

DSCI 3870/Management Science - Sections 001,501

Instructor Contact

Name: Javier Rubio-Herrero, Ph.D.

Office Location: 357 E - BLB

Phone Number: (940) 565 – 3345

Class Format: face to face

Class Meetings: Tuesdays 3:30 pm – 6:20 pm @ BLB 010 (Denton) and Hall Park A 128 (Frisco)

Office Hours: Monday 4:00 pm – 5:30 pm and Tuesday 7:00 pm – 8:30 pm. They will take place either in office or via [Zoom](#). Some days they will only take place online. A detailed schedule of office hours will be uploaded to Canvas.

E-mail: javier.rubioherrero@unt.edu

Communication Expectations: The instructor will communicate with students via in-class announcements, e-mails, Canvas, and office hours. The students will communicate with the instructor via e-mails and office hours.

It is the instructor's aim to answer e-mails within 48 hours of their receipt during business days. Please, be courteous and professional when communicating with your instructor and follow the provided [Online Communication Tips](#). The instructor may not answer e-mails that do not abide to these tips.

Tutor/Grader Contact

Tutoring Hours: ITDS Lab Schedules (both BCIS and DSCI) are usually posted during the second week of classes. Check the [Lab Schedule](#) for more information. Your tutoring meetings will happen via [Zoom](#) (meeting ID: 922-325-916). The phone-scannable card with QR code below will also help you to log into your tutoring sessions:



Communication Expectations: The tutor/grader should be your first point of contact for tutoring questions. If you have additional questions, or need additional support for your class needs, you are most welcome to communicate with your instructor after class, during office hours, or via e-mail.

Course Description

Introduction to operations research for business decision making. Spreadsheet methods are used to evaluate the following: deterministic models; allocation problems, linear programming, sequencing and scheduling, and network models.

Course Structure

This course will be delivered in face to face format and will take place between the weeks of August 23rd, 2021 and December 6th, 2021. Since this class has two sections that will meet at the same time in different locations (Denton and Frisco), the instructor will alternate his presence in both locations. A schedule of classes will be made available to the students via Canvas, where they will be able to get the most updated information about where the instructor will be during each session.

<i>Week</i>	<i>Topics/Cases¹</i>	<i>Reading/Practice</i>	<i>Deliverables</i>
1	Course Introduction	<i>Chapter 1; STE² – 8, 12</i>	
2	An Introduction to Linear Programming	<i>Chapter 2; STE – 1, 2, 6, 13, 24</i>	
3	An Introduction to Linear Programming	Chapter 2; STE – 34, 42, 43	Form groups for projects and assignments
4	Sensitivity Analysis and Int. of Solutions <i>Review for first exam</i>	Chapter 3	Assignment 1 due
5	<i>Exam 1 to take place on 09/21</i> Sensitivity Analysis and Int. of Solutions	Chapter 3; STE – 6, 10	Select topic for project (soft)
6	Sensitivity Analysis and Int. of Solutions	Chapter 3; STE – 12, 13	
7	Sensitivity Analysis and Int. of Solutions Linear Programming Applications in Marketing, Finance and Operations Management	Chapter 3; STE – 12, 1 Chapter 4	Assignment 2 due
8	Linear Programming Applications in Marketing, Finance and Operations Management	Chapter 4; STE – 1, 15	
9	Linear Programming Applications in Marketing, Finance and Operations Management <i>Review for second exam</i>	Chapter 4; STE – 19	Assignment 3 due
10	<i>Exam 2 to take place on 10/26</i> Distribution and Network Models	Chapter 6 STE – 1, 2, 6	Develop your projects' models (soft)
11	Distribution and Network Models (Continued)	Chapter 6; STE – 11, 17, 23, 29	
12	Integer Linear Programming	Chapter 7	
13	Integer Linear Programming (continued)	Chapter 7; STE – 2, 5, 7	Assignment 4 due
14	No class (Prepare for your group project)		Presentations due

¹ Course structure is subject to change in order to accommodate for specific circumstances throughout the semester.

² Self-test Exercise. These exercises are numbered according to the 15th version of the textbook.

