

**Lecture: Tuesdays and Thursdays 9:30AM to 10:50AM in Curry 203**

**Contact Information:**

**Instructor:** Mrs. Bruder

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**Office Hours for Students:** Tuesdays 130-330pm; Wednesdays 100-300pm; Thursdays Noon-200pm; or by appointment via Zoom--<https://unt.zoom.us/j/91034829159>

**Communications:** All emails must have a subject heading that begins with the following: **MDSE 2350: your subject here**".

You may expect a same-day response in most cases within 24 hours except on weekends and holidays. Responses to emails without this subject heading may be delayed. Most assignments will be graded within 3-10 business days; if there is an issue that requires a longer period of time for grading, you will be notified.

**Course Description:** Comprehensive overview of apparel product development, including researching and interpreting fashion direction, analyzing comparable market offerings, and developing color, style, and fabric trends. Customer conversion, revenue optimization, global collaboration, and selling innovation will be explored.

**Course Objectives:**

1. Appropriately use trend forecasting terminology for domestic and global product trends and innovations.
2. Describe the roles and functions involved in the product development and trend forecasting process within different retail structures.
3. Examine and apply the methods for conducting research using domestic and international resources for new fashion products and marketing initiatives.
4. Interpret fashion adoption through historical, socio-cultural, psychological, economic, political, & technological factors which influence the development of textile & apparel products for target customers.
5. Interpret cultural contexts and social influences which affect individual perspectives to determine the direction of fashion movement.
6. Predict and communicate the direction of fashion movement through a trend forecast for a future season.

**Required (both are on 2 hour Reserve at Willis Library):**

1. Russo, C. (2024). *Fashion forward: A guide to fashion forecasting*, 3rd Ed. New York, NY: Fairchild Publications INC. ISBN# 978-1-5013-7436-4
2. Garner, M., Vandemar, D. & Keiser, S. (2022). *Beyond Design: The Synergy of Apparel Product Development*, 5th Ed. New York, NY: Fairchild Publications, INC. ISBN# 978-1-5013-6664-2 (*We will read Chapters 1-4 in MDSE 2350; we will read Chapters 5-13 in MDSE 4250*)
3. Additional readings may be posted on Canvas in the module for the week.

**Materials:** **paper & pen or pencil for taking notes and completing in-class assignments, laptop for researching on the Internet and creating and submitting assignments on Canvas during class, and creating PowerPoint slides in class.**

(See next page)

**Teaching Philosophy:** We learn by repetition, by application and by being challenged. These are skills you can apply today! I urge you to read what is assigned on the Course Schedule before coming to class. Class lectures and other activities are intended to enrich or supplement the assigned readings. I will be glad to meet individually with you to discuss materials presented in the readings or the class lectures, to help you determine your progress in the class, or other relevant purposes. Detailed requirements for projects, guest speakers, and special events will be distributed throughout the semester. If you are absent on the day an assignment is distributed and discussed, please check with a class member to see what you missed or visit me during Student Office Hours.

Students may vary in their competency levels for these abilities. Expect to acquire this knowledge and these skills only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student. The above and included schedule, policies, procedures, requirements and assessments in this course are subject to change in the event of extenuating circumstances, by agreement, and/or to ensure better learning. Students will be notified of any changes in the Announcements on Canvas. *I--an imperfect human--am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it.*

| Course Requirements MDSE 2350                       | Points        | Due Dates (at 11:59pm unless otherwise stated)   |
|---|---------------|--|
| Trend Journal                                       | 80            | Every week until 4/20  |
| Applied Learning Activities                         | 80            | In class only; due at end of each class  |
| Chapter Quizzes (11)                                | 110           | Mondays  |
| PowerPoint One Slides (choose 2 of 6 options)       | 35            | Mondays  |
| Track a Look  | 25            | 2/16   |
| Futurist  | 25            | 3/17   |
| Comparison Shopping as a Tool                       | 25            | 3/23   |
| Trend Report (Selection +5, Survey +15, Report +40) | 60            | Selection & Approval 2/15; Survey 3/5; Trend Report 4/6  |
| Group Final Project: Fashion Forecast               | 125           | <b>NOON!</b> Rough Draft 4/17; Final Project: 4/23 at 8:00AM; Presentations & Critiques: 4/23-4/30   |
| <b>Total</b>  | <b>565</b>    | <b>No Final Exam</b>   |
| Bonus Points Possible                               | (25+)<br>(10) | <ul style="list-style-type: none"> <li>See <b>ALAs</b> below: some are bonus; some are required</li> <li>See <b>Professional Development</b> below due 4/20</li> <li>No other 'extra work' or "grade bump" or other extra points are available.</li> </ul> |

