

	University of North Texas College of Information Department of Learning Technologies Entrepreneurship and Performance Improvement Spring 2024
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Course Information

Hello, welcome to LTEC 4050/5650! I am Dr. Karen Johnson and I will be your instructor for Entrepreneurship and Performance Improvement. Small businesses are the backbone or engine of most economies. One aspect of my research focuses on entrepreneurial leadership in small and medium enterprises (SMEs), specifically in the tourism and hospitality sector that is dominated by micro enterprises and small businesses creating job opportunities for entrepreneurs and numerous employees.

- LTEC 4050/5650 – Entrepreneurship and Performance Improvement (3 credit hours)
- There will be NO face-to-face campus meetings for this course. Communication will consist primarily of asynchronous discussion postings. Some online synchronous meetings might be scheduled at specific times/dates with student input.

Instructor Contact Information

- Name: Karen R. Johnson, PhD
- **Office Location:** Discovery Park, Suite G150
- **Office phone number:** (940) 565-3174
- **Email address:** Karen.Johnson@unt.edu
- **Virtual Office hours:** By appointment only

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None.

Course Description/Purpose

The role of small business and its relationship to performance improvement in the economy will be discussed along with the advantages and pitfalls of business ownership. Small business planning and operation will be explored through the development and use of technology. Cases will be used for students to identify challenges encountered in the business growth process and potential solutions will be developed while applying their learning.

Materials - Text, Readings, and Supplemental Readings

Byrd, M. J. (2018). *Small business management* (8th ed.). McGraw Hill: New York.

Format

The course will be offered 100% online in a 16-week format using Canvas accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate and progress together within each scheduled week.

Learning Expectations

In order to learn the important concepts, theories and people, the students will be asked to be active learners and take initiative to conduct research and share resources. Students will also be asked to examine their readings and resources critically.

Goals and Objectives

At the end of this course students will be able to successfully:

1. Explore the role of small businesses in economies.
2. Plan and organize a small business.
3. Explain marketing strategies for good or service.
4. Manage and operate the business start-up.
5. Manage basic financial planning and control.
6. Explore the regional or state Small Business Administration (SBA) office to find out about the resources offered in your area.

Teaching Philosophy

As an educator, my primary role is to facilitate the learning process by inspiring learning and empowering students to be responsible for their own learning and to develop their skills and abilities to achieve their career goals. I integrate multiple instructional strategies to meet the diverse learning needs of students. To engage students in the learning process, I utilize a variety of learning activities and performance assessments to motivate, challenge, and fully assess student learning that will promote critical and creative thinking, analytical abilities, problem solving, and team building skills. I foster a learning community using the discussion board and synchronous meetings for students to engage with the subject, their peers, and myself. I outline clear goals and expectations reflected in course syllabi and schedule. I develop grading rubrics for assignments as guideline for required expectations and I take the time to provide meaningful and timely feedback to students while allowing the opportunity to reflect upon and improve their work. I also create a respectful, safe, and fair environment conducive for learning.

Technical Requirements/Assistance

The University of North Texas has a Student Help Desk that provides student technical support in the use of Canvas or other technology issues.

[UIT Help Desk \(Website\)](#)

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Walk-In Availability:

- Monday – Thursday: 8 am – 6pm
- Friday: 8 am – 5 pm

Phone, email, ticket, or chat support hours:

- Monday-Thursday: 8am- midnight
- Friday: 8am-5pm
- Saturday: 9am-5p
- Sunday: 12pm-midnight

Laptop Checkout:

- 8am – 7 pm (last checkout is at 4 p.m.)
- Monday through Friday
- Pick up and return: Sage Hall, Room 330D

Minimum Technical Skills Needed

- Computer access
- Reliable internet access
- Speakers
- Microphone
- Microsoft Office Suite
- [Canvas Technical Requirements](#)

Computer Skills & Digital Literacy

Course-specific technical skills that learners must have to succeed in the course:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using a drop box
- Using Office Suite

Netiquette

Netiquette, or online etiquette, refers 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 [Netiquette Guidelines for Online Courses \(PDF\)](#) for more information.

Success in the Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. For information on successfully online participation, please, read [How to Succeed as an Online Student](#).