Week	Topics/Cases¹	Reading/Practice	Deliverables
	<i>Quizzes about papers on 11/23 (online)</i>		
15	Project Presentations		
16	<i>Final Exam: 12/07 @3:30 – 5:30 pm (in usual classrooms)</i>		

STE's will not be collected nor graded. However, it is imperative for students to solve these problems and also go through any assigned readings in order to be better prepared for the exams.

Course Prerequisites or Other Restrictions

ECON 1100, ECON 1110, MATH 1100. DSCI 2710 or consent of instructor; ACCT 2010 and ACCT 2020 with grades of C or better; MATH 1190 or equivalent.

It is assumed that students taking this course have completed the college algebra course and also have a good foundation in calculus, basic statistics and probability theory as covered in the basic statistics course. Although some review of elementary concepts and terminology is provided in the textbook, it is not intended to replace a complete course, but rather to refresh your memory. While a high degree of mathematical skills is not necessary in an “applied” course such as this, there are certain insights into the course that are gained through the mathematics involved.

Course Objectives

To provide the student with a working knowledge of management science/operations research techniques for use in business. This will be achieved by using a real-world, problem-oriented approach and using examples that emphasize the multi-disciplinary nature of business problems. Spreadsheets will be used to strengthen students’ ability to make business decisions. The course uses case studies and assignments that require communication and interaction, to strengthen students’ understanding. Techniques covered will include linear, integer, and non-linear programming, network optimization and implementation issues. This course may seem challenging, but it will provide you with "current" and "marketable" skills in the field of Quantitative Analysis/Business Analytics.

By the end of this course, students will be able to:

1. Interpret a mathematical optimization model as a representation of actual business processes.
2. Classify optimization problems depending on their level of difficulty.
3. Formulate their own optimization models.
4. Develop solutions to those models.
5. Apply their solutions to areas such as finance, marketing, and operations management.

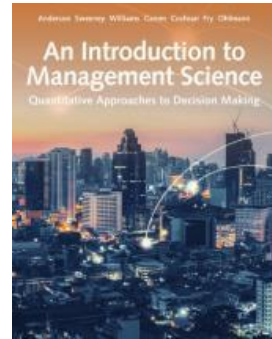
Materials

Anderson, Sweeney, Williams, Camm, Cochran, Fry and Ohlmann, *An Introduction to Management Science: Quantitative Approaches to Decision Making*, 15th Edition*, © 2018, Cengage Learning ISBN-10: 133740652X, ISBN-13: 9781337406529.

You can also purchase or rent the [digital version of the textbook](#).

The 13th or 14th edition of this text book are also acceptable.

If you intend to enroll in DSCI 4510 you will also use this book, so do not sell it!



Teaching Philosophy

To make the class more dynamic, I will opt for combining slides and hand-written notes. I will write notes on-the-go in class as I explain concepts and exercises. This course has a clear mathematical background and mathematics require work and patience to be understood. I believe that this understanding cannot be attained without writing things down by yourselves and, for this reason, I expect you to be active in taking notes and in solving exercises on paper. Just by looking at slides, you might deceptively think that you understand something. However, you will also need to create models and manipulate mathematical concepts and this can only be achieved if you work on problems and concepts on paper.

Technical Requirements & Skills

All students are responsible satisfying the requirements below and they must make sure that they comply with them when they perform the tasks that are needed for the successful completion of this course.

Minimum Technology Requirements

- Computer with Webcam
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](#)
- Business or scientific calculator. It must be able to perform at least the following functions: square, square root, raise to nth power, extract nth root, logarithm. The lack of a calculator does not excuse the student from making math errors on exams. **Only these calculators will be allowed in quizzes and exams. Calculators from phones, tablets or other electronic devices will not be allowed.**

Computer Skills & Digital Literacy

- Using Canvas and supported embedded apps such as LockDown Browser and Respondus Monitor.
- Using email with attachments

- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be careful with personal information (both yours and other's) and avoid sending confidential information via e-mail.
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- 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) for more information.