### Course Requirements Described

- Applied Learning Activities (ALA; each worth 5-10 points; 80 points required; additional bonus points possible) will only be offered during class; only students in class will be allowed to collect points if they complete the ALA.** Application of course material and learning skills is critical to understanding and your overall learning achievements, particularly in your understanding of domestic vs. international issues. ALAs may be a participation grade or have specific graded requirements. ALAs will occur during our regularly scheduled class sessions only; therefore, your attendance, participation and engagement is critical to your success. ALAs are due before the end of class. There is no makeup for ALAs (it does not matter if your absence was excused or not). Some ALAs will be a bonus; therefore, your only opportunity to earn extra credit is by good attendance and participation.
- Chapter Quizzes (11 quizzes, 20 questions, 20 minutes, 10 points each)** are divided purposefully between each subject to assess experience with the reading material and familiarity with the materials presented in lecture: 11 quizzes for 10 points each with 20 questions, timed for 20 minutes and due Mondays at 11:59pm before the next lecture. Questions are pulled randomly from a large pool of questions.

3. **1Slides:** select and complete 2 of the following 6 options; sign-up will be during the first or second week of classes. Instructions will be given in class, and you will have at least 24 hours to complete. Then after you submit to the link in Canvas, they will be compiled into one PDF file and then shown in class for instructor and student critique. The objectives are: to help practice concepts, to train your eye for how to arrange images in an aesthetically pleasing way, to consider international perspectives and cultural context, and to learn from other students. As long as you meet the requirements, you will receive the points. Due on Mondays at 11:59pm. Your choices include:

- **Group A (20 points; choose 1):**

- **Trendsetter or Emerging Designer:** identify and tell us about an emerging designer or trendsetter; differences between domestic vs. International. The objective is to familiarize ourselves with who influences trends today.
- **Profile of a Famous Designer:** select an iconic designer from the past and tell us how the designer's style was influenced by the culture in which they grew up. The objective is to learn about iconic designers of the past who continue to influence trends today.
- **Geographic Wardrobe:** select a famous international geographic location and select the wardrobe for one weekend. We will try to guess where you are going. The objective is to convey the location of a place--a city or a destination—simply by visually referencing cultural and societal influences through the wardrobe.

- **Group B (15 points; choose 1):**

- **Current & Past Fashions:** identify a look of today and match it to the past. The objective is to recognize the influences of the past on today, then to identify the zeitgeist.
- **Color Mood Boards:** use color and images to communicate a mood; we will try to guess the mood. The objective is to recognize the power and influence of color.
- **Runway Looks:** identify similar looks which are repeated across several runway collections. The objective is to recognize how a particular trend (whether color, materials, garment silhouette or detail) may be spotted by watching the runways.

