

**Lecture: Mondays and Wednesdays at 12:00pm (Noon) to 12:50pm, Chilton 345**

Purpose of Lecture: lectures, discussions and other activities in lecture are intended to enrich or supplement the assigned readings. Lectures are not intended to summarize or substitute for the readings. It is expected that you have read the assigned reading before coming to lecture.

**Lab: Fridays, Chilton 387, Section 302 at 9:00-10:50AM and Section 303 at 11:00-12:50PM**

Purpose of Labs: to develop product intelligence and to provide experience in the product development process and activities. Labs include both computer and hands-on learning experiences.

**Instructor:** Mrs. Kristina Bruder

**Office:** 330E Chilton Hall

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

**Telephone:** 9403696619

**Student Hours:** Mondays & Wednesdays 9:00am to 11:00am; or by appointment; may be in person or email me

if you would like to meet via Zoom--<https://unt.zoom.us/j/91034829159>

**Communications:** All emails must have a subject heading which begins with the following: **MDSE 4250: your subject here”**.

You may expect a same day response in most cases except on weekends/holidays. Responses to emails without this subject heading may be delayed. Most assignments will be graded within 5-10 business days; if there is an issue that requires a longer period of time for grading, you will be notified.

**Course Description:** Analysis of the apparel production process, including quality issues relative to development and production of ready-to-wear apparel. Concepts include apparel components, sizing, costing, and production planning.

**Prerequisite:** MDSE 2350; C or better. It is recommended but not required that you have taken MDSE 2650.

**Course Objectives:**

1. Demonstrate appropriate use of industry terminology for product development.
2. Analyze the impact of decisions made during the product development process in terms of cost, turnaround time and quality.
3. Relate the elements and principles of design to apparel product development, use and evaluation.
4. Develop a product line for manufacture and sale.
5. Demonstrate critical and creative thinking skills by communicating a product line suitable for a specific brand profile.
6. Identify current issues of social responsibility, professional behavior and ethics, and environmental sustainability related to product development and offer possible solutions.

**Required Text:**

1. Garner, M. & Keiser, S. (2017). Beyond Design: The Synergy of Apparel Product Development, 4th Ed. New York, NY: Fairchild Publications, INC. ISBN# 978-1-5013-1541-1 (on 2-hour reserve at Willis Library) (any format)
2. Additional readings may be posted on Canvas.

**Materials:** Bring pen or pencil, notebook paper and a laptop to lecture and lab.

**Teaching Philosophy:** We learn by repetition, by application and by being challenged. 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. But they are not intended to summarize or substitute for the 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 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. You 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 4250	Points	Due Dates
Applied Learning Activities	30	In lecture only
Labs (20 points each: 12 labs, drop 2)	200	Fridays in labs
Midterm Exam (Introduction – Line Development)	50	3/7
Final Project: Mini-Line Sales Presentation	80	4/28 at Noon (12:00PM)
Final Project: Mini-Spec Package	80	4/28 at Noon (12:00PM)
Final Project: Presentation to Class	20	4/29 in lab section
Final Project: Student Critique	10	4/29 in lab section
Final Project: E-Portfolio	10	5/11
Final Exam (Concept to Production – Pricing & Costing; 50 points) + Discussion or Essay (20 points)	70	Wednesday, May 11 @ 10:30am-12:30pm, Chilton 345, bring laptop
<b>Total</b>	<b>550</b>	

