COURSE INFORMATION
Welcome to Managing a 21st Century Career! Please carefully read all of the information contained in this syllabus.

• Course: BAAS 4980, Section: 070, 3 Credit Hours
• Semester: Spring 2019
• Format: This is a hybrid course: Some coursework is delivered asynchronously in Canvas.
• Class time: Thursdays 6:00 pm - 7:20 pm, Collin Higher Education Center, Room 216

Instructor Contact Information
• Name: Dr. Kara Fulton, Clinical Assistant Professor
• Office: Collin Higher Education Center, Room 148
• Email: kara.fulton@unt.edu
• Office hours: Face-to-face: Thursdays from 3:30 pm - 5:30 pm. Additional online hours via Zoom, Skype, or telephone can be scheduled on an as needed basis.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
BAAS 3000; BAAS 3020; Senior standing; Declaration of the B.A.A.S. degree as the program of study at UNT.

Course Description
In this capstone experience, students will integrate knowledge gained through their core courses, technical backgrounds, and advanced focus areas as they develop a plan for engaging as professionals and citizens in a rapidly changing world. Skills in teamwork, social awareness, personal awareness, and critical thinking will be further honed as students make connections between knowledge areas and learn to match their skills to careers, now and in the future. They will work with challenging social and business issues, applying decision-making strategies as they develop effective recommendations for action. Students will explore personal branding as they develop their professional identity. Serves as the capstone course for the Bachelor of Applied Arts and Sciences degree.

Learning Objectives
1. Critical Thinking and Reasoning: Having successfully completed this course, students will apply effective analysis and research skills to develop alternative recommendations for action.
2. *Written and Oral Communication*: Having successfully completed this course, students will use effective individual and group professional writing and presentation skills.

3. *Collaboration*: Having successfully completed this course, students will articulate a range of methods for leadership and collaboration.

4. *Innovation*: Having successfully completed this course, students will examine a complex problem and generate proposals.

**Required Materials**


Supplementary materials in Canvas Course Modules. These include articles and videos.

**Teaching Philosophy for BAAS 4980**

This is the capstone course for students in the Applied Arts and Sciences Program under New College. Therefore, this course is designed to guide you in bridging your prior experiences, UNT academic learning, and future career. That career could be starting with your first job, getting a promotion with your current employer, seeking a new employer, or a post-career position such as a board member of a non-profit organization. As a 4000-level course, it is expected that you are mature, focused, and capable of good time management and independence. If you are struggling in any way – with course material, course requirements and assessments, or personal issues that are influencing your ability to do your best work, please communicate with the professor IMMEDIATELY so that we can assist you.

**Semester Overview**

Our work this semester is broken into two major parallel parts. First, we will focus on your individual skills as they relate to career and professional goals. Throughout the course, we will do readings and discussions related to goals and mission, work on elevator speeches to express your goals, upgrade your resumes and cover letters to a better version for the future workforce, create an electronic portfolio to provide evidence of your skills and accomplishments, and do a mock job interview. All of these experiences will help you to brand yourself, clearly articulating how your educational experiences relate to other life experiences and professional goals.

The second major aspect of the course is a team research and presentation project. Each group of students will be assigned a question or problem coming from a business or community organization. You will demonstrate your abilities to manage a project, weigh alternatives, make recommendations, and communicate those recommendations both in writing and verbally. You will also reflect on your own abilities as a member of a project team and how you can become a better collaborator and team member.
**TECHNICAL REQUIREMENTS/ASSISTANCE**

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

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

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

Canvas technical requirements: [https://clear.unt.edu/supported-technologies/canvas/requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

**Minimum Technical Skills Needed**

As this is a hybrid course, minimum technical skills include the ability to navigate and use the Canvas learning management system on a regular basis. Students are responsible for all devices (i.e. computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions. Plan ahead and have a back-up plan in place.