4. **Assignments:**

- a. **Trend Journal (Discussion: 80 points, 10 posts minimum, 1 post/week for 10 weeks (at least 6-7 days between posts)):** Trend forecasters always keep a file (physical and digital) of everything that looks new, fresh or simply different. This will be a trend journal for the class which is built every week throughout the semester. The objective is to build a habit of environmental scanning. You will be expected to take photos from your life, images from online research including trend services, relevant to what's happening in fashion, then post a comment about why the image is relevant. **Do not post links to images, they will not count; post the image.**
- b. **Track a Look (25 points):** is a PowerPoint 1slide (required of everyone) tracking a look from inception to current status. The objective is to demonstrate your knowledge of the fashion cycle by proving that a product is in obsolescence.
- c. **Futurist (25 points):** the objective is to identify a predicted future trend (macro) in society or culture or industry and explain how it might manifest as a product and become a trend in the future; also, how might cultural context and societal influences change how you sell this product in different countries.
- d. **Comparison Shopping (25 points):** Merchandisers 'comp shop' as often as every week to see what's new, what's bestselling, what's not selling, pricing, and to compare products from competitors. The objective is to conduct market research on your own; to analyze and make a conclusion based on data gathered (determine how the information affects your product's future); to compare across brands domestic, global, and at similar and different price points.
- e. **Trend Selection, Survey & Report (5 points + 15 points + 40 points):** **Part 1** is to select a trend which is currently happening and is being worn locally as well as being sold in the marketplace, i.e. it is popular right now. **Part 2:** create a short survey for the class to conduct to prove that the trend is current and active and to create a data point for your report. **Part 3:** write a trend report.

The report includes examples of the trend, how it started and whether international or domestic, observations from comparison shopping and from observing people, as well as conclusions about scope and duration. Thus, by the time this is due, many assignments you have already completed will help you in creating the Trend Report. The objective is to learn the parts of creating a trend report; to demonstrate the ability to conduct environmental scanning (gathering observations and data), to make conclusions about the trend including theory of adoption, future, and how it is moving through the fashion cycle, to prove that the trend exists, and where it exists (domestic/international/global).

f. **Group Final Project (85 Points project + 25 points group presentation + 15 points critique):** in a small group, you will identify seasonal trends for a future season and predict how it will manifest in apparel both domestic and internationally in terms of color, materials and styling. Your group will present the forecast and critique other groups' forecasts. Group time in class may be limited, so plan on meeting outside of class or by Zoom (unt.zoom.us). The objective is to identify current fashion trends; to analyze and predict the direction of fashion change; to prepare a forecast for a future season; to present a fashion forecast before an audience. If someone isn't participating in your group, let me know as soon as possible—do not delay! **(Note: when creating groups, I sort by attendance (ex: if you missed class 8 times, I would put you in the group who were absent 8 times).)**

5. **Professional Development (10 points bonus):** The objective is for you to attend an event with a speaker or the Career Expo which is extracurricular and then prove that you attended. If you are not in the College of Merchandising, Hospitality or Tourism and these event(s) do not interest you, you may find your own event to attend. Please review the event with me first. There are many events and speakers and organizations on campus! Pick something you are interested in and which may help you in your career.

- a. 2/12 Consumer Symposium; Union 333; 11:00AM to 12:20AM
- b. 2/18 Career Expo, Union, 10AM-100PM
- c. TBD: MDR (only) Career Conversations with Alumni
- d. Any NRFSA or Merchandising Inc. meeting with a speaker is excellent, too. Other colleges also have organizations with speakers related to their majors. The University usually holds events with speakers, too.
- e. More will be announced in class and on Canvas as we go through the semester.
- f. TBD or create your own (again, please review with me).

#### **Suggested Study Routine:**

Step 1: Read the assigned Readings in your textbooks and study any content provided in the module on Canvas. Spend time in WGSN.

Step 2: Research for Trend Journal and post in your Trend Journal (WGSN, Vogue.com, Cotton Inc. trend reports, etc.)

Step 3: Attend the lectures as scheduled. Students who attend more than 80% tend to receive As & Bs. Do the ALAs in class.

Step 4: Take the quiz.