### Course Requirements

- **Applied Learning Activities (ALAs)** will be given and completed during lectures only. Application of course material is critical to understanding and your overall learning achievements; thus, attendance and participation are critical to your success. ALAs are based on participation in class and may be graded using a rubric. ALAs are due before the end of class with few exceptions. There are no makeups for ALAs for any excuse. Attendance and participation in class is important! As long as you miss few classes, there are enough bonus ALA points to cover the required ALAs that you may have missed. You will need pen, paper and a charged, working laptop for the class.
- **Labs** are worth 20 points each. There are 12 and your two lowest labs will be dropped automatically at the end of the semester. Labs are mostly active learning experiences which require attendance in person. Labs are due at the end of class and cannot be made up. Most lab exercises relate to and help to build the Final Project as well as allow time for group work; thus participation in group exercises is critical. Even if we must go remote, labs will most likely remain in-person. If you must be absent for a lab, please check with me as soon as possible.
- **Mini-Line and Spec Pack Final Project:** You will complete a comprehensive group project during the semester which is similar to professional wholesale sales presentations. The project is designed to help you apply concepts from the readings, labs and class discussion. Many lab exercises allow the group to plan and complete parts of the Final Project. Groups are welcome to meet via Zoom (unt.zoom.us) outside of class if needed or in person. Detailed requirements, group assignments, and topics will be assigned within the first weeks of class. There are 4 parts:
  - Sales Presentation: what you show to the retail buyers to sell the product line.
  - Mini-Spec Pack: what you give to the factory to help them understand what to make.
  - Compilation: combining the Sales Presentation and Mini-Spec Pack into one file for the purpose of uploading to your portfolio.
  - Presentation (to class): live.
  - Student Critique: you will view the presentations of the groups and critique them.
- **Midterm Exam (Introduction through Line Development):** 50 questions, 1 point/question, 50 minutes; on paper or Canvas (TBD); includes multiple choice, true/false, and short answer. This will be offered in the first hour of lecture only; lecture will be in the second hour.
- **Final Exam + Discussion:** The Final Exam is the same as the Midterm except it covers Concept to Production through Pricing & Costing. However, a Discussion worth 20 points will be offered in the second hour of the final time period about Product Stewardship, Ethics and Sustainability.
- **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 as well as to experience new ideas. 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. Here a few ideas:
  - **Career Expo 3/2-3/3;** see announcement in Canvas Announcements for specific details. CMHT juniors and seniors need to attend the events of both days. CMHT Freshman and Sophomores, I encourage you to participate in the “Become Career Expo Ready” session. I also encourage everyone to attend the March 2 Information Sessions. Everyone should be watching the CMHT Job Board at <https://cmht.unt.edu/jobs>. Let me know if you need to be excused. I will require evidence of participation in the Career Expo. See Professional Development assignment. **Register on Handshake to attend.**
  - Watch for information about **the Executive in Residence (EIR) Lecture**. This is an opportunity to hear about innovative industries and network with CMHT Board members and speakers.
  - **Texas Fashion Collection Professional Development Panel: Feb. 4, 12:15-1:30 p.m.,** UNT Art Building, Room 223, collaboration with the UNT Career Center; discussion of exhibition-related career paths led by “Delight” exhibition designer, conservator, and graphic designer; free and open to the public. To participate, check the [Career Center's link in the Handshake app](#). For more information: <https://tfc.cvad.unt.edu/news-release/tfc-spring-delight-exhibition>.
  - TBD or create your own (again, please review with me).

**Course Schedule\***
**MDSE 4250 Product Development**
**Spring 2022**

	Week/ Date	Reading Assignment	Lecture & Module Topic: Mon & Wed	Lab** Topic Fridays Chilton 387	Due Dates & Reminders	
Part 1: Creative Planning	1 1/19	Syllabus, Final Project (Review Ch. 1-4)	Course Introduction, Final Project	1/21 Groups, Final Project Planning; Intro to Labs		
	2 1/24	Ch. 5	Color	1/28 Lab 1 Color		
	3 1/31	Ch. 6	Fabrication	2/4 Lab 2 Fabrication		
	4 2/7	Ch. 6 + Online Reading in Module	Findings & Trim	2/11 Lab 3 Findings & Trims		
	5 2/14	Ch. 7	Garment Styling	2/18 Lab 4 Garment Styling		
	6 2/21	Ch. 8	Line Development	2/25 Lab 5 Line Development		
Part 2: Technical Planning	7 2/28	Ch. 9	Review or Group Planning (2/28); Concept to Production	3/4 Lab 6 Finalize Planning for Final Project (Business Plan and Trend Research)	3/2-3/3: Career Expo	
	8 3/7	Ch. 9	Midterm Exam (Intro – Line Development) (3/7); Concept to Production (3/9)	3/11 Lab 7 Concept to Production	3/7 Midterm Exam	
	<b>Spring Break March 14-18</b>					
	9 3/21	Ch. 10; Articles in Module	Sizing & Fit	3/25 Lab 8 Sizing & Fit		
	10 3/28	Ch. 11	Quality Part 1	4/1 Lab 9 Stitches & Seams		
Part 3: Production Planning	11 4/4	Ch. 11	Quality Part 2	4/8 Lab 10 Testing & Care	Recommend: Check Rough Draft for Sales Presentation	
	12 4/11	Ch. 13	Pricing & Costing	4/15 Lab 11 Pricing & Costing		
	13 4/18	Ch. 12	Sourcing	4/22 Lab 12 Sourcing	Recommend: Check Spec Sheets	
	14 4/25	NA	Workdays (no class Monday or Wednesday) – <i>Optional Consultation with Mrs. Bruder</i>	4/29 Presentations in Lab	4/25 @ 11:59pm Professional Development (bonus) 4/28 @ Noon (12:00PM): Final Project (Sales Presentation, Mini-Spec Pack, Compilation for Foliotek) 4/29 Student Critiques due in Lab	
	15 5/2	NA	Wrap Up; Review	5/6 Reading Day, no lab		
16 Finals	Final: Exam + Discussion; Wednesday, May 11 @ 10:30 a.m. - 12:30 p.m. (bring laptop to Chilton 345); also E-Portfolio/Foliotek due					