**Student Academic Support Services**

- **Academic Resources**: where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- **Code of Student Conduct**: provides Code of Student Conduct along with other useful links
- **Office of Disability Accommodation**: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- **Counseling and Testing Services**: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- **UNT Libraries**: library services
- **UNT Learning Center**: provides a variety of services, including tutoring, to enhance the student academic experience
- **UNT Writing Center**: offers free writing tutoring to all UNT students
- **Succeed at UNT**: information regarding how to be a successful student at UNT

**COMMUNICATING WITH YOUR INSTRUCTOR**

The primary tool for communication in this course email. If you have questions or concerns, please send them to kara.fulton@unt.edu. You should expect a reply from me within 2 business days/24 hours. When possible, you should communicate with me using your UNT email account. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have to a non-UNT email address because it violates federal law on student privacy.
For further information on email communication, please see the UNT page on email and discussion board communication [https://clear.unt.edu/online-communication-tips](https://clear.unt.edu/online-communication-tips).

**Contacting the instructor outside of class:**
The office hours for this class are posted on the first page of the syllabus. To schedule an appointment outside of office hours, please email me to set up a scheduled meeting time. I will then meet with you in my office at that time or give you a number to call for a phone appointment.

If you need to reach me quickly, please call the Applied Arts and Sciences Unit office between 8 am and 5 pm, Monday through Friday, at 940-369-8129. Let the person answering the phones know that you need a message relayed to a professor as quickly as possible, and leave your phone number and/or email for a return message.

**GROUP WORK**
You will be assigned to a working group for a team-based project this term. The team assignments will be made based on the times you report that you are available to meet with team members in person or via conference call, Skype, Zoom, or another means of communication. Teams will consist of about 4 people (give or take). As a team, you will research a complex question, reporting your recommendations in both written and oral form (oral form will be recorded for submission). The grades for those assignments are team grades – all members of the team getting the same score. You will also receive an individual team contribution score based on evaluations by your team members and on the instructor’s observations.

It is in your best interests to be a highly effective member of a team! If a member of a team is not contributing sufficiently to the work of the team, the other members have the right to 1) notify the team member that they are not contributing well, copying the instructor on that email message, 2) give the team member 10 days to improve contribution to the team, and 3) if contribution has not improved sufficiently, to kick that member out of the team. If a team member is kicked out, he/she may complete a different project on their own in the remaining time left in the term. However, their teamwork score will be zero, and any prior team assignments will also have a score of zero. In other words, the possible points to be earned are not retroactive, but rather pick up at the point of ejection of the team member.

**ASSESSMENT & GRADING**
Final grades will be determined through the use of a point system. The maximum value of each assessment along with the range of points associated with each letter grade are listed in the tables below. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas. **A grade of C or higher in BAAS 3000, BAAS 3020, and BAAS 4100 is needed for credit within the Bachelor of Applied Arts and Sciences degree.**

**Class Participation:**
*Regular and punctual participation is an expectation of the course.* Participation is gauged from professor observation of active class engagement. Additionally, more than 3 missed classes...
and/or assignments in a row are considered excessive and will result in a loss of points. Coming to class late or leaving early will be considered a 0.5 absence.

Certain types of absences are considered excused. Examples include, but are not limited to, those necessitated by university-sponsored activities, illness that results in some form of visit to a medical doctor, required military duty, death of an immediate family member, or a participation in a recognized religious holiday. Such absences require written documentation that must be provided within one week of the student’s return to class.