Step 5: Work on next assignment; turn it in on time.

| CMHT Global College Level Outcomes (Student Learning Objectives) |  |               |                                      |                                  |                         |
|--|--|---------------|--------------------------------------|----------------------------------|-------------------------|
| Assignment   | Critical Thinking<br>(Analytical or Theoretical) | Collaboration | Leadership (Ethical or Professional) | Global Thinking/<br>Perspectives | Effective Communication |
| Quizzes  | Both   |               |                                      | X                                |                         |
| ALAs & One-Slides  | Analytical                                       | X             | Both                                 | X                                | X                       |
| Major Assignments  | Analytical                                       | X             | Professional                         | X                                | X                       |

# MDSE 2350 Course Schedule\* for Spring 2026

|                                 | Week   | Readings  | Class Meetings; Modules + Topics (guest speakers will be announced ASAP)  | Due Dates & Reminders (@11:59PM unless otherwise noted)   |
|---------------------------------|--|---|---|---|
| Context                         | 1  | Keiser Ch. 1                                      | <b>1/13</b> Introduction + Product Development & Apparel Supply Chain<br><b>1/15</b> con't                        | <ul style="list-style-type: none"> <li>• 1/20 Quiz: Product Development</li> </ul>  |
|                                 | 2  | Keiser Ch. 2                                      | <b>1/20</b> Brand Strategy & Business Ops<br><b>1/22</b> con't  | <ul style="list-style-type: none"> <li>• 1/26 Quiz: Brand &amp; Business</li> </ul>   |
|                                 | 3  | Rousso Ch. 1; Keiser Ch. 4: pp. 105-116           | <b>1/27</b> Intro to Forecasting<br><b>1/29</b> con't   | <ul style="list-style-type: none"> <li>• 2/2 Quiz: Intro to Forecasting</li> <li>• 2/2 Option A for 1Slide: Trendsetter Or Emerging Designer</li> </ul>   |
| Principles of Trend Forecasting | 4  | Rousso Ch. 2                                      | <b>2/3</b> Importance of History<br><b>2/5</b> con't  | <ul style="list-style-type: none"> <li>• 2/9 Option B for 1Slide: Current &amp; Past Fashions</li> </ul>  |
|                                 | 5  | Rousso Ch. 3; Keiser Ch. 4: pp. 116-119           | <b>2/10</b> Movement of Fashion<br><b>2/12</b> Movement of Fashion: Cycle & Adoption                              | <ul style="list-style-type: none"> <li>• 2/12: <i>CMHT Career Expo</i></li> <li>• 2/16 Quiz: History &amp; Movement of Fashion (2 chapters)</li> <li>• 2/16 Track a Look</li> </ul>   |
|                                 | 6  | Rousso Ch. 4; Keiser Ch. 3 and Ch. 4: pp. 119-137 | <b>2/17</b> Long-term Forecasting: Social & Cultural Influences<br><b>2/19</b> con't                              | <ul style="list-style-type: none"> <li>• 2/18: <i>Consumer Symposium</i></li> <li>• 2/15-2/20 Trend Report: Selection</li> <li>• 2/23 Quiz: Long-term Forecasting</li> <li>• 2/23 Option C for 1Slide: Geographic Wardrobe</li> </ul> |
|                                 | 7  | Rousso Ch. 5;                                     | <b>2/24</b> Marketing Research & Gathering Information<br><b>2/26</b> con't                                       | <ul style="list-style-type: none"> <li>• 3/2: Quiz: Gathering Information</li> <li>• 3/5 Trend Report: Survey</li> </ul>  |
| Creating a Fashion Forecast     | 8  | Rousso Ch. 10                                     | <b>3/3</b> Assembling & Presenting the Forecast; Seasonal Forecasts<br><b>3/5</b> Groups + Final Project Overview | <ul style="list-style-type: none"> <li>• 3/16 Quiz: Assembling the Forecast</li> <li>• 3/17 Futurist</li> </ul>   |
|                                 | <b>Spring Break Monday 3/9 – Sunday 3/15</b> |   |   |   |
|                                 | 9  | Rousso Ch. 6                                      | <b>3/17</b> Developing a Theme<br><b>3/19</b> con't   | <ul style="list-style-type: none"> <li>• 3/23 Option D for 1Slide Profile of a Famous Designer</li> <li>• 3/23 Quiz: Theme</li> <li>• 3/23 Comp Shopping as a Tool</li> </ul>   |
|                                 | 10   | Rousso Ch. 7                                      | <b>3/24</b> Color Forecasting<br><b>3/26</b> con't  | <ul style="list-style-type: none"> <li>• 3/30 Quiz: Color</li> <li>• 3/30 Option E for 1Slide: Color Mood</li> </ul>  |
|                                 | 11   | Rousso Ch. 8                                      | <b>3/31</b> Materials Forecasting<br><b>4/2</b> con't   | <ul style="list-style-type: none"> <li>• 4/6 Quiz: Materials</li> <li>• 4/6 Trend Report</li> </ul>   |
|                                 | 12   | Rousso Ch. 9                                      | <b>4/7</b> The Look Forecasting<br><b>4/9</b> con't   | <ul style="list-style-type: none"> <li>• 4/13 Quiz: The Look</li> <li>• 4/13 Option F for 1Slide: Runway Look</li> <li>• 4/17 Rough Draft Final Project Due at Noon (Required)</li> </ul>   |
|                                 | 13   | NA  | <b>4/14</b> Wrap-Up: Brand Assignment Reveal<br><b>4/16</b> Group Work + SPOT                                     | <ul style="list-style-type: none"> <li>• 4/17 Final Project Rough Draft</li> <li>• 4/20 Trend Journal</li> <li>• 4/20 Professional Development (bonus)</li> </ul>   |
|                                 | 14   | NA  | <b>4/21</b> Group Work Day (no class)<br><b>4/23</b> Final Project Presentations                                  | <ul style="list-style-type: none"> <li>• 4/23 at 8:00AM: Final Draft of Final Project</li> </ul>  |
|                                 | 15   | NA  | <b>4/28</b> Final Project Presentations<br><b>4/30</b> Final Project Presentations                                | <ul style="list-style-type: none"> <li>• 4/23, 4/28 &amp; 4/30 Student Critiques at Presentations (No Final Exam)</li> </ul>  |