Course Requirements

During this course you will have the following graded and not graded requirements:

- **Self-test problems:** some are already assigned in the Tentative Course Agenda above. Some others may be assigned later on during the course. Students are responsible for solving these problems in a timely manner. Self-test problems will not be collected nor graded. However, if needed, the course tutor and I will provide feedback and help to solve them during office hours. You should expect some of these problems to be challenging.
- **Homework assignments:** these assignments will be graded and will be completed in groups of 5 students. When working in groups, only one submission with the name of the team members will be needed. The groups will remain the same for each assignment, and will be formed during the first days of class.
- **Group Project:** you will have to complete a graded group project. The groups for the project and the assignments must be the same. More information about this can be found in the Word file named *DSCI 3870 Team Project Instructions*. The information contained there constitutes an

addendum to this syllabus and the acceptance of the latter also implies conformity with the former.

- **Real business cases and handouts:** I might provide you with magazine articles, journal papers, newspapers clippings, etc. In some cases, you will have to complete a graded in-class quiz about these materials.
- **Exams:** there will be 2 midterm exams and a final exam. All of them will be non-cumulative and will take place in class.

Your final grade will be calculated according to the following breakdown³:

Course Requirement	Percentage of Final Grade
Homework assignments	15%
Quizzes about papers	10%
Exam 1	15%
Exam 2	15%
Final exam	20%
Group project	15%
Additional weight of best exam ⁴	10%
Total	100%

Grading

Grades measure the performance of a student in individual courses. Students will be evaluated based on their performance and command of the course materials. A student's final grade will be determined following the scheme below⁵:

A = 90% or higher

B = 80% or higher and less than 90%

C = 70% or higher and less than 80%

D = 60% or higher and less than 70%

F = Less than 60%

³ The breakdown below is contingent upon the acceptance and signing of this syllabus, its addenda, and the Ethical Academic Behavior form. A student's grade will be held until such acceptance is received by the instructor.

⁴ Your best exam will carry a weight of 10% more than noted above. For example, if your scores are 75 (Exam 1), 85 (Exam 2), and 88 (Final Exam), the portion of your grades corresponding to your exams will be $75*0.15+85*0.15+88*(0.20+0.10) = 50.4$.

⁵ This grading scale is tentative and may be adjusted based on overall class performance.

Course Evaluation

The 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. At some stage during this course, students will be given access to this evaluation. I would certainly appreciate your constructive feedback when the time comes.

Course Policies

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance

I expect, but do not enforce, that students attend each class session. Take into account that there will be quizzes and midterm exams during regular class hours. Visit the [University of North Texas' Attendance Policy](#) to learn more.

Students are responsible for learning the contents, meet the deadlines, and follow the directions explained in class regardless of their attendance.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

Class recordings

In order to accommodate for the current pandemic situation and to allow for unexpected delays in arrivals of international students to campus, the first three weeks of classes will be recorded and made available via Canvas.

Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Class Participation

Students are expected to actively participate in class and group activities, ask relevant questions and keep up with the material discussed in earlier class sessions.

Announcements Policy

In addition to in class announcements, important messages may be communicated via [Canvas](http://canvas.unt.edu) (<http://canvas.unt.edu>). You are responsible for actively monitoring Canvas for announcements which, among other things, may be related to changes in schedule, syllabus, or other key aspects of the course.

Group Participation Policy

This course requires considerable group work. Because of the volume of group work and the possibility that some team members may not contribute to the overall team success, a team may document problematic behaviors and recommend that a non-performing member of the team be “fired.” In such circumstances, I will meet with the team and create a performance improvement plan (PIP) for the offending team member. **If the team member fails to meet the obligations outlined in the PIP, or if the problematic behaviors reoccur after completion of the PIP, this student will be removed from the team and will be required to complete a new project alone. This new project will not include a presentation and therefore the maximum grade that may be achieved is 75% of the points associated to the project.**

Assignment Policy

Homework assignments will be announced in class and via Canvas. This is also the platform that will be used for submitting them. Assignments submitted in some other form (e.g. e-mail) will not be accepted unless the instructor approves it previously. The due date for each homework will be announced on the posting date along with extra instructions (if needed). As a rule of thumb, homework has to be completed professionally and therefore it needs to be well presented, clean, readable, and easy to follow. The instructor and the grader may reduce your grade at their discretion if these general guidelines are not correctly followed.

