

MDSE 4010 Global Sourcing (Online Course)

Instructor: Mrs. Kristina Bruder

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Virtual Office Hours: Monday 8:30am to 9:30am; Wednesday 8:30pm to 9:30pm or by appointment

Communications: All emails must have a subject heading which includes the following: Course Number and Section (Ex: MDSE 4010-002). You may expect a same day response except on weekends/holidays. Emails without this subject heading may not be answered in a timely manner.

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.

Prerequisite(s): 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. Students must email transcript to kristina.bruder@unt.edu by **6/6 @ 11:59pm**; please highlight the relevant course(s) on the transcript.

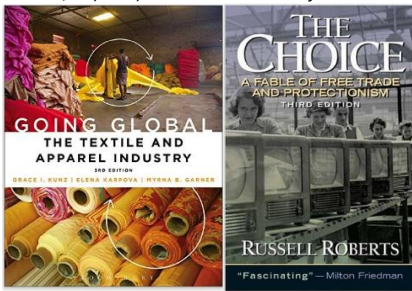
Objectives:

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

- Discuss the breadth and depth of the textile and apparel industry complex from an historical and theoretical perspective.
- Explain international trade and trade policy and the effects on countries with developing and developed economies.
- Evaluate how changes in economic, social, political and cultural environments impact sourcing decisions of manufacturers, brand managers and retailers.
- Analyze sourcing organizations to determine sourcing strategy based upon the sourcing process.
- Describe the sourcing regions of the world including level of development, specializations and relationship with the world.
- Identify and analyze current trends in sourcing and the implications for manufacturers, brand managers and retailers.

Required Texts:

- 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

* 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.

Course Structure: Online courses require careful time management and self-discipline. Use the Course Schedule to determine what module to study, what to read and what is due for each week. Modules 1-5 begin with history and the background information necessary to place sourcing within the correct context. An understanding of history will help you know what to anticipate for the future. The next unit of Modules 6-13 describe the steps involved in sourcing. This section is mostly practical—a “how to” approach—with practical information about trading partners. Finally, the current trends, issues and future of sourcing will be briefly discussed and provide the conclusion to the semester (Module 14). Module 15 is a summary and review for your convenience. The course is structured using a new module for each topic. For summer, due to the shortened nature, all modules and quizzes will be available immediately in case you would like to work ahead; they are also organized by week. Assignments will also open early so you may work ahead but may be revamped each semester and so might not be immediately available when the course opens (but they will be posted as soon as possible). Each Module includes the following:

- **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 repetition. Your knowledge of Module Content will be assessed using quizzes and the Comprehensive Final Exam. Note that the modules are open and are accessible ahead of time in case you wish to work ahead.
- **A “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. It is recommended that you use the Course Schedule for marking dates on your calendar.
- **Links** to the Assignments, Quizzes and Discussions for the week.

For summer, please note the following:

- The Course Requirements explain what is required and a summary of when each item is due.
- The Course Schedule includes a list of what must be started and completed in the week. Anything in red font is a caution—something you need to begin doing along with ensuring that you complete what is due.
- The due dates are ‘hard and fast’; no late anything...I will need the time to grade and will not be able to wait for late assignments.
- Note that the time between the final assignment and the previous week is short; it would be wise to plan ahead because the final assignment is large.