\*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.

\*\*Most labs require use of computer; it is best to check out one provided outside Chilton 387 but you may use your own provided you have Word, Excel and PowerPoint.

**Suggested Study Routine:**

1. Read the Reading Assignment before coming to lecture; study any other content in the weekly module on Canvas.
2. Come to Lecture and participate in ALAs. Take notes.
3. If set up, take the practice quizzes.
4. Come to Lab; do not miss Lab. Complete the assignments.
5. Plan and work with Group.
6. Take exams.

**My Course Policies begin on the next page. Please also see CMHT Course Policies in a separate document.**

## Grading

1. Grades are not curved. They will be rounded to 1 decimal point (ex: 89.75% will be rounded to 89.8% which is below 90% minimum for A; a grade of B will be assigned).
2. To calculate grade percent: 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 5 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!
5. All discussion of grades will take place privately during office hours or in an appointment we set up. It will not be appropriate to ask or 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 = 80-89.9%
  - C = 70-79.9%
  - D = 60-69.9%
  - F = 59.9% or below

## Attendance

1. Communication: The most important thing you can do is to let me know when you cannot attend and why (especially illness/quarantine/isolation). We can decide later if it's an approved excuse or not. Be sure you understand what the stated approved excuses (see below). I recognize that life happens, but your classes are the #1 priority! 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 for any reason you do not feel comfortable discussing health issues with me, please contact the Student Health and Wellness Center or Dean of Students. If I can be flexible and still be fair to the class by applying the same policy, I will do so. But if I have to make special exceptions, I won't. Just remember that if answers have already been released to the class, it may not be possible.
  - a. Missing 1-2 classes: please let me know what's going on--especially anything from [COVID@unt.edu](mailto:COVID@unt.edu)--but I'm not worried about you catching up. Be sure to get notes from students in class.
  - b. Missing a longer period of time, then we need to talk in person. More than likely I will require that you notify the Dean of Students so they may verify your situation.
  - c. Why should you keep in touch? I may be able to send you Zoom meeting links. Or we can plan ahead.
2. I will take attendance using iClicker. You must have an account whether you have an electronic device or not. No seating chart. A sign-in sheet will be made available at the lectern in case your electronic device is not working.
3. 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' and you will miss the ALA if there is one for that day. You are responsible for attending each class meeting and securing your own lecture notes should you miss.
4. If you are experiencing any [symptoms of COVID-19](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. There are many options on campus for testing. If you test on campus, it will be reported to [COVID@unt.edu](mailto:COVID@unt.edu) automatically. If you test off-campus, you will need to complete the Positive COVID Testing Form found on <https://healthalerts.unt.edu/>. Please review <https://healthalerts.unt.edu/>. You may also find this link helpful: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.
  - a. Because of the shorter quarantine period for COVID-19 Omicron, close contacts will not be contacted by the COVID Team. Seating charts and attendance records will not be needed for contact tracing purposes for spring 2022. UNT has developed protocols to track UNT faculty, staff and students who have tested positive for or been diagnosed with COVID-19. All protocols are in adherence with CDC guidelines and developed in conjunction with local health authorities. See the [COVID Guidelines website](#) for more information.
  - b. Individuals may be exposed to COVID and need to quarantine. See the [COVID Guidelines site](#) for more information about when and how long to quarantine.

