

## **BLAW 3430.004 (6410) and BLAW 3430.501 (1828)**

Legal and Ethical Environment of Business

Summer 2022 5-week 2

### **Instructor Contact**

**Name:** Prof. Houser

Please contact me through the Canvas Inbox tab.

**Pronouns:** She/Her

**Office Location:** BLB 358B

**Phone Number:** (940) 565-3109

**Office Hours:** Thursdays 12 noon - 1 PM via Zoom. This course is online and asynchronous, meaning there is no set time during which we are all supposed to meet. I am available for individual or small group meetings using Zoom; however, since we do not have a set time for class and everyone has a different schedule, I rely on you to request meetings. Send a message to me using the Canvas message tool or regular email at least 24 hours in advance to schedule a meeting. If you have a question about a grade or missing grade, please message the TA and copy me.

**Teaching Assistant** [Mikaylahamilton@my.unt.edu](mailto:Mikaylahamilton@my.unt.edu)

(Please contact the TA for missing grades or Connect access issues)

### **Materials**

Text: Melvin Business Law and Strategy, 1st edition, (2021) with McGraw Hill Connect.

MELVIN, Connect access card, Business Law & Strategy, 1st ed.

ISBN: 9781264982554

To purchase: Go through Canvas by clicking on the McGraw Hill tab or the first assignment. It will lead you to the page to purchasing access to connect. You must purchase the course materials for access – the 2 week trial will expire at the 2-week, and you will not be able to submit your work (nor can we grant you an extension for failing to purchase the course materials).

**Communication Expectations:** Please remember to check the announcements daily on canvas. If you have a questions about the course, homework or due dates, please post your question in the Student Forum so that everyone in the class may benefit. I check the Student Forum once per day. If you are able to help a student who has posted a question in the Student Forum, please do. If you have a

personal question, please contact me directly through the canvas inbox feature. All communications must comply with the course Netiquette policy posed in the Course Shell. I do not respond to messages that do not comply with the Netiquette policy or are otherwise inappropriate. Additional online communication tips can be found at - <https://clear.unt.edu/online-communication-tips>.

### Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

### Course Description

Historical, economic, political and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprise.

### Course Structure

This asynchronous course will be completed online through this course shell. Each module is to be completed within a one-week periods. The assignments will be completed through McGraw-Hill Connect and Canvas. These assignments will be opened on Monday 12 AM and will close on Saturday at 11:55 PM. **Please note late work cannot be accepted.** Once the assignments for the week close, you will be unable to go back and complete them. It is vital that you stay on top of your work.

### Course Prerequisites or Other Restrictions

PSCI 2306 and PSCI 2305, or equivalent.

### Course Objectives

The objectives of BLAW 3430 are:

1. Explain the legal environment in which businesses operate
2. Compare and contrast the business formation options
3. Describe how contracts are formed and enforced
4. Identify legal risks encountered by businesses
5. Analyze how governmental regulation impacts businesses
6. Assess ethical and social responsibility issues facing businesses

## Teaching Philosophy

My goal is to assist you in increasing your knowledge and skill levels so that you can apply what you learn to your professional work. I will act as teacher to facilitate the assimilation of concepts and theories, and as coach for the accommodation learning that occurs when you apply the concepts and theories. Please make sure to manage your time appropriately so you can complete your coursework on time. This is a great skill to develop to succeed in the workplace.

## Course Technology & Skills

### Minimum Technology Requirements

In order to use Canvas, please make sure you have the following installed on your computer - <https://clear.unt.edu/supported-technologies/canvas/requirements>

Please make sure you enable **respondus lockdown** on your computer.

The AACSB quiz requires the use of Respondus Lockdown Browser and Monitor. Therefore, you need to download Lockdown browser software here (download the Student Version) <https://clear.unt.edu/supported-technologies/respondus-lockdown-browser>. You must also have a working webcam. This can be the camera in your laptop or an external camera. A working webcam is required to take the quiz on canvas.

