DSCI 5260/Business Process Analytics, Spring 2024

Section 002

Instructor Contact

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Office Location: 357 E - BLB
Phone Number: (940) 565 – 3345
Class Format: face to face
Class Meetings: Thursdays, 6:30 pm – 9:20 pm @ BLB 270 (Denton)
Office Hours: Thursdays 2:30 pm – 5:30 pm in my office. Eventually, I might offer them via Zoom.
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.

Course Description

Utilization of problem-solving techniques applied to the functional areas of business under risk and uncertainty. Business process analysis concepts, methodologies and tools are utilized in solving real problems in the business, government, and academic settings. The foundations for this are business process analysis employing business process software, six sigma analysis and state-of-the-art statistical software. Students will develop and present solutions to the problems chosen for analysis. Emphasis is placed on problem structuring, creating solutions and presentations of solutions.

Course Prerequisites or Other Restrictions

DSCI 5240, completion of foundation and other course work, and within 9 hours of graduation or consent of department.

Course Objectives

The end of product of this course is a capstone project. Therefore, by the end of this course students will

- Identify a project that is of interest to them where they can apply some of the concepts learned in their graduate studies.

- Build a structured framework for solving business problems using advanced analytics.
- Identify and implement predictive models most appropriate for a business situation.
- Utilize Python to visualize data and run predictive models.

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.

- Computer with Webcam.
- Reliable internet access.
- Speakers.
- Microphone.
- Microsoft Office Suite.
- Canvas Technical Requirements.
- We will use Python in this course. For this reason, prior experience or exposure to a programming language is useful.

Textbooks and Materials

1. **Textbooks**: No textbook is required for this course. When needed, instructional materials will be provided (slides, handouts, and/or assigned readings) through Canvas. The following books may be useful as references:
   - Fabio Nelli. Python Data Analytics : Data Analysis and Science Using Pandas, Matplotlib and the Python Programming Language. Apress L.P. Available online at UNT Library.
   - Mohammed Kashif: Exploratory data analysis with Pandas and Python 3.x. Available online at UNT Library.
   - Coursera for UNT.
2. **Software:** Python / Anaconda – Available free online.
3. **Computer:** Access to a computer with an operational webcam and microphone is required. More details will follow in the section Technical Requirements & Skills.

Teaching Philosophy

Because the final product of this course will be a capstone project, this course will be conducted in a different way. Some weeks I will plan on meeting with the teams separately during class time to review their progress, listen to their ideas, and offer guidance if needed. Some other weeks, I will briefly review some concepts that you should have learned in other courses and show you how to implement certain topics with Python. Finally, I might introduce you to some new concepts during other lectures. These concepts might or might not be directly applicable to your projects, but they will be useful for your future as they represent state-of-the-art tools in predictive analytics.

Every capstone project will be different, and every team will have its own questions and needs. My role in this course will be to lay the foundations for you to be able to produce results with Python and come up with a professional report and presentation. For these reasons, a very important characteristic of this course is that students must be proactive in solving the challenges that they encounter. I will be happy to guide the students through the process from the inception to completion of their projects, but it must be them that ultimately pose the questions and find the answers they need for their work.

Course Structure

This course will be delivered in face-to-face format[*]. You may see some overlap with contents that you have learned in previous courses (either the required DSCI 5240 or in some of the program's foundational courses such as DSCI 5210, DSCI 5420, and DSCI 5340). Please, note that it is not my intent to re-introduce these concepts in detail, but rather to briefly review them, discuss their implementation in Python, and go over some case studies that may be helpful for your projects.

Week	Topics	Deliverables
1	Course Introduction Introduction to Python	
2	Team Meetings (Selection)	Form Teams (01/22) Project Selection Draft (01/26) Project Selection (01/28)
3	Introduction and Background	
4	Literature Review	
5	Team Meetings (Proposal)	Proposal Draft (02/13)
6	Proposal Presentations	Proposal Presentations (02/21) Project Proposal (02/22)
7	Data Collection Descriptive Statistics Exploratory Data Analysis Outliers and Missing Values	
8	Team Meetings (Update 1)	Project Update 1 Draft (03/05)
9	Spring Break	
10	No Class Meeting (Prepare Update)	Project Update 1 (03/21)
11	TBD	
12	Team Meetings (Update 2)	Project Update 2 Draft (04/02)
13	Time Series Clustering ANNs & RNNs SVM	Project Update 2 (04/11)
14	Team Meetings (final)	
15	No Class Meeting (Prepare Final)	Final Draft (04/23)
16	Final Project Presentations	Final Project Report (05/01) Presentations (05/01)
17	Final Project Presentations	

[*] Course structure and deadlines subject to change in order to accommodate specific circumstances that may appear throughout the semester. Highlighted deliverables will be graded. Drafts will not be graded but must be submitted timely for the team meeting to take place. If a draft is not submitted on time, the team meeting will not occur and the session will count as a class absence for all members of the team affected.