- c. COVID-19 antigen testing is available in the student health and wellness center or in the Union Mondays through Friday. Book online at [cur.tv/UNTunion](http://cur.tv/UNTunion).
  - d. If a student would like to obtain a face covering for class, they are available several campus locations. Some of the most convenient locations include:
    - i. Willis Library
    - ii. Union Information Desk
    - iii. VP Student Affairs office – Hurley Administration Building
    - iv. Discovery Park – Engineering Dean’s Office & College of Information Dean’s Office
    - v. Inspire Park –Administrative Office 115
    - vi. Hall Park – Library 166
    - vii. UNT strongly encourages everyone to wear a face covering when indoors, regardless of vaccination status, to reduce the risk of infection for our community. This is a small action that will have a big impact on keeping students and faculty in the classroom. Reports indicate that this latest variant spreads more quickly and easily than previous iterations, and face coverings add an extra layer of protection for us all. Under the Governor’s executive order, UNT cannot require students, staff or faculty to wear a face covering.
5. 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.
6. You are expected to be courteous, professional and respectful when attending class.
7. 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. 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.
- a. Per the UNT Student Attendance and Authorized Absences Policy, an absence may be excused for the following reasons:
    - i. a religious holy day, including travel for that purpose;
    - ii. active military service, including travel for that purpose;
    - iii. participation in an official university function;
    - iv. illness or other extenuating circumstances;
    - v. pregnancy and parenting under Title IX; and (see the Policy for specifics);
    - vi. when the University is officially closed by the President.
    - vii. Dean of Student’s approved excuse (could be anything);
    - viii. 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—this would need to be verified by Dean of Students;
    - ix. death in the immediate family; notification from Dean of Student’s office and Funeral program must be provided;
    - x. a university-excused absence: proof of participation must be provided. Arrangements must be made at least one week prior to the activity or absence.
    - xi. Doctor’s appointments are **not** excused absences.

### **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 on Reading Day at 9-11am or at another arranged time between myself and you. A student is allowed 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 status of exams 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. I'm here to help!

### Assignment Due Dates and Submission

Deadlines are firm. But if you know you have something coming up that will challenge your time management, please talk to me. If late submission is possible and allowed, assignments are considered late and are downgraded at the rate of 10% for each calendar day late up to 2 days late. If the Answer Key is already published, I will not accept late submissions. If you see that the assignment is available beyond the due date on Canvas, that means I will accept a late submission.

1. **Do not email assignments to me without prior permission!** Emailed assignments will not be accepted without prior arrangement 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. Also be sure you submitted the completed assignment and not the blank.
3. If I can't open the file, I can't grade it. Do not submit Google docs; the assignment tells you what formats are accepted.
4. Due Dates and Times: Unless otherwise stated on the Course Schedule below or on Canvas, all items are due at end of day 11:59pm.
5. All assessments can be found in the "Assignment" module or in the relevant "Subject" module.
6. The hours of 10pm to Midnight are extremely busy on Canvas and submissions may take a while to load. Plan ahead.
7. I may require Turnitin for some special assignments. This checks to see whether anyone else has a similar assignment.
8. 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 paraphrase 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.

- **Plagiarism** (depending on the severity) will result no credit on an assessment.
- **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 Recordings

I will try to record each class lecture. If you are sick or have an approved excuse per Student Handbook, and I receive the correct verification, I will email the link to the recording to you. I will not post all the links; they will never be made public.

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

**Hot Tip:** Keep everything you need for classes (paper, laptop, textbooks, pens, etc.) in one bag so that if we go to full remote, it is easy for you or someone else to go into your room and get all your required things for classes quickly.

### In the Classroom:

- Put belongings you won't be using under the table.
- Bring your laptop to the classroom on-site, too. You may need to work in class.
- Sanitize if you wish.

