

MDSE 4010/Global Sourcing

This document includes the following: syllabus, schedule, requirements, materials, Course Policy, UNT Policy, and Help. CMHT Policy is in a separate document.

Instructor Contact

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Virtual Office Hours: Wednesdays 8:30am-9:30am (Zoom Link: <https://unt.zoom.us/j/91034829159> or by appointment (just email me ahead of time)

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Communication Expectations: You may email directly or through Canvas. All emails must have a subject heading which includes the following: Course Number (Ex: MDSE 4010). You may expect a same day response except on weekends/holidays. Responses to emails without this subject heading may be delayed. All assignments and Course Quizzes will be graded within 5-7 days; if there is an issue that requires a longer period of time for grading, you will be notified.

Course Description

An overview of global sourcing in the textile and apparel industries and the factors affecting global sourcing from product concept to distribution with an emphasis on global issues. Major topics include the textile and apparel complex and its history, international trade and the effects of trade policy, the sourcing process, selection of sourcing locations and partners, sourcing regions of the world, and current trends*.

Course Structure

Online courses require careful time management and self-discipline; plan ahead and mark your calendars with due dates. Resources you need to study now include: Course Schedule below and the To Do List on Canvas. These will tell you what to study and when, as well as what is due and when.

Your progress is important. I will be glad to meet individually with you via Zoom to discuss materials presented in the readings or the class lectures, to help you determine your progress in the class, or other relevant purposes.

The content in this course is the same as for a full semester. However, the assignments have been modified to better accommodate the 5 week summer course. Every module has at least one assignment.

Modules 1-5 begin with history and the background information necessary to place sourcing within the correct context. The next unit of Modules 6-9 describe the steps involved in sourcing. This section is mostly practical—a “how to” approach—with practical information about trading partners. If you are interested in more advanced learning about a practical approach to global sourcing, please check out “Global Sourcing in the Textile and Apparel Industry”, 2ed. by Jung E. Ha-Brookshire. You will notice that a previous edition of this textbook is referenced in the modules. We examine trading partners for apparel and textiles in Modules 10-13. Finally, the current trends, issues and future of sourcing will be

briefly discussed in Module 14 and provide the conclusion to the semester. Module 15 is a summary and review for your convenience.

Each Module includes the following:

- **“To Do” List: what is due for each module** is summarized in the module itself and on the Course Schedule. The Course Schedule also includes warnings about upcoming items you need to accomplish long before an assignment is due. Mark these dates on your calendar.
- **Topic Introduction and Objectives:** the subject is introduced along with its importance to the field and what you are expected to be able to do at the end of the module.
- **Module Content** takes the place of a lecture; it is additional explanation of the textbook, new information and personal experiences. It may offer some additional reading, visuals and videos to help clarify points. In general, Module Content is not simply a repetition of the reading assignments—although there is some. Your knowledge of Module Content and textbook will be assessed using exams. Links provided to articles and videos are for scanning unless it specifically states that you must read/view for the quiz or assignment.
- **Assignments:** Almost every module has an assignment or two. They have been modified for summer. These are a combination of files which need to be uploaded to Canvas, or a quiz on Canvas, or a Discussion on Canvas. Most of them are ‘small bites’—practical exercises where you apply what you have learned. Get those points!
 - Although everything is due on the same day, feel free to turn in assignments before the due date and work ahead!
- **Everything is due at 11:59pm.** Canvas can be quite busy at that time. Allow time to load.

For summer, there are 15 modules with 2-3 modules per week. The content is the same as for a full semester. However, assessments have been simplified. All modules and exams will be available immediately in case you would like to work ahead. All assignments will be made available as soon as possible except for one which requires updating immediately before release. Please note the following:

- **Note that the time between the final assignment due date and the previous week is short; it would be wise to plan to work ahead.**

Course Prerequisites or Other Restrictions

Declared major in Merchandising, Home Furnishings Merchandising, Digital Retailing or Retailing, or declared minor in Merchandising or HF Merchandising; must have completed one of the following with a C or better: MDSE 2490, HFMD 2400, DRTL 2090, or RETL 2550.