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. Final grades are broken down as shown below[†]. Note that the specifics of the assignments and the capstone project are discussed in the corresponding addendum of this syllabus:

Course Requirement	Points	Percentage of Final Grade
Professionalism	*100*	*10%*
Capstone project	*900*	*90%*
Total	***1000***	***100%***

The grades for the capstone project will be assigned as a group. However, I might assign different grades to different students within the same group. That is, I reserve the right to modify individual grades according to the student's individual performance. This performance will be assessed via the peer evaluation forms that I will circulate after your deliverables. In these forms students will be asked to rate the contributions/effort of each of their teammates on a scale of 1-5:

- Team members averaging 3 or above will receive no penalty.
- Team members averaging between 2 and 3 will receive a penalty equivalent to 15% of the possible grade.
- Team members averaging between 1 and 2 will receive a penalty equivalent to 30% of the possible grade.
- In addition, students who do not contribute at all to a deliverable may receive a 100% deduction in the deliverable.

Professionalism will be evaluated individually and will measure the student's involvement, class participation, responsiveness, work ethic, quality of deliverables specifically asked from him/her, and other intangibles. A student's final grade will be determined following the grading scale[‡] below:

A = 90% or more

B = At least 80% and less than 90%

C = At least 70% and less than 80%

D = At least 60% and less than 70%

F = Less than 60%

[†] The breakdown below is contingent upon acceptance of this syllabus and its addenda. Each student submission will receive a 0 until such acceptance is received by the instructor.

[‡] This grading scale is tentative and may be adjusted at the end of the semester based on overall class performance.

After all grades have been released, **I kindly ask that you refrain from sending any e-mails requesting a change in your final grades based on scholarships, GPA, visa status, etc.** You must know that I will not entertain these requests and, if I receive any, two things will happen:

1. I will ignore your request.
2. You will lose 50% of the marks allotted to *Professionalism*.

Course Policies

Attendance

One of the main ideas of this course is that you take it as if you were completing a project for a company. For this reason, attendance to class is **required** for this course. <mark>Bear in mind the following: I will allow one **unexcused** absence per student; the second unexcused absence will result in an F in this course.</mark>

University-excused absences are contemplated here. While you are free to request a university-excused absence, absences due to illness or extenuating circumstances are a matter between the instructor and the student. In this sense, you must know that I will **not** excuse your absence due to illness or extenuating circumstance unless there is **major** reason that prevents you from being in class, namely:

- Medical emergency cases, in which case a doctor's note is required.
- Family emergency cases, in which case a written verifiable proof is required.

The key to the two bullet points above is the word "emergency". Emergencies are extremely rare situations, and you must know that I will not approve requests that I do not consider to be true emergencies. If you believe that you find yourself in one of the two cases described above, your request for an absence must be communicated to me **in advance**. Based on your specific circumstances, **I may or may not excuse your absence. If you do not receive an answer to your request, you must understand that your request has not been approved and your absence will not be excused.**

Regardless of their attendance, students are responsible for learning the contents, meeting the deadlines, and following the directions explained in class.

While in Class

This course has two different types of sessions, namely, lecture sessions and team meetings.

- **Lecture sessions:** Once the class has started, students may not leave the classroom while the lecture is going on. If they do, they will not be allowed to re-enter until there is a recess. I will stop the session once or twice, depending on the length of the session so that students can use the restroom as needed. Once the session resumes, students will not be allowed to re-enter. Students that arrive promptly to class will pick up a tag with their names and they will be marked as present. Those who did not arrive on time and enter the class after a recess will be able to pick up their tags when the class resumes. Those students will be marked as late. Two late occurrences will count as an unexcused absence. Finally, those students that do not show up will be recorded as absent. All students that picked up a tag must return it to me after class.

- **Team meetings:** you are expected to join a team meeting on time. These meetings will take place in person generally, although they might eventually take place over the Internet as well. In any case, any student that joins a team meeting after the meeting has started will be marked as late and, as with lecture sessions, two late occurrences will count as an absence.