\*This schedule is a guide and may be subject to modifications; if changed, you will be notified in class and it will be updated online in Canvas.

## In the Classroom:

- Put belongings you won't be using under the table.
- Bring your laptop to the classroom on-site, too. We will be working during class on devices. **Only a laptop** will do everything you need. Laptops may be checked out from Chilton Hall 3<sup>rd</sup> floor Tech desk.

## Grading

1. Grades are not curved. They will be rounded to a whole number.
2. To calculate grade: Points Earned/Points Possible\*100. It is best to calculate your Current Grade using this formula. The Total grade on Canvas may or may not be accurate depending on what is published and not published at any given moment in Grades on Canvas.
3. If you believe a grade is incorrect, you have 7 business days from the time of posting to dispute the grade.
4. If you are struggling in the course, meet with me early; do not wait. Take responsibility for your actions and your study habits! I want you to succeed and will do what I can to help! But you have to do your part, too.
5. All discussions of grades will take place privately during office hours or in an appointment we set up. It will not be appropriate to ask to discuss grades before class, during class or after class in front of other students.
6. The final semester grade will be determined as follows:

A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = 59% or below

## Course Recordings

I do not plan to record any courses at this time. If it becomes necessary to record, I will do my best to record each class lecture for access on Zoom on Canvas.