Course Objectives

At the completion of this course, students should be able to:

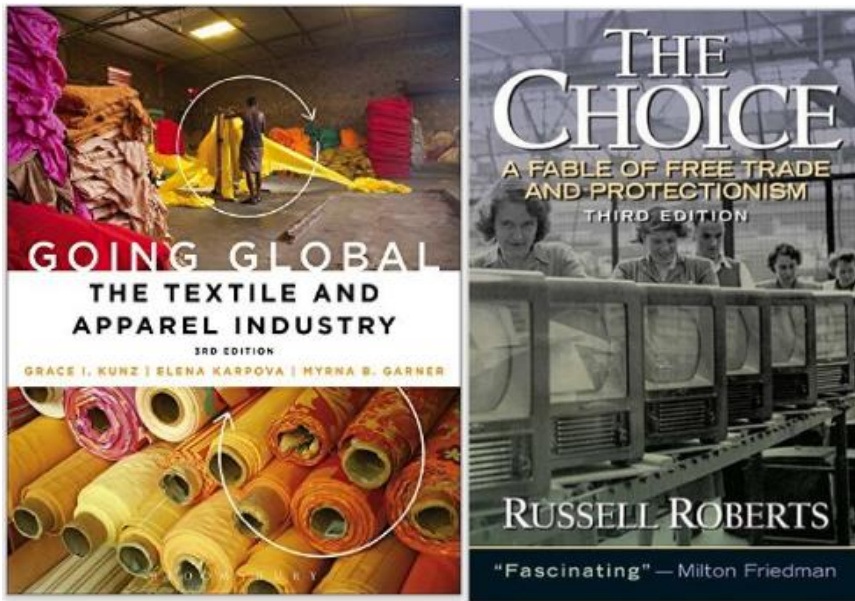
1. Discuss the breadth and depth of the textile and apparel industry complex from an historical and theoretical perspective.
2. Explain international trade and trade policy and the effects on countries with developing and developed economies.
3. Evaluate how changes in economic, social, political and cultural environments impact sourcing decisions of manufacturers, brand managers and retailers.

4. Analyze sourcing organizations to determine sourcing strategy based upon the sourcing process.
5. Describe the sourcing regions of the world including level of development, specializations and relationship with the world.
6. Identify and analyze current trends in sourcing and the implications for manufacturers, brand managers and retailers.

Materials

Required Texts (check prices online if you want, but the Campus UNT Bookstore in the Student Union will price match and will have better prices than Barnes & Noble online.):

- Kunz, G.I. (2016) *Going Global: The Textile and Apparel Industry*. (3rd ed.). New York: Bloomsbury. (ISBN: PB 978-1-5013-0730-0 (includes Studio Online Access Code with Online Tools for Study))
- Roberts, R. (2006) *The Choice: A Fable of Free Trade and Protectionism*. (3rd ed.). New Jersey: Pearson.



ISBN-13: 978-1501307300
ISBN-10: 1501307304

ISBN-13: 978-0131433540
ISBN-10: 0131433547

CMHT Global College Level Outcomes (Student Learning Objectives)

Assignment	Critical Thinking (Analytical or Theoretical)	Collaboration	Leadership (Ethical or Professional)	Global Thinking/ Perspectives	Effective Communication
Sourcing in My Closet	Analytical	X		X	X
Classify Product	Analytical				
Sustainability	Analytical	X	Both		X
Trade Theory Videos	Analytical				
Illegal Trade	Analytical		Ethical	X	
Sourcing Locations	Analytical			X	
Transit Time	Analytical			X	
Selecting Suppliers	Analytical			X	
Hot Spots	Analytical			X	X
Sourcing Strategy	Analytical		Professional	X	
The Choice	Analytical	X		X	
Sourcing a Garment	Analytical	X		X	X

Course Requirements

Course Requirements:	Points
Exams: (5@40 points) Be sure that you did not lose internet connection while taking the quiz so that your quiz was submitted in its entirety.	200
Module Assessments may be quizzes, file uploads, or discussions which vary in points and weight.	300
Course Total	500
Bonus: <ul style="list-style-type: none">• If 70% of the class completes the SPOT, 5 points will be awarded to each student in the class.• Evidence of going beyond the assignment, showing critical thought, and correctly answering bonus questions provided in assignments will be rewarded.	(5)

Grading

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 50-59%

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: **June 25-July1**

Syllabus Change Policy

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, 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 mutual agreement, and/or to ensure better learning. Students will be notified of any changes in the Announcements on Canvas.