Course Requirements:	Points	Due Dates
<p>Course Quizzes (16 quizzes): the quizzes are intended to help you understand what is important to know; pay attention to the fact that questions come from module content online <u>and</u> from the textbook. Module 1 includes a Syllabus Quiz (10 points), 50 Miles Survey (10 points) and Module Quiz (20 points); the remaining Modules include one Course Quiz each for 20 points (total of 14 Course Quizzes). Links to the quizzes are in the modules. They are labeled with the Module #. You may use your book; you may take as long as you like, and you may take it up to 3 times; Canvas will record your highest number of points earned. Note that because there is a pool of 50 or more questions possible for each quiz from which your questions are selected randomly, you may wish to take the quizzes more than once. The number of questions may vary (thus questions may be worth 1 point or 2 points or 0.5 points). The quiz will not be available on Canvas after the due date; no late quizzes will be allowed. These quizzes are also your review and study guide for the Comprehensive Final Exam. You will be able to access completed quizzes with correct answers before the Final Comprehensive Exam. <u>Be sure that you did not lose internet connection while taking the quiz so that your quiz was submitted in its entirety.</u></p>	300	<p>Syllabus Quiz (10 points) = 6/11 @ 11:59pm 50 Miles Survey (10 points) = 6/11 @ 11:59pm Modules 1-3 Quizzes (60 points) = 6/11 @ 11:59pm Modules 4-6 Quizzes (60 points) = 6/16 @ 11:59pm Modules 7-9 Quizzes (60 points) = 6/23 @ 11:59pm Modules 10-12 Quizzes (60 points) = 6/29 @ 11:59pm Modules 13-14 Quizzes (40 points) = 7/5 @ 11:59AM</p>
<p>Module Assignments (5 assignments): some assignments require an upload or a quiz or a discussion or any combination of the three. Be sure that you read the assignments carefully. The links to all items which you must complete are located in the first module for each week. These are modules 1, 4, 7, 10 and 13.</p>	340	<ul style="list-style-type: none"> • Sourcing in My Closet (60 points) = 6/11 @ 11:59pm • Classify Product (50 points) = 6/16 @ 11:59pm • Sustainability (50 points) = email link by 6/12; see assignment for other guidelines for due dates; everything must be completed by 6/23 @ 11:59pm • The Choice (60 points) = 6/29 @ 11:59pm • Practical (120 points) = 7/4 @ 11:59pm
<p>Discussions (5 Forums): the link for each is in the first module for each week (Modules 1, 4, 7, 10, 13).</p>	260	<ul style="list-style-type: none"> • Introduce Yourself (20 points) = 6/6 @ 11:59pm • Sourcing in My Closet (50 points) = 6/11@11:59PM • Sustainability (60 points) = 6/23 @ 11:59pm • The Choice (50 points) = 6/29 @ 11:59pm • Practical/Current Events (80 points) = 7/4 @ 11:59pm
<p>Comprehensive Final Exam: 100 questions covering the entire semester; the questions will be generated randomly from the large pool of course quiz questions; no one will have the same exam; you will be allowed to go back to previous questions to add or change an answer; it is likely you will see many of the same questions from the course quizzes and a few new ones; the questions will be multiple choice and True/False; it will be on Canvas. The exam is timed for 120 minutes at which time it will automatically submit your answers.</p>	100	<p>7/6: available on Friday 7/6 from 11:59AM to 11:59PM (timed test, 2 hours); must be completed by 11:59PM (whether you used the full 2 hours or not, so start no later than 9:59pm if you want the full 2 hours).</p>
Course Total	1000	
<p>Bonus: If 80% of the class completes the SPOT, 15 points will be awarded to each student in the class.</p>	(15)	Check your UNT email.

Course Schedule: Global Sourcing (online)

Week	Module	Module Topics	Reading Assignment	What is Due and When:
1-Introduction	1	Introduction to Global Sourcing	Kunz Chapter 1; Module Content	<ul style="list-style-type: none"> • Transcript: Pre-requisite highlighted; due 6/6@11:59pm • Discussion: Introduce Yourself; due 6/6@11:59pm • Assignment: Sourcing in My Closet? • Discussion: Sourcing in My Closet? • Quizzes: <ul style="list-style-type: none"> ○ Syllabus ○ 50 Mile Survey ○ Module 1 ○ Module 2 ○ Module 3 <p>Except for Transcript and first Discussion, due 6/11 at 11:59pm.</p>
	2	Textile & Apparel Supply Matrix	Kunz Chapter 3; Module Content	
	3	Developing Sustainable Supply Chains	Kunz Chapter 4; Module Content <i>Read the Week 4 "The Choice" Assignment: begin reading.</i>	
2-Trade	4	International Trade	Kunz Chapter 5; Module Content	<ul style="list-style-type: none"> • Assignment: Classify Product • Email the link to the Sustainability Survey to friends and family as soon as it is available; it will expire at Noon on 6/15. • Quizzes: <ul style="list-style-type: none"> ○ Module 4 ○ Module 5 ○ Module 6 <p>All due by 6/16 at 11:59pm.</p>
	5	Illegal and Unethical Trade	Kunz Chapter 6; Module Content	
	6	Sourcing Process Overview	Module Content only <i>Read the Week 3 Sustainability Assignment.</i>	
3-Practical Steps	7	Selecting Locations	Kunz Chapter 7; Module Content	<ul style="list-style-type: none"> • Assignment: Sustainability • Discussion: Sustainability • Quizzes: <ul style="list-style-type: none"> ○ Module 7 ○ Module 8 ○ Module 9 <p>All due by 6/23 at 11:59pm.</p>
	8	Selecting Vendors	Kunz Chapter 8 (pp. 232-256); Module Content	
	9	Selecting Vendors	Kunz Chapter 8 (pp. 256-264); Module Content	
4-Trading	10	Trading Partners—Europe & EU	Kunz Chapter 9; Module Content	<ul style="list-style-type: none"> • Assignment: The Choice • Discussion: The Choice • Quizzes: <ul style="list-style-type: none"> ○ Module 10 ○ Module 11 ○ Module 12 <p>All due by 6/29 at 11:59pm.</p>
	11	Trading Partners—Americas & Caribbean Basin	Kunz Chapter 10; Module Content	
	12	Trading Partners—Asia & Oceania	Kunz Chapter 11; Module Content	
5-Conclusion	13	Trading Partners—Middle East & Africa	Kunz Chapter 12; Module Content	<ul style="list-style-type: none"> • Assignment: Practical (due 7/4 at 11:59pm) • Discussion: Practical/Current Events (due 7/4 at 11:59pm) • Quizzes (due 7/5 at 11:59PM): <ul style="list-style-type: none"> ○ Module 13 ○ Module 14 • Final Comprehensive Exam: available on Friday 7/6 from 11:59AM to 11:59PM (timed test, 2 hours); must be completed by 11:59PM.
	14	Current Trends, Issues and The Future	Module Content only	
	15	Review	Module Content only	