**Grading Scale**

Total points possible for semester = 1000

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-900</td>
<td>100-90%</td>
<td>A</td>
</tr>
<tr>
<td>899-800</td>
<td>89-80%</td>
<td>B</td>
</tr>
<tr>
<td>799-700</td>
<td>79-70%</td>
<td>C</td>
</tr>
<tr>
<td>699-600</td>
<td>69-60%</td>
<td>D</td>
</tr>
<tr>
<td>599 or below</td>
<td>&lt;60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Below are the semester’s assignments (see calendar for due dates, underlined = group project):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Possible points</th>
<th>Percent of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus quiz</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>Prior experience reflection</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>SMART goals</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>Vision and Mission statements</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>Position research report</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>Elevator speech</td>
<td>40</td>
<td>4.0%</td>
</tr>
<tr>
<td><strong>Project management plan</strong></td>
<td>40</td>
<td>4.0%</td>
</tr>
<tr>
<td>Electronic portfolio</td>
<td>60</td>
<td>6.0%</td>
</tr>
<tr>
<td>Resume</td>
<td>75</td>
<td>7.5%</td>
</tr>
<tr>
<td>Intermediate project report</td>
<td>25</td>
<td>2.5%</td>
</tr>
<tr>
<td>Intermediate team contribution feedback</td>
<td>25</td>
<td>2.5%</td>
</tr>
<tr>
<td>Cover letter</td>
<td>75</td>
<td>7.5%</td>
</tr>
<tr>
<td>First draft written project report</td>
<td>50</td>
<td>5.0%</td>
</tr>
<tr>
<td>Leadership/collaboration style statement</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td>Peer review of first draft project reports</td>
<td>50</td>
<td>5.0%</td>
</tr>
<tr>
<td>Future growth statement</td>
<td>20</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>Project oral presentation</strong></td>
<td>100</td>
<td>10.0%</td>
</tr>
<tr>
<td>Personal brand statement</td>
<td>40</td>
<td>4.0%</td>
</tr>
<tr>
<td>Full project written report</td>
<td>100</td>
<td>10.0%</td>
</tr>
<tr>
<td><strong>Project team contribution</strong></td>
<td>100</td>
<td>10.0%</td>
</tr>
<tr>
<td>Electronic portfolio update</td>
<td>40</td>
<td>4.0%</td>
</tr>
<tr>
<td>Class participation</td>
<td>40</td>
<td>4.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>
**Calendar**

*Note: This calendar is subject to change. Any changes will be announced on Canvas.*

<table>
<thead>
<tr>
<th>Week/Module</th>
<th>Class Meeting Date</th>
<th>Topics</th>
<th>Book Chapters</th>
<th>Assignment due dates (underlined = group project)</th>
</tr>
</thead>
</table>
| 1           | Jan. 17           | Introduction; Skills inventory; Core skills of a university graduate/professional | Burnison Ch. 1 Quart Intro. | **Jan. 17 (before class):**  
• Skills assessment  
• Values assessment  
**Jan. 20:**  
• Syllabus quiz  
• Prior experience reflection  
• Project time survey |
| 2           | Jan. 24           | Teamwork and collaboration; What is a free-rider?; What is a group dictator? | Burnison Ch. 2 | **Jan. 27:**  
• SMART goals  
• Vision and Mission statements |
| 3           | Jan. 31           | Roles on an effective team; Skills to benefit employers and the community; Careers; Elevator speeches | Burnison Ch. 4 Quart Ch. 2 | **Feb. 3:**  
• Position research report |
| 4           | Feb. 7            | What does it take to complete a client-focused project?; Networking; Building the basic portfolio | Burnison Ch. 5 | **Feb. 10:**  
• Elevator speech |
| 5           | Feb. 14           | How to develop a plan of action; What evidence shows your skills?; The missing pieces and how to get them | Burnison Ch. 3 | **Feb. 17:**  
• Project management plan |
| 6           | Feb. 21           | How can teams be most effective for creative solutions to problems?; Adding sample work to the e-portfolio | Quart Ch. 4 | **Feb. 24:**  
• E-portfolio |
| 7           | Feb. 28           | What is high quality data and research? Criteria for decision making; What resumes should include – and not include | Burnison Ch. 6 | **Mar. 3:**  
• Resume |
| 8           | Mar. 7            | Including costs and benefits/pros and cons in a report; Aspects of critical thinking; Preparing for an interview | Burnison Ch. 9 | **Mar. 10:**  
• Intermediate project report |
<table>
<thead>
<tr>
<th>Week/Module</th>
<th>Class Meeting Date</th>
<th>Topics</th>
<th>Book Chapters</th>
<th>Assignment due dates (underlined = group project)</th>
</tr>
</thead>
</table>
| 9           | Mar. 21            | How to choose the best recommendation among alternatives; More aspects of critical thinking; What goes into a good cover letter? | Quart Ch. 6       | **Mar. 24:**  
|             |                    |                                                                        |                   | • Intermediate team member feedback  
|             |                    |                                                                        |                   | • Cover letter |
| 10          | Mar. 28            | Providing and using valuable criticism when you are a part of a team; Communicating with supervisors; Time management; Project management; Appropriate decisions at work | Quart Ch. 7       | -- |
| 11          | Apr. 4             | What makes a great project report for a client?; Examples of good and bad presentations and reports | Quart Ch. 10      | -- |
| 12          | Apr. 11            | Peer and professor review of first draft written reports; Characteristics of a leader | Quart Conclusion  | **Apr. 14:**  
|             |                    |                                                                        |                   | • First draft written project report  
|             |                    |                                                                        |                   | • Leadership/collaboration style statement |
| 13          | Apr. 18            | Giving a great presentation for a client; Continuing education; professional meetings; Self-education; Journals and newsletters; Blogs and study groups | --                | **Apr. 21:**  
|             |                    |                                                                        |                   | • Peer review of first draft project reports  
|             |                    |                                                                        |                   | • Future growth statement |
| 14          | Apr. 25            | Incorporating program mission into your personal mission; Updating and using an e-portfolio for your future; Negotiating your salary | Burnison Ch. 7    | **Apr. 28:**  
|             |                    |                                                                        |                   | • Project oral presentation |
| 15          | May. 2             | What is a personal brand?                                              | Burnison Ch. 10   | **May 5:**  
|             |                    |                                                                        |                   | • Personal brand statement  
|             |                    |                                                                        |                   | • Full project written report |
| 16          | N/A                | Wrapping up                                                            | --                | **May 6:**  
|             |                    |                                                                        |                   | • Project team contribution  
|             |                    |                                                                        |                   | • E-portfolio update |
|             |                    |                                                                        |                   | **May 7:**  
|             |                    |                                                                        |                   |
COURSE POLICIES