Part	Module	Module Topics	Reading Assignment	Due Dates (at 11:59pm)
1-Introduction	1	Introduction to Global Sourcing	Kunz Chapter 1 + Module Content Begin reading "The Choice" by Russell Roberts (required for 2 assignments in Part 4).	<ul style="list-style-type: none"> • Due 6/1: Transcript: Pre-requisite highlighted (0 points) • Send out 6/4: Sustainability Survey: post/email the link to the Sustainability Survey to friends and family as soon as it is available on Canvas (located in Announcements and in Week1/Module3); it will expire at Noon on 6/11. Survey results will be published 6/12 or 6/13 in Announcements & in Part 3/Discussion: Sustainability. • Due 6/6: <ul style="list-style-type: none"> ○ File Upload: Sourcing in My Closet (20 points) ○ Quiz: Job Description (15 points) ○ Discussion (6/5*): Introduce Yourself & Sourcing in My Closet (25 points) ○ Exam 1 (Modules 1-3) (40 points)
	2	Textile & Apparel Supply Matrix	Kunz Chapter 3 + Module Content	
	3	Developing Sustainable Supply Chains	Kunz Chapter 4 +Module Content	
2-Trade	4	International Trade	Kunz Chapter 5 +Module Content	<ul style="list-style-type: none"> • Due 6/12: <ul style="list-style-type: none"> ○ Quiz: Classify Product (15 points) ○ Quiz: Sustainability (25 points) ○ Discussion (6/11*): Illegal Trade (20 points) ○ Exam 2 (Modules 4-6) (40 points)
	5	Illegal and Unethical Trade	Kunz Chapter 6 + Module Content	
	6	Sourcing Process Overview	Module Content only	
3-Practical Steps	7	Selecting Locations	Kunz Chapter 7 + Module Content	<ul style="list-style-type: none"> • Due 6/19: <ul style="list-style-type: none"> ○ Quiz: Selecting Locations (15 points) ○ Discussion (6/18*): Sustainability (25 points) ○ Quiz: Selecting Suppliers (20 points) ○ Exam 3 (Modules 7-9) (40 points)
	8	Selecting Vendors	Kunz Chapter 8 (pp. 232-256) + Module Content	
	9	Selecting Vendors	Kunz Chapter 8 (pp. 256-264) + Module Content	
4-Trading Partners	10	Trading Partners— Europe & EU	Kunz Chapter 9 + Module Content	<ul style="list-style-type: none"> • Due 6/25: <ul style="list-style-type: none"> ○ Quiz: Transit Time (10 points) ○ Quiz: The Choice (25 points) ○ Discussion (6/24*): The Choice (25 points) ○ Exam 4 (Modules 10-11) (40 points)
	11	Trading Partners— Americas & Caribbean Basin	Kunz Chapter 10 + Module Content	
5-Trading Partners & Trends	12	Trading Partners— Asia & Oceania	Kunz Chapter 11 + Module Content	<ul style="list-style-type: none"> • Due 7/2: <ul style="list-style-type: none"> ○ Quiz: Sourcing Strategy (15 points) ○ Discussion (6/29*): Hot Spots & Adventure (20 points) ○ File Upload: Sourcing a Garment (25 points) ○ Exam 5 (Modules 12-14) (40 points)
	13	Trading Partners— Middle East & Africa	Kunz Chapter 12 + Module Content	
	14	Current Trends, Issues and The Future	Module Content only	
	15	Review	Module Content only	

*You should post by this date and reply by the due date. It is not a fixed date; posting early will help everyone.

