OPSM 5850-007 SUPPLY CHAIN OPERATIONS MANAGEMENT

Instructor Contact
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Office Hours: By Appointment through Zoom
Email: Jeremy.kovach@unt.edu

Communication Expectations: Since this is an online course through Canvas, all course communication will be through the Canvas platform. For personal concerns or questions, please email me at Jeremy.kovach@unt.edu. When sending an email to my UNT address, please be sure to include the course number and section number (5850-007) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for SmartBook Assignments are available immediately upon completion of the assignments. Case grades with feedback are usually available within 2-3 days.

Course Description
OPSM 5850 is a graduate level survey course designed to provide you with an overview of the field of supply chain operations management. Operations management is a core functional area that is responsible for designing and operating processes that deliver a firm’s goods and services in a manner that matches customers’ expectations. The course delves into how the operations function helps firms gain competitive advantage by effectively producing and distributing their goods and services. It also addresses operations analytics that help firms develop world class operational capabilities of innovation, quality, delivery, flexibility, and cost.

At this level of class, you should possess a rich understanding of the complete consumer value chain, all of the facets of the product development life cycles, market segmentation, marketing communications strategy, pricing strategy as well as principles of supply chain management. Strong emphasis is placed on strategic thinking, strategy development and project management to successfully address challenges that a company may encounter. Close and collegial teamwork with other students, class participation and contribution along with oral and written communication skills will be emphasized during this course, reflecting the expectations of an actual business work environment.

NOTE: You are expected to participate and contribute in this class. This requires that you have done your homework, have read the lessons prior to class, and are actively participating in the class by providing new, innovative insight, ideas, counter prevailing theories, etc. Thorough preparation is paramount here and is required of each student.

Course Structure
OPSM 5850-007 is taught in an 8-week online format. The course materials will take place from January 17, 2023, to March 10, 2023. There are 8 modules, 14 readings, one individual presentation, one team case presentation and class participation requirements. All class materials are provided through Canvas.

All assignments will be uploaded by the students to the appropriate Canvas location. Class discussions cover the assigned chapters, outside readings, PowerPoint presentations and individual presentations.
**SCHEDULING DISCLAIMER**: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. Changes will be announced via Canvas.

**Course Prerequisites or Other Restrictions**

While there are no prerequisites for this course, it is a graduate level course. As such, you are expected to have working knowledge of the topics covered in undergraduate courses. This prerequisite material includes statistics, forecasting and regression; and an understanding of basic business functions. We will not address material already covered in those courses. Additionally, you should have working knowledge of the internet, Canvas LMS, MH Connect, Microsoft Office and Zoom.

**Course Objectives**

The course has the principal objective of introducing strategic operations and supply chain management, key processes, relationship analysis between operations management and other business functions, and the strategies and techniques frequently employed to obtain a competitive advantage.

Specific objectives for the course include developing an understanding of the:

- Systems and total cost approaches for managing the supply chain
- Relationship between operations and supply chain management
- Interrelationship between operations and other functional areas discussed throughout the course.
- Functional areas within operations and how they interact to effect performance, costs and customer service
- Management of operational flows within the firm and across the supply chain
- Effect of operations on value creation and the competitiveness of the firm
- Key principles, concepts and theories underlying operations practice
- Effect of globalization, information technology, transportation deregulation and customer demand on practice and performance of the supply chain
- Approaches for measuring operational performance in the firm and across the supply chain
- Strategies for managing operational processes
- Different inventory management approaches employed in operations management

Where possible, students will be segmented into teams to address the issues identified in the various cases. The teams will contain 2-3 students each. Students will identify, analyze, define, design, model, recommend, research, construct, and draft a solution or solutions to the identified problem(s). Use of computer spreadsheets, automated drawing tools to include, but not limited to the MS Office Suite of products, AUTOCAD, MATHLAB, MS Visio or other software tools are capable of being used for these projects.

Student teams will develop and present a “C” Suite level presentation, using PowerPoint or similar computer presentation medium. Each presentation will include, but is not limited to, each of the factors
identified by the company, how the student team addressed each identified problem or challenge, and the unique problem solution that each team developed. This presentation will contain appropriate references, bibliographic citations and associated reference material.

The presentation will be no more than 15 minutes in duration.

Materials


Canvas. Course materials and assignments will be available within Canvas (https://unt.instructure.com). You can learn more about Canvas by reviewing the online guides available by clicking on the help link.

Outside readings: Outside readings/materials may be required for some class sessions and are expected to be used for your individual presentations.