Getting Help

Student Support Services

- [Registrar](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Multicultural Center](#)
- [Counseling and Testing Services](#)
- [Student Affairs Care Team](#)
- [Student Health and Wellness Center](#)
- [Pride Alliance](#)
- [Succeed at UNT](#)
- [Office of Disability Access](#)
- [Code of Student Conduct](#)

Academic Support Services

- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)

- [Writing Lab](#)
- [MathLab](#)
- [UNT Learning Center](#)
- [UNT Writing Center](#)

Communicating with your Instructor

If you need to reach me, please email via the message option in Canvas for the course. If the matter demands communication other than email, I will be happy to meet with you via a convenient and appropriate mode of contact whether phone (940-565-3174 - Office) or Zoom. If I do not respond to you within two-three business days, please resend your message. Your email might have been unintentionally overlooked or was not received at all. I will try my best to respond to any queries/concerns you may have within 2-3 business days. All assignments are due on a Monday. Assignments will be graded and returned to you within approximately seven business days. Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as email via Canvas. Students should consider the communication parameters with regard to assignment due dates. Please do not wait until the “last minute” for clarification on assignments. I might not be able to respond to you in such quick turn-around before the assignment becomes due. Also keep in mind that you can encounter unforeseen problems with your Internet provider, software, or hardware. Pace yourself well as you work on assignments.

Assessment & Grading

In most cases, students will receive feedback on their course projects and assignments within 7 business days of the posted due date. If feedback cannot be provided within this timeframe, the instructor will notify students when they should expect to see feedback. See course calendar on syllabus for assignment due dates. Grades will be determined as follows:

Assessments

Assignment	Points Possible	Percentage of Final Grade
Case Study 6 @ 30 pts each	180 points	25%
Business Plan 7@ 30 pts each	210 points	30%
Final Business Plan @100 pts	100 points	15%
Group Discussions 7 @ 30 pts each	210 points	30%
Total Points Possible	700 points	100%

Grading

Grading Scale	
90-100 (630-700 points)	A
80-89 (629-560 points)	B
70-79 (559-490 points)	C
60-69 (489-420 points)	D
Below 60 (419 points and below)	F

All late assignments will be penalized 10% unless you contact me in advance and we agree to an alternative arrangement.

CALENDAR

Module	Week	Readings	Assignment	Possible Points	Due Date
	Week 1 Jan 17 - 21	Welcome/ Introductions and Course Overview	Discussion 1 Introduction and business idea Graduate Students' business idea must be related to learning/educational technology	30	Jan 22
1	Week 2 Jan 22 – Jan 28	The Role of Small Businesses and Starting Your Own Chapter 1: Starting Your Own Business Chapter 2: Family-Owned Business Video: Shark Tank Jump Start Your Business	Case 1 Plan 1	30 30	Jan 29 Jan 29

		Video: Shark Tank's Top 5 Business Tips for Entrepreneurs			
2	Week 3-4 Jan 29 – Feb 11	Forms of Small Business Ownership and Business Ethics Chapter 3: Forms of Ownership of Small Business Chapter 4: Maintaining Good Government Relations and Business Ethics Chapter 5: Create, Buy, or Franchise a Business	Case 2 Discussion 2 Plan 2	30 30	Feb 5 Feb 5 Feb 12
3	Weeks 5-6 Feb 12 – Feb 25	How to Plan and Organize a Small Business Chapter 6: Planning, Organizing, and Managing a Business Video: How to Write a SWOT Analysis Video: Analyzing Your Business Using SWOT	Discussion 3 Plan 3	30 30	Feb 19 Feb 26
4	Weeks 7-8 Feb 26 – Mar 11	How to Market, Promote, and Distribute Your Goods and Services Chapter 8: Developing Marketing Strategies Chapter 9: Promoting and Distributing Video: Helpful Tips on Entrepreneurship Marketing Spring Break March 11-15	Case 3 Discussion 4 Plan 4	30 30 30	Mar 4 Mar 4 Mar 8
5	Weeks 10-11 Mar 19 – Apr 1	How to Manage and Operate the Business Chapter 10: How to Obtain and Manage Human Resources and Diversity on Small Companies Chapter 11: How to Maintain Relationships with Your Employees and their Representatives	Case 4 Discussion 5 Plan 5 Informal Interview Assignment for Graduate Students ONLY	30 30 30 50	Mar 18 Mar 18 Mar 25 Mar 25

6	Weeks 12-13 Apr 2 – Apr 15	Operating Systems Chapter 12: Obtaining and Laying Out Operating Facilities Chapter 13: Purchasing, Inventory and Quality Control	Case 5 Discussion 6 Plan 6 Business Pitch for Graduate Students ONLY Zoom Meeting April 9 @ 6:00 pm for all students	30 30 30 30	Apr 1 Apr 1 Apr 8 Apr 8
7	Weeks 14 Apr 16 – Apr 22	Basic Financial Planning and Control Chapter 7: How to Obtain the Right Financing for Your Business Chapter 14: Basic Financial Planning Video: Winning Shark Tank Pitches	Case 6 Discussion 7 Plan 7	30 30 30	Apr 15 Apr 15 Apr 22
8	Weeks 15 & 16 Apr 23 – May 6	Risk Management Chapter 16: Risk Management, Insurance, and Crime Prevention This assignment is optional. You can earn up to 20 bonus points.	Plan 8 Extra Credit Activity	100	Apr 29 May 6
			Total Possible Points (excluding assignments specifically for graduate students ONLY)	700	

Total possible points for graduate students: 750.