Please note that neither the TA nor I have any control over technology issues you may encounter with UNT, Canvas, your internet provider, or your personal device. Please work with the UNT student help desk and document anything they tell you. As a first step, please click on “Help” in the left column of the course shell, “Student Help Desk,” and then “Live Chat.” Save a copy of the Live Chat to your device for proof that you attempted to obtain help with your problem through the University. After you have attempted to get assistance, please contact either the TA or the Professor with the issue. **Please note that because late work is not accepted**, you should make sure to complete your work well in advance of the due date to allow for technological issues.

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

For additional support, visit [Canvas Technical Help \(https://community.canvaslms.com/docs/DOC-10554-4212710328\)](https://community.canvaslms.com/docs/DOC-10554-4212710328)

Minimum technology requirements:

- Computer
- Camera

- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements \(https://clear.unt.edu/supported-technologies/canvas/requirements\)](https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

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

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

### 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.

### UNT Student Help Desk

**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](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

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

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help \(https://community.canvaslms.com/docs/DOC-10554-4212710328\)](https://community.canvaslms.com/docs/DOC-10554-4212710328)

### **Connect (McGraw Hill)**

#### **Tech Support Representatives**

Visit the [Tech Online Support Center](#) or contact us below:

#### **Hours of Operation:**

Sunday: 12:00 PM to 12:00 AM EST

Monday-Thursday: 24 hours

Friday: 12:00 AM to 9:00 PM EST

Saturday: 10:00 AM to 8:00 PM EST

**Phone:** [\(800\) 331-5094](tel:8003315094)

**Online:** [Submit a Support Request](#)

**Chat:** [Chat with a Representative](#)

### **Rules of Engagement**

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.

- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information. Please also review the Netiquette policy in course shell.

### Course Requirements

List all required assignments and graded activities for the course, along with a short description and the points possible. Best practice is to clearly indicate both points and percentages if you are using both in the course. Here is a table example below:

<i>Assignment</i>	<i>Points Possible</i>	<i>Percentage of Final Grade</i>
<i>Smart Book readings &amp; questions – 14 @25 pts. each</i>	<i>350 points</i>	<i>35%</i>
<i>Application based Activities (ABAs) - 4 @ 50 pts. each</i>	<i>200 points</i>	<i>20%</i>
<i>Discussion Forums (DFs) – 2 @ 75 pts. each</i>	<i>150 points</i>	<i>15%</i>
<i>AACSB Quiz – 2 @ 12.5 pts. each</i>	<i>25 points</i>	<i>2.5%</i>
<i>Quizzes – 3 @ 50 pts. each</i>	<i>150 points</i>	<i>15%</i>
<i>You be the Judge Final Assignment</i>	<i>125 points</i>	<i>12.5%</i>
<i>Total Points Possible</i>	<i>1000 points</i>	<i>100%</i>

### Grading

Grades will be determined according to the following:

Week 1

Mod 1 – Ch 1- Legal System - Smart Book – 25 points

Mod 1 – How to Use Connect Quiz – 50 points

Mod 1- Business, Societal and Ethical Contexts of Law-Smart Book- 25 points

Mod 1 – Ch 5 – Resolving Disputes - Smart Book – 25 points

Mod 1 - Week 1 DF – 75 points

Mod 1 – Ch 6 – Contracts-Smart Book – 25 points

Mod 1 – AACSB Quiz 1- 12.5 points

#### Week 2

Mod 2 – Ch 7 – Mutual Assent - Smart Book – 25 points

Mod 2- Elements of a Contract ABA- 50 points

Mod 2 – Ch 8 – Capacity & Legality - Smart Book – 25 points

Mod 2 – Capacity, Consent and Legality ABA - 50 points

Mod 2 – Ch 11 – Breach & Remedies - Smart Book – 25 points

Mod 2 – Ch 27 – Choice of Business Entity - Smart Book – 25 points

Mod 2 – Contracts Quiz – 50 points

#### Week 3

Mod 3 – Ch 28 – Partnerships - Smart Book – 25 points

Mod 3 - Business Entities ABA – 50 points

Mod 3 – Ch 29 – Limited Liability Companies - Smart Book – 25 points

Mod 3 – Ch 30 - Corporations – Smart Book - 25 points

Mod 3 – Business Entities Quiz – 50 points

Mod 3 – Ch 42 – Torts - Smart Book – 25 points

Mod 3 – Negligence ABA – 50 points

#### Week 4

Mod 4 – Ch 48 – Personal Property - Smart Book – 25 points

Mod 4 – Ch 50 – Intellectual Property - Smart Book – 25 points

Mod 4 - Week 4 DF – 75 points

#### Week 5

Mod 5 - You be the Judge-Tenant's Rights– 125 points

Mod 5 – AACSB Quiz 2- 12.5 points

**Total 1000 points**

**Please note that late work will not be accepted in this course.**

The following grading scale will be used:

900-1000	90–100%	A
800-899	80–89%	B
700-799	70–79%	C
600-699	60–69%	D
0-599	Below 60%	F

Week	Date	Monday	Tuesday	Wednesday	Thursday	Saturday
1	July 11 -July 17	Read Chapter 1  Introduction to Law - Smart Book Assignment – <b>25 points (Due 7/16 @ 11:55 PM)</b>  How to Use Connect Quiz – <b>50 points (Due Sat. 7/16 @ 11:55 PM)</b>  DF – <b>75 (Original post due Thurs. 7/14 @ 11:55 PM)</b>  responses to classmate <b>due Sat. 7/16 @ 11:55 PM)</b>	Read Chapter 2  Business, Societal and Ethical Contexts of Law – <b>25 points (Due Sat. 7/16 @ 11:55 PM)</b>  AACSB quiz – <b>receive 12.5 points for taking it (regardless of score)</b>  Work on DF	Read Chapter 5  Resolving Disputes Smart Book Assignment – <b>25 points (Due Sat. 7/16 @ 11:55 PM)</b>     Work on DF	Read Chapter 6  Contracts Smart Book Assignment – <b>25 points (Due Sat. 7/16 @ 11:55 PM)</b>    Work on DF – <b>Original Post due Thurs. 7/14 @ 11:55 PM</b>	<b>All assignments due Sat. 7/16 @ 11:55 PM</b>  4 Smart Book Assignments (Ch. 1, 5, 6)  1 Connect Quiz  1 DF - original post due Thurs. 7/14 and responses to classmates due Sat. 7/16)  1 AACSB quiz – due by Sat. 7/16 @ 11:55 PM



2	July 18 – July 24	<p>Read Chapter 7</p> <p>Mutual Assent Smart Book Assignment - <b>25 points (Due Sat. 7/23 @ 11:55 PM)</b></p> <p>Elements of a Contract ABA – <b>50 points (Due 7/23 @ 11:55 PM)</b></p>	<p>Read Chapter 8</p> <p>Capacity &amp; Legality - Smart Book Assignment – <b>25 points (Due Sat. 7/23 @ 11:55 PM)</b></p> <p>Capacity, Consent, and Legality ABA – <b>50 points (Due Sat. 7/23 @ 11:55 PM)</b></p>	<p>Read Chapter 11</p> <p>Breach &amp; Remedies Smart Book Assignment – <b>25 points (Due Sat. 7/23 @ 11:55 PM)</b></p> <p>Contract Quiz – <b>50 points (Due Sat. 7/23 @ 11:55 PM)</b></p>	<p>Read Chapter 27</p> <p>Choice of Business Entity Smart Book Assignment – <b>25 points (Due Sat. 7/23 @ 11:55 PM)</b></p>	<p><b>All assignments due Sat. 7/23 @ 11:55 PM</b></p> <p>4 Smart Book Assignments (Ch 7, 8, 11, 27)</p> <p>2 ABA assignments</p> <p>1 Contracts Quiz</p>
3	July 25- July 31	<p>Read Chapter 28</p> <p>Partnerships Smart Book Assignment – <b>25 points (Due Sat. 7/30 @ 11:55 PM)</b></p> <p>Business Entities ABA – <b>50 points (Due Sat. 7/30 @ 11:55 PM)</b></p>	<p>Read Chapter 29</p> <p>Limited Liability Companies Smart Book Assignment – <b>25 points (Due Sat. 7/30 @ 11:55 PM)</b></p>	<p>Read Chapter 30</p> <p>Corporations Smart Book Assignment – <b>25 points (Due Sat. 7/30 @ 11:55 PM)</b></p> <p>Business Entities Quiz – <b>50 points (Due Sat. 7/30 @ 11:55 PM)</b></p>	<p>Read Chapter 42</p> <p>Torts Smart Book Assignment – <b>25 points (Due Sat. 7/30 @ 11:55 PM)</b></p> <p>Negligence ABA – <b>50 points (Due Sat. 7/30 @ 11:55 PM)</b></p>	<p><b>All Assignments Due 7/30 @ 11:55 PM</b></p> <p>4 Smart Book Assignments (Ch. 28, 29, 30, 42)</p> <p>2 ABAs</p> <p>1 Business Entities Quiz</p>
4	August 1– August 7	<p>Read Chapter 48</p> <p>Real and Personal Property Smart Book Assignment –</p>	<p>Read Chapter 50</p> <p>Intellectual Property Smart Book Assignment – <b>25 points</b></p>	<p><b>You be the Judge: Tenant’s Rights opens – 125 points (In lieu of final exam, to be completed by Wed. 8/10 - do not attempt)</b></p>	<p>Work on You be the Judge: Tenant’s Rights</p>	<p><b>Assignments Due</b></p> <p>2 Smart Book Assignments (Ch. 48 &amp; 50)</p>