Course Policies:

Grading:

- **Due dates** are final; nothing will be accepted late. Dates and times are specified in the assignment on Canvas and in the Course Schedule. It is your responsibility to make sure everything is turned in at the correct time as posted on Canvas.
 - 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.
 - After the grade has been posted to Canvas, students have 5 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.
 - If you are at 59%, 69%, 79% or 89%, i.e. “on the bubble”, I will consider ‘bumping’ your grade after reviewing whether assignments were completed, turned in on time, and were correctly formatted.
- **DISCLAIMER: Do not rely on Canvas to give the correct grade average.** Always do the math yourself; it is very simple math. If your current point total is 230 points and currently 250 points are possible, then: $230/250 = .92 \times 100 = 92\% = A$.
- Grades are not curved. 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 and below

900-1000 = A
800-899 = B
700-799 = C
600-699 = D
599 and below = F

Commented [LV1]: Took out “telephone”.

Assessments will include quizzes, assignments and a comprehensive exam. You are responsible for taking and completing all assessments.

- Assessments may cover information from the textbooks, class lectures, guest presentations, videos and any additional handouts or articles posted to Canvas by the instructor.
- Final Exams will not be given early.
- People with prolonged hospitalizations and illnesses, serious accidents, etc. should provide appropriate documentation to the Dean of Students.
- No late assignments will be accepted. There is plenty of time to read, take the quizzes and complete the assignments in a timely manner.

Submitting assignments:

- 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 and 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.** ONLY submit Word files (docx, doc), pdf files, Power Point files (ppt), xls and jpeg files via Canvas. ALL other types of files will not be accepted because they cannot be opened! **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 the file type 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).
- It is your responsibility as a student to ensure that assignments are properly posted/uploaded to Canvas. If it's not there, it can't be seen and it can't/won't be graded.
- If you have questions about Canvas, call the Helpdesk. Do not tell me that “Canvas didn't do its job!” It is your responsibility to ensure that your assignment uploads properly.
- UNT POLICIES: *Please refer to the UNT Faculty Handbook or your department regarding the Student Code of Conduct Policy.*

College of Merchandising, Hospitality & Tourism

Syllabus Statements

Summer 2018

Do you want to graduate on time?

- A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Advisors help you sequence courses correctly for an “on time” graduation. Ultimately, it is a student’s responsibility to ensure they have met all prerequisites before enrolling in a class.
- Students who have not met prerequisites will not be allowed to remain in a course.
- Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Have you met with your advisor?

- ALL students should meet with their Academic Advisor at least one time per semester (Fall & Spring). Update your degree plan regularly to stay on track for a timely graduation.
- All new freshman and transfer students are REQUIRED to meet with their Academic Advisor for their first 2 semesters to receive an advising code to register for classes for the next semester.

