, or talk through the process for presentation week. Your attendance is required for all of them.**

The schedule below illustrates which content, assignments, required readings and textbook chapters are due in each week.

Week	Start Date (Monday)	Module	Lecture Topic	Assignment(s)	Reading(s)	Due Date (Sunday)
1	5/18/26	1	Introduction & Technology			5/24/26
1	5/18/26	2	Business Processes & Mapping	Process Map I	Hammer (HBR '90)	5/24/26
2	5/25/26	3	Performance & SAP Processes	Process Map II		5/31/26
3	6/1/26	4	Introduction to SAP	SAP Navigation	Streett (Nat Geo '22)	6/7/26
4	6/8/26	5	Sales & Distribution Processes	SD Case Study		6/14/26
5	6/15/26	6	Supply Chain Processes	MM Case Study	Knight (New Yorker '16)	6/21/26
5	6/15/26	7	FIRST EXAM			6/21/26
6	6/22/26	8	Warehouse Processes	WM Case Study I & II		6/28/26
7	6/29/26	9	Manufacturing Processes	PP Case Study	Hanebeck (IBM '08)	7/5/26
8	7/6/26	10	SAP User Story & EAM Processes	EAM Case Study		7/12/26
8	7/6/26	11	Finance & Controlling Processes	FI Case Study	Hanebeck (Sabri '19)	7/12/26
9	7/13/26	12	Change Management	CO Case Study		7/19/26
10	7/20/26	13	Human Resource Processes	HCM Case Study		7/24/26
10	7/20/26	14	SECOND EXAM			7/24/26

Course Activities & Assessments (1000 points total)

In this course, you have several grading components.

Academic Integrity Statement (30 Points, but required)

By enrolling in a Department of Supply Chain Management (SCM) course, you promise to promote the integrity of learning and embrace the core values of trust and honesty. As such, you 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).

You find the Academic Integrity Statement assignment in Module 1 and simple need to read it, and then copy the text into the textbox which you submit. You receive 10 points for completing the assignment on

time.

Discussions (170 Points, 10 each)

There are graded discussions throughout the course. It is important that you participate in all of them and also respond to your peers. You are expected to create at least 1 post of your own (>250 words) for each discussion and to respond/comment to at least 2 posts of fellow students (>100 words each). You 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.

Quizzes (120 Points, 10 each)

All modules contain a quiz that is due during the period in which we cover the respective module and topic. The due dates are listed on our calendar and all quizzes require Lockdown Browser. Quizzes close on the last day of the module and there will be no extensions if you miss a quiz. You earn up to 100 points with quizzes.

Assignments (480 points, 40 each)

There are twelve assignments throughout the course. The majority will ask you to work in the SAP system. You can earn up to 500 points through the completion of assignments.

Assignments are graded a few days after their due date. Once grades for an assignment are posted, students have the opportunity to go back into the SAP system to correct any issues that may have come up e.g. your grade wasn't 100 or close to that. The assignment will be checked a week after the due date again and all students with higher grades from the second week will receive the updated grade. Should a student achieve a lower grade during the second week, the grade from the first week remains.

Assignments that are turned in late will receive a 0 for completion.

Important: We use a user ID and password to access the SAP system. 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 receive a 0 for completion.**

Exams (200 points, 100 each)

There are two exams in this the course. Both exams are online and will be available between Wednesday and Friday of the week in which they are due. The due dates on Canvas show the last day during which exams are available. The first exam covers the first half of the course and the second obviously the rest. You can earn up to 100 points for each exam or 200 in total.

Important: The two exams require you to install the Respondus Lockdown Browser before you begin. Make sure you test your setup and are in a location where you have persistent Internet access before

you begin.

Grading

- A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80-89% (Good, impressive work. The student performs above the minimum criteria.)
- C: 70-79% (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 60-69% (Below average work. The student fails to meet the minimum criteria.)
- F: 59 and below (Sub-par work. The student fails to complete the assignment.)

Grade-related Policies

Missing an Exam or Other Due Date

Missing an exam or similar due date leads to receiving a failing grade for the item in question.

If you miss an exam due to unavoidable circumstances, you must contact your instructor in advance and in writing. If the circumstances merit, we can schedule a makeup session. These situations will occur on an exception basis only and must be justified by extraordinary circumstances.