Assignment Policy
Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. All assignments will be submitted via Canvas or submitted in class. Written work will be submitted using a plagiarism detection software program. Look for details on how to submit those assignments in the Canvas class site. If you have any technical difficulty with Canvas, please contact the Student Helpline immediately at (940) 565-2324 or at helpdesk@unt.edu. Remember to get a ticket. Students will not be allowed to retake any assessment based on technical difficulties. Please check compatibility with Canvas in advance. Specifications are posted in the getting started module.

Canvas Calendar
While the Canvas calendar with alerts is an additional organizational tool, it is not always accurate. In other words, students should not rely solely on the Canvas calendar and/or alerts to complete assignments. Rather, students are expected to meet deadlines according to the provided course schedule.

Extra credit
If an opportunity for extra credit presents itself, it will be announced and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

Instructor Responsibilities and Feedback
The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve problem solving abilities, and build collaboration skills. All assignment information, grading rubrics, quizzes, and exams are provided in the Canvas course site. Written feedback on assignments will be provided through the grading rubrics and/or written instructor feedback provided at the grade center located in Canvas. Students can expect written projects and assessments to be graded and posted in Canvas within 2 weeks of the assessment due date. Email responses will be sent to questions within 2 business days.

Late Assignments/Make-up Policy
Assignments and exams are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e. computers, printers, iPads, cell phones, scanners) and reliable internet/WiFi connection during all required work in this class. Late assignments will not be accepted due to electronic malfunction. Students are given at least seven days to complete all assignments (i.e. quizzes, discussion, and cumulative assessment) and online exams are open for three days. Therefore, regardless of the circumstances, students who miss assessments will not be allowed to make them up. Additionally, late assignments will not be accepted. Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible. Students who miss an exam will be allowed to take a make-up only in cases of university-
approved absence in advance of the exam. Additional late assignment/make-up restrictions or opportunities are at the discretion of the instructor.

**Cell Phone Usage in Class**
Please be respectful in your use of cell phones. Do not verbally answer a phone in the classroom; instead, slip into the hallway for a minute. If you must give a quick text response, limit it to a few words and tell the individual you will get back to them after class. Please keep phones on vibrate during class, and do not use social media during class time.

**Grade Appeals**
If you have a question about a grade on an assignment, please arrange to meet with the instructor during office hours or via phone or email. Grades for individuals will not be discussed before, during, or after class in the classroom for privacy reasons. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the B.A.A.S. unit grade appeal policy, which you can obtain from the instructor or from the department’s administrative assistant.