## Attendance

1. You are expected to manage your own business. You should be in class; you or someone paid for it. Every minute you miss is a waste of money. I do want to know if you have an approved absence so it may be recorded in iClicker. If you are ill and will miss a lot of classes, then you need to contact the Dean of Students who can contact all of your professors. If you choose to skip class, that's your business. I understand that "Life Happens"! Keep me informed. Keeping me informed does not automatically excuse you. The problem with missing classes is that I teach skills in class only; everything is relevant to the Final Project. If you are not in class, you cannot contribute to the Final Project and groups are allowed to 'fire' group members due to a lack of participation, absences, etc.
2. UNT approved excuses are detailed below. Be sure you understand what an approved excuse is (see below) and what is not an approved excuse (ex: training, work, doctor's appointments). If I do excuse you (which will be updated on iClicker), remember that you still missed the class and you will need to get notes from someone. Also, ALAs cannot be made up no matter what the excuse but there are many bonus ALAs which will cover for a missed ALA which may have been required; it all depends on your attendance.
3. If you experience any hardships such as illness, accident, family crisis please know that these policies may be amended and therefore you should communicate with me as soon as you feel comfortable doing so. If this is going to be an issue for longer than 1 week, I strongly urge you to talk to your Advisor or Dean of Students who can communicate with all of your instructors as well as verify your situation. **Don't assume that I can't help you; keep me informed and let me decide.** If I can be flexible and still be fair to all students in the course, I will be. Just remember that if answers have already been released to the class, it may not be possible.
4. I will take attendance using iClicker and a sign-in sheet in class should your electronic device be a problem. I will turn off iClicker and remove the sign-in sheet after 20 minutes of class. Note that you could have missed a significant amount of information by being late; thus, be sure to get notes from a fellow classmate. Attendance is important. If you believe Attendance on iClicker is incorrect, then you need to tell me and explain. I want to fix it. Accuracy is important as I use this to make certain decisions during the semester.
5. You cannot achieve the course objectives unless you attend class and actively engage. If you are not in class, you are absent regardless of whether 'excused' or 'unexcused' meaning that you missed learning the material. You are responsible for attending each class meeting and securing your own lecture notes should you miss.
6. Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your

attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

7. Students are expected to be in class the entire meeting time. This means no getting up and leaving in the middle of class (bathroom breaks, answering the phone, etc). Unless you have a medical reason, you are expected to sit in your seat for the entire class meeting without disruption. You should use the restroom prior to class or after class. I understand emergencies happen, but DO NOT MAKE THIS A HABIT! Each time you get up from your seat during class, you disrupt the learning of your classmates.
8. You are expected to be professional and respectful when attending class.
9. Students will not be penalized for missing class due to religious holy days or ROTC. Student athletes with proper documentation will not be penalized for attending athletic competitions. I do understand how this works; I have my own student-athlete in college. If you know you will miss a class due to one of these excused absences, please inform me by the end of the first two weeks of classes (first 2 days of classes in summer sessions) and I will attempt to reschedule assessments with regard to those days.
10. Per the UNT Student Attendance and Authorized Absences Policy, 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 (see the Policy for specifics); when the University is officially closed by the President.”
11. Doctor’s appointments are not excused absences. Excuses may also include: Dean of Student’s approved excuse (could be anything); a medical excuse: a written statement by a doctor needs to be provided to me stating that you were too ill to be in class or to take the exam at the scheduled time; death in the immediate family; notification from Dean of Student’s office and Funeral program must be provided; a university-excused absence: proof of participation must be provided. Arrangements must be made at least one week prior to the activity or absence.

### **Exams/Quizzes and Makeup Exams**

You are responsible for taking all exams at the scheduled times. Please email me prior to the exam if you believe you have an excused absence. All approved makeup exams are given at an assigned time the week before final exams or at another arranged time. A student can only take one make-up exam. Makeup exams are for students who missed an exam, not to improve an exam grade. If you lose internet connection during an exam, please contact me as soon as possible. I will watch the exam proceed online if the exam is online.

Final exams will be administered at the designated time (no earlier and no later). Should you have more than two finals on one day, you may request to reschedule one of these exams on another day during the final exam period. Please check the course calendar early in the semester to avoid any schedule conflicts.

### **Assignment Due Dates and Submission**

Deadlines are firm. But if you know you have something coming up that will challenge your timing, please talk to me. Assignments are considered late and are downgraded at the rate of 10% for each calendar day late up to 3 days late. Some assignments may not be accepted late. If the assignment is available beyond the due date on Canvas, I will accept a late submission.