## 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

## 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.

## 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. [4/18-5/5.]

## Emergency Notification

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



**My Course Policies are below.**  
**Please also see CMHT Course Policies in a separate document.**

**Course Policies**

**Grading**

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9. I will take attendance using iClicker. You must have an account whether you have an electronic device or not. No seating chart. A sign-in sheet will be made available at the lectern in case your electronic device is not working.
10. 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' and you will miss the ALA if there is one for that day. You are responsible for attending each class meeting and securing your own lecture notes should you miss.
11. If you are experiencing any [symptoms of COVID-19](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. There are many options on campus for testing. If you test on campus, it will be reported to [COVID@unt.edu](mailto:COVID@unt.edu) automatically. If you test off-campus, you will need to complete the Positive COVID Testing Form found on <https://healthalerts.unt.edu/>. Please review <https://healthalerts.unt.edu/>. You may also find this link helpful: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.
- a. Because of the shorter quarantine period for COVID-19 Omicron, close contacts will not be contacted by the COVID Team. Seating charts and attendance records will not be needed for contact tracing purposes for spring 2022. UNT has developed protocols to track UNT faculty, staff and students who have tested positive for or been diagnosed with COVID-19. All protocols are in adherence with CDC guidelines and developed in conjunction with local health authorities. See the [COVID Guidelines website](#) for more information.
  - b. Individuals may be exposed to COVID and need to quarantine. See the [COVID Guidelines site](#) for more information about when and how long to quarantine.
  - c. COVID-19 antigen testing is available in the student health and wellness center or in the Union Mondays through Friday. Book online at [cur.tv/UNTunion](http://cur.tv/UNTunion).
  - d. If a student would like to obtain a face covering for class, they are available several campus locations. Some of the most convenient locations include:
    - i. Willis Library
    - ii. Union Information Desk
    - iii. VP Student Affairs office – Hurley Administration Building
    - iv. Discovery Park – Engineering Dean's Office & College of Information Dean's Office
    - v. Inspire Park –Administrative Office 115
    - vi. Hall Park – Library 166
    - vii. UNT strongly encourages everyone to wear a face covering when indoors, regardless of vaccination status, to reduce the risk of infection for our community. This is a small action that will have a big impact on keeping students and faculty in the classroom. Reports indicate that this latest variant spreads more quickly and easily than previous iterations, and face coverings add an extra layer of protection for us all. Under the Governor's executive order, UNT cannot require students, staff or faculty to wear a face covering.
12. 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.
13. You are expected to be courteous, professional and respectful when attending class.
14. 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. 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.

- a. Per the UNT Student Attendance and Authorized Absences Policy, an absence may be excused for the following reasons:
  - i. a religious holy day, including travel for that purpose;
  - ii. active military service, including travel for that purpose;
  - iii. participation in an official university function;
  - iv. illness or other extenuating circumstances;
  - v. pregnancy and parenting under Title IX; and (see the Policy for specifics);
  - vi. when the University is officially closed by the President.
  - vii. Dean of Student's approved excuse (could be anything);
  - viii. 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—this would need to be verified by Dean of Students;
  - ix. death in the immediate family; notification from Dean of Student's office and Funeral program must be provided;
  - x. a university-excused absence: proof of participation must be provided. Arrangements must be made at least one week prior to the activity or absence.
  - xi. Doctor's appointments are **not** excused absences.

### **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 on Reading Day at 9-11am or at another arranged time between myself and you. A student is allowed 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 status of exams 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. I'm here to help!

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

Deadlines are firm. But if you know you have something coming up that will challenge your time management, please talk to me. If late submission is possible and allowed, assignments are considered late and are downgraded at the rate of 10% for each calendar day late up to 2 days late. If the Answer Key is already published, I will not accept late submissions. If you see that the assignment is available beyond the due date on Canvas, that means I will accept a late submission.

9. **Do not email assignments to me without prior permission!** Emailed assignments will not be accepted without prior arrangement and extenuating circumstances. Missing the deadline is not an extenuating circumstance.
10. 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. Also be sure you submitted the completed assignment and not the blank.
11. If I can't open the file, I can't grade it. Do not submit Google docs; the assignment tells you what formats are accepted.
12. Due Dates and Times: Unless otherwise stated on the Course Schedule below or on Canvas, all items are due at end of day 11:59pm.
13. All assessments can be found in the "Assignment" module or in the relevant "Subject" module.
14. The hours of 10pm to Midnight are extremely busy on Canvas and submissions may take a while to load. Plan ahead.
15. I may require Turnitin for some special assignments. This checks to see whether anyone else has a similar assignment.
16. 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 paraphrase 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.
- **Plagiarism** (depending on the severity) will result no credit on an assessment.
- **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 Recordings

I will try to record each class lecture. If you are sick or have an approved excuse per Student Handbook, and I receive the correct verification, I will email the link to the recording to you. I will not post all the links; they will never be made public.

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

**Hot Tip:** Keep everything you need for classes (paper, laptop, textbooks, pens, etc.) in one bag so that if we go to full remote, it is easy for you or someone else to go into your room and get all your required things for classes quickly.

### In the Classroom:

- Put belongings you won't be using under the table.
- Bring your laptop to the classroom on-site, too. You may need to work in class.
- Sanitize if you wish.

## 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

## 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.

## 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. **[4/18-5/5.]**

## Emergency Notification

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