Internet Software: You will need Internet access. Course materials and assignments will be distributed through Canvas. You will be responsible for accessing Canvas to obtain all course materials. Adobe Acrobat Reader will be required to read some of these materials. Acrobat Reader is available free from the Adobe web site: www.adobe.com. Many of the printed materials required for this course will be in stored in PDF. This format is common for materials published throughout the web and for full-text articles obtained on-line from the UNT library.

Class PowerPoint Presentations: PowerPoint slides will be made available on Canvas. You may find these useful when working on your cases.

Teaching Philosophy

OPSM 5850-007 is an online, asynchronous course. As such, there are no live online or in-person course sessions. All materials are provided within the Canvas shell. The course is integrated with McGraw-Hill Connect, which is required for the course. Please note that accessing Connect directly to do assignments may result in grades not transferring into the Canvas gradebook. Therefore, please access all assignments through Canvas. You are responsible to keep track of your grades in the Canvas gradebook and notify me should a grade not appear.

Course Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Week</th>
<th>Chapter/Topic</th>
<th>Assignment*</th>
<th>Class Presentations**</th>
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</thead>
<tbody>
<tr>
<td>Jan 16</td>
<td>1</td>
<td>Chp 1: Operations &amp; Supply Chain Mgt</td>
<td>SmartBook Chapters 1 &amp; 2</td>
<td>Individual Presentations</td>
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<td></td>
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<td>Chp 2: Strategy &amp; Sustainability</td>
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<td>Jan 23</td>
<td>2</td>
<td>Chp 3: Forecasting</td>
<td>SmartBook Chapter 3</td>
<td>Individual Presentations</td>
</tr>
<tr>
<td>Jan 30</td>
<td>3</td>
<td>Chp 4: Strategic Capacity Management</td>
<td>SmartBook Chapters 4 &amp; 5</td>
<td>Individual Presentations</td>
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<td></td>
<td></td>
<td>Chp 5: Projects</td>
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<tr>
<td>Date</td>
<td>Week</td>
<td>Chapters</td>
<td>SmartBook Chapters</td>
<td>Individual Presentations</td>
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<tr>
<td>Feb 6</td>
<td>4</td>
<td>Chp 6: Manufacturing Processes</td>
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<tr>
<td>Feb 13</td>
<td>5</td>
<td>Chp 7: Service Processes</td>
<td>SmartBook Chapters 7 &amp; 8</td>
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<td></td>
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<td>Chp 8: Sales &amp; Operations Planning</td>
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<tr>
<td>Feb 20</td>
<td>6</td>
<td>Chp 9: Materials Requirements Planning</td>
<td>SmartBook Chapters 9 &amp; 11</td>
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<td></td>
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<td>Chp 11: Inventory Management</td>
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<td>Feb 27</td>
<td>7</td>
<td>Chp 10: Quality Management &amp; Six Sigma</td>
<td>SmartBook Chapters 10 &amp; 12</td>
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<td>Chp 12: Lean Supply Chains</td>
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<tr>
<td>March 6</td>
<td>8</td>
<td>Chp 13: Global Sourcing &amp; Procurement</td>
<td>SmartBook *Chapters 13 &amp; 14</td>
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<tr>
<td></td>
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<td>Chp 14: Location, Logistics, &amp; Distribution</td>
<td></td>
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<tr>
<td>March 9</td>
<td></td>
<td>Case Presentations due by 11:59pm. 03/09</td>
<td>Upload Group</td>
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<td></td>
<td></td>
<td>Peer Evaluations due by 11:59pm. 03/10</td>
<td>Presentations and Peer Evaluations</td>
<td>Group Presentations</td>
</tr>
</tbody>
</table>

*Reading assignments are due by Sunday night at 11:59pm on the week they are assigned. For example, Chapters 1 & 2 are due by January 22 at 11:59pm. The only exception to this is week 8 reading assignments, which are due by Thursday March 09 at 11:59pm.

**Individual Presentations posts are due Wednesday night at 11:59 of the week assigned and responses are due Sunday night at 11:59pm of the week assigned. So, for example, Chapters 1 and 2 individual presentations need to be posted by Wednesday, January 18 at 11:59pm and the students’ responses are due by Sunday, January 22 at 11:59pm. Back and forth discussion on each article can continue, but credit for participation will end on the Tuesday evening one week following the initial post. For example, the initial presentation for week 1 can be actively discussed by the discussion starter and other students until January 24 at 11:59pm, after which point no additional participation credit will be awarded.