Any assignment that is submitted after the submission deadline will not be graded and will receive zero marks. This course requires a professional attitude so **I will always follow this rule** except in the cases detailed in the [Late Work](#) subsection. Consequently, make sure that you do not leave your submissions for the last minute. Also, the submissions will typically consist of a Word file and an Excel file. **Make sure that the names of all the students that participated in the homework are listed in the first page of your Word file. Students that participated in an assignment that are not listed will not receive any credit for this submission.**

Examination Policy

The following policies will apply the midterm exams and the final exam:

- All exams will have a combination of multiple choice and problem formulation/analysis.
- You will need a laptop to complete your exams. Make sure you connect it to the power grid. **I will not repeat any exam if your laptop runs out of battery.**
- Calculators will be allowed.
- Phones and tablets will **not** be allowed.
- Students are responsible for their materials on an exam. Loaning or sharing any materials is strictly prohibited.

- It is **strictly forbidden** that students share information during an exam. Failure to comply with this will result in disciplinary actions as described in the [Academic Integrity Policy](#) subsection of this syllabus and in the *Ethical Academic Behavior in ITDS Classes* form.
- Students who fail to bring their own required materials will take the exams without them and to the best of their ability.
- Further instructions will be announced ahead of time, if needed.
- In case you lose Internet connection during an exam:
 - If you are having a short disruption, Canvas will allow you to keep on working on the exam and will reconnect automatically once your Internet service resumes.
 - If the issues persist, contact the [Student Helpdesk](#) (helpdesk@unt.edu or 940.565.2324) immediately and document the remedy ticket number.
 - If the Student Helpdesk cannot address your problems or if they advise you to contact your instructor, immediately report this disruption to both your instructor and the grader and enclose a copy of the current state of your exam. This is very important to keep a recorded time stamp of the events.
 - If the issues still persist, complete your exam offline and send it via e-mail to both your instructor and the grader. **Important:** always do this within the allotted time for the exam.
- Exams are not cumulative and therefore I encourage you to take all exams. Exam information and marks will be posted on course website.
- Missed exams will receive zero marks unless a legitimate excuse is presented, as described in the [Late Work](#) subsection of this syllabus.
- In the case that you want to review a midterm exam that you took, this request must be done to the grader/instructor within two weeks since the grades were posted. Later reviews will not be accepted.
- If you want to review a final exam, this request must be done to the grader/instructor within 10 days or before the grades are due at the Registrar's Office, whatever is shorter.

Late Work

It is **highly recommended** that you work on your submissions well in advance to avoid last-minute issues. I will **not** accept any late submissions nor agree to make-up tests or exams except in the following cases:

- Medical emergency cases, in which case a doctor's note is required.
- Family emergency cases, in which case a written verifiable proof is required.
- Any other excused absence specified in Chapter 6 of Faculty Affairs document, [Student Attendance and Authorized Absences](#).

Late submissions and make-up tests or exams must always be agreed **before the corresponding due date**. No make-up tests or exams will be offered due to poor performance in exams.

Electronics Policy

Electronics will be used **strictly as needed** for class purposes. A student that engages in the use of these devices may be directed to leave the classroom according to UNT's policy on [Acceptable Student Behavior](#).

Syllabus Change Policy

The contents of this syllabus might be changed to the instructor's discretion in order to adjust the course to the specific circumstances of each semester.

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

Computer Labs

The BLB computer labs on the first floor will open with reduced hours and reduced seating to comply with social distancing guidelines. There will not be BLB laptop checkouts due to potential contamination issues. The library [has computers to check out for up to 24 hours](#) and the [RCOB virtual computer labs](#) will be open for business continuously.

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.

Academic dishonesty is an extremely serious issue. It will not be tolerated and will be prosecuted according to UNT Policy 06.003. You are responsible for knowing what those behaviors above (cheating, plagiarism, etc.) mean and when you might be incurring any of them.

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/).

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

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

Emergency Notification & Procedures

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

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct \(https://deanofstudents.unt.edu/conduct\)](https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

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

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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.

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.