Announcements Policy

In addition to in class announcements, important messages may be communicated via Canvas (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

Group work is the cornerstone of this course. Except for the professionalism portion of the grading scheme, everything else will be completed in groups. Details related to team formation will be delivered in class and/or on the course website.

I do not expect that participation issues arise in any team. However, to monitor this, I will circulate a peer evaluation form after each deliverable. Please, bear in mind that:

1. These forms are **mandatory** to submit. **Students who do not submit their peer evaluation forms on time will receive a 20% deduction in the deliverable in question** (i.e., maximum attainable score will be 80% of the value of the deliverable). Your peer evaluation form is, therefore, an essential part of your deliverable.
2. As mentioned in the *Grading* section, I reserve the right to modify individual grades according to how your peers evaluate your work and contribution to the team. There is no limit as far as how much your grade can be modified. **If you have not contributed to a deliverable, you will not receive any credit for it.**

Assignment/Deliverable Policy

The due date for each assignment/deliverable will be announced on the posting date along with extra instructions (if needed). As a rule of thumb, assignments and deliverables must be completed professionally and therefore they need to be well presented, clean, readable, and easy to follow. The instructor and/or the grader may reduce your grade at their discretion if these general guidelines are not correctly followed.

If there are assignments, they will be completed in teams. These teams will be the same than those that will complete the capstone project. The assignments must be submitted through Canvas and alternative submission methods (e.g., paper, email, USB drive) are not acceptable unless **prior** permission of the instructor is obtained. **Any assignment or deliverable that is submitted after its corresponding submission deadline will not be graded and will result in a zero**. Consequently, make sure that you do not leave your submissions for the last minute. See the *Late Work* subsection for more details about late submissions. **Make sure that the names of all the students that participated in the assignment or deliverable are listed in the first page of your Word file. Students that participated in an assignment or deliverable that are not listed will not receive any credit for this submission.**

Students are welcome to review assignments after grading to improve their understanding of course material and check for the presence of grading errors. This review must be conducted within two weeks of the assignment deadline or exam. No changes to grades will be made after this time period.

Late Work and Absences

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, whether one minute or one day late. <mark>**Any submissions submitted late will receive a 0.**</mark>

Academic Dishonesty and Associated 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. **In this course, engaging in academic dishonesty will result in an F in the course**. All incidents of academic dishonesty will be reported via departmental, college, and university channels as appropriate and may result in additional penalties.

In this class, unless otherwise stated, individual work should be completed alone and using only resources explicitly outlined in the instructions. Similarly, group work, should be completed only by the members of the group and should utilize only those resources specified in the instructions. While external research may be permitted in assignment instructions, utilizing resources such as Chegg, Course Hero, and similar websites is never appropriate and is expressly forbidden.

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.

AI Policy

While I encourage the responsible use of AI tools in professional settings, this course has strict limitations on the use of AI tools like ChatGPT. In particular, you are allowed to use these tools to help you generating code for your project that you can later adapt to your needs. However, it is **strictly forbidden** to use these tools to generate content for your project selection, proposal, update, or final report documents. I use tools to determine if what you wrote was generated by AI and **if you are found at fault, your group will receive an F in this course automatically.**

Electronics Policy

1) All electronics are forbidden in this class, including telephones, tablets, and laptops. Only in the event that these are needed for a particular lecture, the instructor will communicate that you are allowed to use them. When this occurs, these devices will be used **strictly as needed** for class purposes.
2) The use of video and audio recording devices during class sessions is strictly prohibited.

A student that violates either 1) or 2) may be directed to leave the classroom according to UNT's policy on Acceptable Student Behavior. If this behavior persists, I reserve the right to reduce the student's grade in this course at my discretion, even to the extent of awarding an F in this course.

Since electronics are not permitted, you must bring copies of the slides, notebooks, etc. to take notes during class.

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.

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) for more information.

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 will certainly appreciate your constructive feedback when the time comes.

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)

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)

Computer Labs

The BLB computer labs on the first floor will open with reduced hours and reduced seating to comply with social distancing guidelines. The 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 and College of Business Policies and Notices

RCOB Statement on 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

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

Emergency Notification & Procedures

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

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 Online 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.

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 may employ 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.

Emergency Evacuation Procedures for Business Leadership Building

Severe Weather

In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.   All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire

In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Syllabus Acceptance Form

By signing below, I acknowledge that I have read and understood the contents of this course's syllabus and its addenda and that I agree to abide to the terms exposed in these documents.

Student Name (Print) _____ Student ID No. _____

Student Signature _____ Date _____