*** No late work is accepted.***

**Grading**

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<thead>
<tr>
<th>Graded Element</th>
<th>Points</th>
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<tbody>
<tr>
<td>Reading Assignments</td>
<td>125</td>
</tr>
<tr>
<td>Individual Presentation</td>
<td>125</td>
</tr>
<tr>
<td>Class Participation (Discussion threads)</td>
<td>100</td>
</tr>
<tr>
<td>Case (Group Grade)</td>
<td>150</td>
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<tr>
<td>Case Peer Evaluation (Individual)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600</strong></td>
</tr>
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</table>

A = 540-600
B = 480-540.99
C = 420-479.99
D = 360-419.99
F = Below 360
Grades are based on total points earned during the semester. The grading scale is guaranteed. You will receive no less than the grade listed within the appropriate interval. I reserve the right to adjust the grading scale in favor of the class if warranted.

Numeric grades are not rounded up to the next high letter grade.

**FINAL GRADES:**

I will not post final grades beyond what is available on Canvas. You are responsible for ensuring canvas accurately reflects points earned in the class. If you have a question regarding your grade, please email me directly.

**GRADE APPEALS, WITHDRAWALS, & INCOMPLETES:**

Please refer to the UNT Graduate 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.

**ASSIGNMENT GRAPE APPEALS:**

If you disagree with how any assignment 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. For example, you may cite text references, PowerPoint slides, or outside readings to support your position—these must be clearly referenced by title and page number. The rationale should be objective in nature and should not include subjective opinions. Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.

**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.

**Course Policies**

**Assignment Policy**

**Reading Assignments:** Instead of an exam covering all the material, the course includes reading assignments with questions for each chapter. Assignments will take between 20 minutes and 90 minutes to complete, depending on your range of knowledge. There are 140 points possible on these assignments. You will need to earn 125 points over the course of the semester to earn full credit.

**Individual Presentations:** Due Wednesday of the week assigned: Each student is required to present on a topic in the class. Presentation weeks are assigned on a first-come-first-assigned basis. There are a maximum of 5 presentations per week. You will need to email me the title of your presentation along with the week selected. I will either approve it or request additional information.
You must present something other than what is covered in the book and PowerPoints. Simply repeating information from these sources will result in a failing grade. Your presentation must be within the broad umbrella of the topics for that week. You may present on a specific use-case from your organization, a specific application used to address the topic, etc. The choice is yours.

**Class Participation/Discussion Threads:** As each student posts their individual presentations, you are required to review the presentations and comment on the content in the discussion threads. Each discussion thread will be open for 1 week following the upload by the student. Uploads are due each Wednesday, so the discussion thread for that presentation will be open from Wednesday until the following Tuesday. Points are awarded for the quantity and quality of your posts. For instance, simply posting “Good Presentation” will not earn any points, regardless of how many times you post it.

**Case Presentation:** Groups are automatically assigned at the beginning of class. It is your responsibility to connect with your team members and arrange for mutual times and dates to meet. Collaboration tools are provided in Canvas, including Microsoft365 and Zoom video conferencing. Your first assignment as a team is to pick someone to be a liaison with the professor. This person is the only person who can contact the professor on behalf of the team regarding team questions. The purpose of this is to prevent confusion should multiple people ask similar questions regarding the case. **Please note:** This does not prohibit any student from contacting the professor with individual questions regarding the class. Cases can be purchased through: [https://hbsp.harvard.edu/import/1013160](https://hbsp.harvard.edu/import/1013160).

**Peer Evaluations:** Included in the Final Presentations Module under Peer Evaluations is the peer evaluation form that will be used to evaluate your teammates. Please note that this form may not be submitted prior to the submission of your team presentation.

**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 plan your schedules accordingly.

**Attendance Policy**

OPSM 5850-007 is an asynchronous online course. There is no class attendance required as part of the course. However, you are expected to complete all assignments by the stated due dates.

**Class Participation**

Participation is measured by assignments completed. Please monitor and maintain an active interest in the course so all assignments are completed by the stated due date. No late assignments are accepted.

**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.
Technical Requirements & Skills
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.

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/supportedtechnologies/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 in email or any other communication.
• Always use your professors’ proper title: Dr. or Prof.
• Unless specifically invited, don’t refer to your instructor by first name.
• Use clear and concise language. No profanity.
• Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
• Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” • Use standard fonts such as Arial, Calibri or Times new Roman and use a size 12-point font
• Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
• 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) for more information.
Success in an Online Course
While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. Most notably, time management. The course is designed so that you can complete the assignments per module and prepare for the exams. Falling behind will not only cause you to fail to receive the points for that module’s assignments, it will also jeopardize your preparedness for the exams. Here is a link to help you succeed as in your online classes, “How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/onlineteaching/succeed-online).

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/DOC10554-4212710328)

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-andwellness-center)
• Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
• UNT Care Team (https://studentaffairs.unt.edu/care)
• UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-andwellnesscenter/services/psychiatry)
• Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testingservices/services/individual-counseling)

Other student support services offered by UNT include

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

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

UNT Policies

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

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 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) 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).

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/) 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
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/). 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).

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.