In order to be considered for the makeup of an in-class exam, **you must notify me before or on the day of the in-class exam by e-mail (chris.hanebeck@unt.edu (<mailto:chris.hanebeck@unt.edu>))**. Failure to provide **prior** notification will result in a failing grade for the assignment. Exceptions will only be made in very extreme cases. Documentation, especially for medical emergencies, may be required to schedule a make-up test.

Password Resets

Your instructor can reset your password in case you forget it. However, students who forget the password that they set up in SAP when first logging on will receive an automatic 0 grade for the assignment in which the password is lost. The ability to retain and use a password is a minimum professional requirement and should be expected from any student.

Late Work

I do not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a **university-excused absence** (<https://policy.unt.edu/policy/06-039>) and provides documentation with 48 hours of the missed deadline.

Turnaround Time

I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Grade Disputes

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). 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.

GRADE APPEALS, WITHDRAWALS, & INCOMPLETES

Please refer to the UNT Undergraduate Catalog for policies governing these actions. If you have any questions, please contact me for clarification. Please note: I only use an incomplete for extraordinary circumstances. An incomplete grade will not be used simply to provide more time to complete the course requirements.

If you disagree with how any assignment or examination was graded, you must submit a written appeal by email or letter before the start of the next class period. The email or letter must clearly state the rationale for the appeal and provide evidence to support your position. Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.

Course Attendance

You are expected to attend every module during the week in which it is scheduled. While we do not conduct a roll call for going through lectures, your course work e.g. assignments, discussions or quizzes need to be turned in during the module in which they are discussed.

Your attendance grade in this course is based on attending the Zoom calls we have scheduled. Given that we discuss important topics such as policies or how to log into SAP during each call, it is vitally important that you attend.

Course Policies & Technology Requirements

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer capable of connecting to UNT Citrix
- 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)**

(<https://clear.unt.edu/supported-technologies/canvas/requirements>

(<https://clear.unt.edu/supported-technologies/canvas/requirements>.)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

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

OTHER COMPUTER APPLICATIONS

Students will be required to make extensive use of computing and information technology capabilities. The class requires the use of software for Microsoft Word, Excel, and PowerPoint. Students will be required to use Adobe Acrobat Reader to view course materials. All practical assignments are completed using the SAP enterprise resource planning software, which is available in all computer labs and can be accessed through VMWare as well. If you need to download VMWare, please use the following link: <https://cob.unt.edu/lab/virtual-lab> (<https://cob.unt.edu/lab/virtual-lab>).

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: [UIT Student Help Desk site \(http://www.unt.edu/helpdesk/index.htm\)](http://www.unt.edu/helpdesk/index.htm)

(<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu (<mailto:helpdesk@unt.edu>)

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

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

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. 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.

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

INTERNATIONAL COVERAGE

International aspects of ERP will be addressed throughout the class. Most chapters of the text provide an international aspect of the issues in ERP and the problems faced when attempting to coordinate supply chain, financial and human resource processes on a global basis.

STUDENT CONDUCT

Students are expected to act in a professional manner reflecting the norms of conduct reflective of the modern corporate workplace. As a **minimum**, students need to be familiar with and adhere to all principles as described by the Center for Student Rights and Responsibilities (www.unt.edu/cssr (<http://www.unt.edu/cssr>)). The CSSR posts copies of the Student Code of Conduct and Student Handbook on this website. Students are responsible for being knowledgeable of and adhering to the guidelines provided. However, I respect you as an individual and look at you as a professional in business.

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.

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 for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](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) (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 \(https://my.unt.edu/\)](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) (<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/) (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/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

University of North Texas Compliance

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

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

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

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

Student Verification

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

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

ACADEMIC SUPPORT & STUDENT SERVICES

Student Support 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>)
- **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>)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- **UNT Records** (<https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>)
- **UNT ID Card** (<https://sfs.unt.edu/idcards>)
- **UNT Email Address**
(<https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FCexecution=e1s1>)
- **Legal Name** (<https://studentaffairs.unt.edu/student-legal-services>)

**UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can **add your pronouns to your Canvas account** (<https://community.canvaslms.com/docs/DOC-18406-42121184808>) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- **What are pronouns and why are they important?** (<https://www.mypronouns.org/what-and-why>)
- **How do I use pronouns?** (<https://www.mypronouns.org/how>)

- How do I share my pronouns? (<https://www.mypronouns.org/sharing>)
- How do I ask for another person's pronouns? (<https://www.mypronouns.org/asking>)
- How do I correct myself or others when the wrong pronoun is used? (<https://www.mypronouns.org/mistakes>)

Date	Details	Due
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