1. **Emailed assignments will not be accepted without prior arrangements and extenuating circumstances.** Missing the deadline is not an extenuating circumstance.
2. When submitting an assignment to Canvas, always sign out and then sign in again to Canvas to ensure that what you submitted shows up properly.
3. If I can’t open the file, I can’t grade it. Be sure it is submitted correctly.
4. If you submit a blank file, that’s your problem. Please check everything you have submitted to ensure it’s exactly as you want it to be. You can always submit as many times as you wish and I will look at the last file submitted.
5. Due Dates and Times: Unless otherwise stated on the Course Schedule below or on Canvas, all items are due at end of day 11:59 pm.
6. All assessments are on Canvas either in the Final Project module or in the relevant subject module.
7. The hours of 10pm to Midnight are extremely busy on Canvas and submissions may take a while to load. Plan ahead.
8. I may require Turnitin for some assignments where students tend to cheat.

9. Students should immediately report any problems to me and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. We will work with the student to resolve any issues at the earliest possible time.

### Academic Dishonesty

A range of disciplinary actions may result from any finding of academic dishonesty (i.e., admonition, class failure, expulsion) depending upon the severity of the misconduct. At a minimum for this class, any finding of academic misconduct on exams, writing assignments, or any other graded assignment will result in a "0" for that graded activity or assignment. For additional information, please refer to UNT Policy 06.003 and the CMHT Syllabus Addendum.

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrasing or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

See UNT policy: [https://policy.unt.edu/sites/default/files/06.003\\_StudentStandardsOfAcademicIntegrity\\_8\\_2017.pdf](https://policy.unt.edu/sites/default/files/06.003_StudentStandardsOfAcademicIntegrity_8_2017.pdf)

### Policies and penalties for academic dishonesty:

- **Cheating** on an exam will result in automatic failure on that assessment (e.g.,). Examples of cheating include but are not limited to:
  - Any communication during an exam (ex: passing notes, texting each other during an exam, GroupMe chats and similar apps during an exam)
  - Use of unauthorized assistance to take the exam
  - Acquisition of the exam without permission
- **Dual submission** of a paper or project or resubmission of a paper or project to a different class without express permission from the instructor will result in "0" points for that assignment without the opportunity to complete.
- **Dual submission** of a paper or project or resubmission of a paper or project to the same class by different students without express permission from the instructor will result in "0" points for that assignment without the opportunity to complete. This is called plagiarism. It is acceptable for students to study together on assignments; it is not acceptable to turn in the same work. Every instructor expects both individuality and varying degrees of originality depending on the assessment.
- **Plagiarism** (depending on the severity) will result in no credit on an assessment.
  - **Use of Generative AI:**
    - Submitting assignments that use Generative AI without proper citation or indication of its use is plagiarism. It is a substitute for your own creative thought and effort. Your brain continues to develop and make connections throughout your life; train your brain, not AI.
    - Instructors will monitor AI use and will check student work for ethical use according to their policies.
    - Every instructor has consequences stated for plagiarism in their policies (as you see above). A range of disciplinary actions may result from any finding of academic dishonesty (for example, admonition, class failure, expulsion) depending upon the severity of the misconduct.
    - Policies may differ between instructors and courses. Read the syllabus and course policies, especially for the consequences.
      - If you are allowed by your instructor to use any Generative AI in a course, you must disclose and cite its use by including citations in APA style.
      - If you are allowed by your instructor to use any Generative AI in a course, you must also carefully check for errors. Here are a few cautions to consider before submitting an assignment that uses Generative AI: "hallucinations" or fictitious information, being wrong, and oversimplified, low quality, or generic results. It also tends to replicate and amplify any biases or inaccuracies that exist in the training sources or the Internet.

- **Fabrication** or inventing any information, data or research as a part of an academic exercise will result in no credit on an assessment.
- **Facilitating Academic Dishonesty** or assisting another in the commission of academic dishonesty will result in failure for the assignment (for either or both individuals).
- **Sabotage** or acting to prevent others from completing their work or willfully disrupting the academic work will result in failure from the class.
- More than 1 (one) incident will result in failure of the course.
- All incidents will be reported to the Office of Academic Integrity.

## Course Technology & Skills

### Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- 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

Provide a 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 technical issues.

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

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

**Phone:** 940-565-2324

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

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

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8 am-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>)

## 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 based on 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 individuals’ 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.

## 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. **[4/13-4/30]**

## Emergency Notification

If there is an emergency, I will post instructions on Canvas.