**Attendance and Class Participation Policy**
Responsibility for class attendance rests with the student. Details for grading associated with attendance and participation added by the instructor and/or criteria associated with attendance and participation are at the discretion of the instructor. An absence may be excused for the following reasons: a religious holy day, including travel for that purpose; active military service, including travel for that purpose; participation in an official university function; illness or other extenuating circumstances; pregnancy and parenting under Title IX; and when the University is officially closed by the President. The student is responsible for requesting an excused absence in writing as early in the semester as possible, and personally delivering to the instructor satisfactory evidence to substantiate the excused absence.

**Requests for an incomplete**
Students may request a grade of incomplete (“I”) only if he/she meets all of the following conditions:
- The request occurs on or after April 8, 2019.
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule; and,
- The student has the approval of the instructor and the faculty director.

Students meeting these criteria must arrange with the instructor to finish the course at a later date (no longer than 12 months after the I grade was reported) by completing specific requirements outlined by the instructor. These requirements must be listed on a “Request for Grade of Incomplete” form signed by the instructor, student, and faculty director. More information on UNT’s incomplete grade policy is available at https://registrar.unt.edu/grades/incompletes.
Dropping the class
We want you to succeed in this class and at UNT. If you are concerned about your progress in
the course, or believe you need to drop for other reasons, it is important that you contact the
instructor as soon as possible. We want to make sure that dropping the course is your best or
only option. There are consequences to dropping classes that extend beyond losing your invested
time, money, and effort. Dropping one or more classes may make you ineligible for financial aid.
There are also limits on the number of courses you can drop. You can learn more about this at
https://registrar.unt.edu/registration/dropping-class. If you absolutely have to drop the course,
you may do so through https://my.unt.edu. April 19, 2019 is the last date to drop a class with an
automatic grade of “W”.

Syllabus Change Policy
Due dates for assignments can be found in Canvas on and on the syllabus. In the rare cases that
there is a date change for an assignment, exam or any other syllabus change, the instructor will
notify students through an announcement in Canvas as well as an individual Canvas message.
This notification will be provided a minimum of seven days in advance of the change.

UNT POLICIES

Academic Integrity Policy
Academic integrity emanates from a culture that embraces the core values of trust and honesty
necessary for full learning to occur. As a student-centered public research university, UNT
promotes the integrity of the learning process by establishing and enforcing academic standards.
Academic dishonesty breaches the mutual trust necessary in an academic environment and
undermines all scholarship. 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.

ADA Policy
The University of North Texas 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. 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 see the ODA website at
https://disability.unt.edu. 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. Coursework 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. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct.

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

Student perceptions of teaching effectiveness (SPOT):
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 and 14 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
at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu). If you submit your SPOT survey by the end of week 15 in the class, you earn 20 points of extra credit in this course. To earn those points, forward your confirmation email to [kara.fulton@unt.edu](mailto:kara.fulton@unt.edu). That does not allow me to see your answers; just that you have completed it!

**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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

**Campus Carry**
In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT’s concealed handgun policy at [https://campuscarry.unt.edu](https://campuscarry.unt.edu).

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 14</td>
<td>First day of Classes</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Last day a student-requested schedule changes may be made during add/drop. Last day for change of schedule other than a drop. (Last day to add a class.)</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Martin Luther King Day. No Classes</td>
</tr>
<tr>
<td>Jan. 29</td>
<td>Student may drop a course with a grade of W by completing the Request to Drop Class form and submitting it to the Registrar’s Office.</td>
</tr>
<tr>
<td>Feb. 22</td>
<td>Last day for change in pass/no pass status.</td>
</tr>
<tr>
<td>March 11-17</td>
<td>Spring break (no classes)</td>
</tr>
<tr>
<td>April 1</td>
<td>Last day to drop a course.</td>
</tr>
<tr>
<td>April 8</td>
<td>Beginning this date a student who qualifies may request a grade of I, incomplete. (See “Grading system” in the Academics section of this catalog.)</td>
</tr>
<tr>
<td>April 19</td>
<td>Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office. Grades of W are assigned.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>May 1-2</td>
<td>Pre-finals days</td>
</tr>
<tr>
<td>May 2</td>
<td>Last class day</td>
</tr>
<tr>
<td>May 3</td>
<td>Reading Day (no class)</td>
</tr>
<tr>
<td>May 4-10</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 10-11</td>
<td>Graduation Ceremonies</td>
</tr>
</tbody>
</table>