Course Policies

Assignment Policy

- **Assessments:** No assessments will be accepted by email except when arranged before the due date. Turn it in while the assignment is available or email before the due date to make arrangements if possible.
 - Assessments may cover information from the textbooks, class lectures, guest presentations, videos and any additional handouts or articles posted to Canvas by the instructor.
 - Some assessments may require the use of Turnitin.

- Due dates are final. Dates and times are specified in the assignment on Canvas and in the Course Schedule. If you did not turn in the assignment, zero (0) points will be given.
 - It is your responsibility to be sure you turned in the assignment correctly and that you did not lose Internet connection while taking a quiz or submitting an assignment, etc.
 - Always sign out and then go back to Canvas to ensure that what you submitted shows up properly. Good writing (grammar, spelling, and punctuation) is expected and not rewarded but poor writing will result in loss of points.
 - Unless otherwise specified, all assignments are to be computer generated, double-spaced, with 12-point font, one-inch margins, and page numbers. All assignments should be free of spelling, spacing, or grammatical errors and have a well-balanced, professional appearance. Cite references when deemed appropriate using APA style. If asked to write an essay, the paper should include an introduction, body, conclusion, and include headings and subheadings if needed.
 - Unless otherwise specified, ALL assignments will be turned in via Canvas – no assignments will be accepted unless it is received via Canvas in the appropriate link. Please complete all assignments as specified on Canvas. CANVAS SUBMISSIONS: **Save your files as stated in the specific assignment.**
 - Assignments which cannot be opened will receive a zero. Do not email assignments to me; do not give me hard copies. Be sure to check that the file type is compatible with Canvas before final submission onto Canvas! Remember, there may be a time discrepancy between your home computer and the Canvas system. Therefore, it is imperative to submit ALL assignments well before the cut-off time.
 - Any unoriginal work including references or quotes must be properly cited in assessments must follow APA format and style (refer to the APA Publications Manual). I can search the Internet just as easily as you can. Do your own work.
 - **Grades:** See Gradesheet for exact amount of the value for each assignment.
 - **Calculate Grade:** If you want to talk about grades, complete the “Calculate My Grade” spreadsheet and email it to me with a request to meet. Do not rely on Canvas to give the correct total. Always do the math yourself or use the Gradesheet provided on Canvas. If your current point total is 230 points and currently 250 points are possible, then: $230/250 = .92 \times 100 = 92\% = A$.
 - **3 Days:** After the grade has been posted to Canvas, students have 3 days to discuss the grade. After that, there will be no discussion. Do not expect concessions to be made at the end of the semester.
 - **Bumping** to the next grade letter: If you are at 59%, 69%, 79% or 89%, i.e. “on the bubble”, I will consider ‘bumping’ your grade after reviewing whether all assignments were completed, turned in on time, and were correctly formatted. Discussions need excellent participation showing critical thought.
 - **Excuses:** I only accept University-approved excuses. People with prolonged hospitalizations and illnesses, serious accidents, etc. should provide appropriate documentation to the Dean of Students.
- Technical help:** If you have questions about Canvas or computers or internet access, call the Student Helpdesk. Do not tell me that “Canvas didn’t do its job!” It is your responsibility to ensure that your assignment uploads properly.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide

an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Late Work

If the Due Date and the Availability Date are the same on Canvas, then no late work will be accepted. If the Due Date and the Availability Date of the assessment are not the same, then every day the past the Due Date (late) will result in a 10% deduction. UNT instructors have the prerogative to accept or not to accept late work. I may allow 1-3 late days. Discussions cannot be late. Turning in an excellent assignment one day late is likely to be better than turning in a poor assignment or not turning in the assignment at all. Get those points!

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.

Do you know the penalties of academic dishonesty?

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

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: o 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.

--**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.

ADA Policy

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

Emergency Notification & Procedures

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

Access to Information - Eagle Connect

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

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking 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) 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.

Technical Requirements & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- 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 online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or 😊.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link

to or adapt tips from this webpage for students, [“How to Succeed as an Online Student”](#) (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

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

Student Support Services

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>)

Other student support services offered by UNT include

- [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/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)