		25 points (Due Sat. 8/6 @ 11:55 PM)  DF – 75 (Original post due Thurs. 8/4 @ 11:55 PM  responses to classmate due Sat. 8/6 @ 11:55 PM)	(Due Sat. 8/6 @ 11:55 PM)	until you have completed the Chapter 50 readings)  Work on DF	Work on DF – Original Post due Thurs. 8/4 @ 11:55 PM	1 DF - original post due Thurs. 8/4 and responses to classmates due Sat. 8/6)
5	August 8 – August 12		AACSB quiz – receive 12.5 points for taking it (regardless of score)  <b>Work on You be the Judge: Tenant’s Rights – 125 points (Due 8/10 @11:55 PM)</b>	Last Day  1 AACSB quiz due 8/10 @ 11:55 PM)  <b>You be the Judge: Tenant’s Rights Due– 125 points (Due 8/10 @11:55 PM)</b>		

CONSULT OFFICIAL, CURRENT UNIVERSITY CALENDAR FOR ADD/DROP, WITHDRAW AND OTHER KEY DATES, WHICH IS INCORPORATED HEREIN BY REFERENCE AS IF COPIED AT LENGTH HEREIN.

### Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations become available June 29<sup>th</sup>, 2022.

## Course Policies

### Assignment Policy

Assignments may be subject to Turnitin. See course shell for all information.

Most assignments will be completed through McGraw-Hill Connect which can be accessed from the course page in Canvas.

**Technology issues do not alter due dates.** Contact the UNT help desk immediately with issues. Because they may not be open on the weekends, you may wish to complete your work by Friday at 6 PM each week, however, that is completely up to you. Please do not wait until the last minute to submit your work. Students should immediately contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. Please save your correspondence.

### Class Materials for Online Learning:

This course includes online learning components. To fully participate in this class, students will need internet access to reference content on the Learning Management System. Information on how to be successful in an online learning environment can be found at **Error! Hyperlink reference not valid.**

### Late Work

Late work will not be accepted in this course.

### Attendance Policy

This is an asynchronous course which means you are responsible for keeping up with the work. There are no required zoom sessions.

### Syllabus Change Policy

Please read the announcement daily. An announcement will be made if there are any changes to the syllabus.

## 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.

### 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. Please note that inappropriate, rude or communications that violate the Netiquette policy will not be answered.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). 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](mailto: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](mailto:spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The

Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](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.

### Important Notice for F-1 Students taking Distance Education Courses

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

#### **University of North Texas Compliance**

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

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

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

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

### Student Verification

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

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

### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the [UNT System Permission, Waiver and Release Form](#)

### **Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video.

The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)
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#### *Chosen Names*

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

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

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



### *Pronouns*

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

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

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

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

### *Additional Student Support Services*

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

### *Academic Support Services*

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

## Academic Integrity

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.