Advising Contact Information (Chilton Hall 385 – 940.565.4635)

Major	Last Name	Advisor
Consumer Experience Management	A-Z	Kelly Ayers
Digital Retailing	A-L M-R S-Z	Jaymi Wenzel Jon Bartlett Philip Aguinaga
Home Furnishings Merchandising	A-Z	Kelly Ayers
Hospitality Management	A-L M-Z	Jaymi Wenzel Philip Aguinaga
Merchandising	A-L M-Z	Amanda Johnson Jon Bartlett
Retailing	A-L M-Z	Amanda Johnson Jon Bartlett

Could you be dropped from your courses?

- It is imperative that students pay for all enrolled classes. **Please check your online schedule daily through the 12th class day to insure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc.
- **Students cannot be reinstated for any reason after the 12th class day regardless of situation.** It is the student’s responsibility to ensure all payments have been made.

Are you receiving financial aid?

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total attempted hours per semester.

- Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

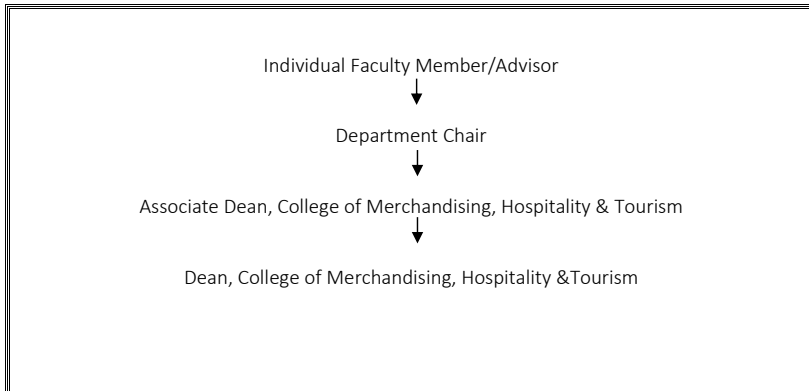
Do you know these important dates in Summer 5W1 2018?

Summer 2018 - 5W1 Term

Date	Event
June 4, 2018	First Class Day
June 8, 2018	Make-up day for July 4
July 4, 2018	Independence Day (no classes; university closed)
July 5, 2018	Last Class Day
July 6, 2018	Finals

Do you know who to contact for a course-related or advising issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Do you know the penalties of academic dishonesty?

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. 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 and possibly from the course (e.g., use of unauthorized assistance to take the exam; acquisition without permission of the test).
- **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 automatic failure from the course.
- **Plagiarism** (depending on the severity) will result no credit on an assessment or failure from the course.
- **Fabrication** or inventing any information, data or research as a part of an academic exercise will result in no credit on an assessment or failure from the class.
- **Facilitating Academic Dishonesty** or assisting another in the commission of academic dishonesty will result in failure from the class (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.

Do you know behavioral expectations for students enrolled in this course?

- Students are expected to be respectful of others, i.e., other students and faculty. 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 may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNT's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing

on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on how the course is taught. Student feedback is important and is essential as we strive for excellence.

Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluations will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. *Please check the calendar early in the semester to know our exam schedule.*

Are you thinking about dropping course?

- **A decision to drop a course may affect your current and future financial aid eligibility.** Visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. Talk to your academic advisor or Student Financial Aid if you think about dropping a course.
- A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

Do you know what you may be missing?

- Your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information.
- The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

Are you considering transferring a course to meet UNT degree requirements?

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence *must have prior advisor approval.*

Are you an F-1 visa holder?

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 must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

- o 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 Advising Office. The UNT International Advising Office 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, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.**

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu.
- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.

In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure. **IN THE EVENT OF AN EMERGENCY OR UNT CLOSURE, I WILL CONTACT YOU THROUGH BLACKBOARD; PLEASE CHECK BLACKBOARD "Announcements" FREQUENTLY FOR INFORMATION.**

ACCESS & NAVIGATION

Minimum Technical Skills Needed:

Examples include:

Using the learning management system

Using email with attachments

Creating and submitting files in commonly used word processing program formats

Copying and pasting

Downloading and installing software

Using spreadsheet programs

STUDENT TECHNICAL SUPPORT

The University of North Texas [UIT Student Helpdesk](#) provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565.2324

In Person: Sage Hall, Room 130

Our hours are:

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

RESOURCES

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Canvas Learn on the "Academic Support" tab.

Voluntary Product Accessibility Template (VPAT) Canvas Learn Release 9.1

The [Voluntary Product Accessibility Template](#)[®], or VPAT[®] documents Canvas Learn 9.1's conformance with the accessibility standards under Section 508 of the Rehabilitation Act (29 U.S.C. '794 d), as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998.