Assignments

Case Study

You are required to complete a total of 6 case study assignments at thirty (30) points each. Case study assignments **MUST** reflect your course readings to demonstrate knowledge gained from the course as well as application of your new learning. In other words, do not just state your opinion but demonstrate that you have read and apply your knowledge through critical thinking and problem-solving skills. You are expected to include citations from the text to support what you write in response to each case. Your response **per case** should be approximately one (1) page, double spaced, 12-point font, and submitted as a Word document. If you are assessing two cases, you should have at least 2 pages in total (one page per case). Case study assignments are due on Mondays. See course schedule.

Business Plan

Your business plan assignment will be submitted in seven parts with each part totaling 30 points. A final comprehensive plan, combining all the parts, with revisions as recommended will be submitted at the end of the semester. This final plan is worth 100 points. You will develop a plan around your idea of a business. See the workbook section in the back of your text and use as an example of a business plan as you meet the requirements for each module. You are also expected to contact the regional or state Small Business Administration (SBA) office and request materials for developing a business plan. Your plan should be used as a tool to start, run, and grow your business and therefore should be carefully and thoroughly laid out. **Your work must be substantive, well planned, clearly written, detailed enough, and grounded in course materials/readings to be able to earn maximum points. Always state the nature of your business for each part of the plan assignment.** There are a number of you in the class and that will help to easily identify you and your business idea. Business plan assignments are due on Mondays. See course schedule.

Discussions

There are seven discussions at 30 points each. You will form discussion groups. You are required to share your ideas with your group about your plan for your business or to discuss cases relevant to the module. You must provide substantial feedback to at least two of your peers (or potential entrepreneurs). Your business and your plan for your business should be of such that others will want to invest in it. You should also want to invest in your peers' business(es) as well. These discussions are intended to be conversational so please do not wait until the last day the discussion is due to become involved in the conversation. Read all your peers' postings and respond to their ideas. Check in at least 3 times per week to add your comments/feedback. You will lose points for joining the discussion late. Your groups are designed to be small to easily facilitate conversation and sharing with each other. See course schedule.

For every discussion assignment, you must post your response to the questions by the Friday prior to the due date which is always a Monday. This gives your peers the opportunity to read and respond to your posts. Your responses to your peers' posts are due on the Monday, the designated due date.

Bonus Points

You will each have \$100,000.00 to invest in one or more of your peers' businesses, hypothetically speaking :-) BUT this should be taken seriously. At the end of the semester you can gain up to 20 bonus points by clearly stating which of your peers' businesses you plan to invest in and solid reasons for choosing those business (es).

Informal Interview Assignment for Graduate Students ONLY

Imagine that you are a news reporter and you are asked to cover the story of an entrepreneur. The goal of this assignment is to allow graduate students to gain an in depth understanding of the entrepreneurial venture as well as knowledge of how the entrepreneur does business. It is important to probe by asking questions that get beyond the surface to gain insights about the person. For example, you may need to ask 'why' to gain the understanding you are seeking. In addition to the questions below, you should formulate 3 questions of your own. These questions must be linked to materials covered in class. **Email instructor 3 questions for approval before conducting the interview.** If you do not seek instructor approval on the questions you will lose points. When contacting the potential interviewee, introduce yourself by stating you are (student at UNT taking Entrepreneurship course) and say that you would like to find out more about what it is like to be an entrepreneur. Also, say this should not take more than 10 minutes of your time. Be sure to thank the person once the interview is finished. Questions should include but not limited to:

- State details of whom (background – education/training), when, where, why (did you choose this individual), and what (is the business)?
- What motivated you to start this business?
- What are challenges of operating a small business?
- What do you like most about being an entrepreneur?
- What role does technology play in your business?

The interview should be conducted via the telephone or other electronic media. Take careful notes during the interview. You will reflect on the interview and your notes and in a 3-4 page double-spaced paper as you share your findings. **In the final paragraph, state what you learned from the interview and how you have been inspired (or not) to start your own business someday. Interviewees name must be kept confidential and must NOT be included in the assignment.** This assignment is worth 50 points.

Entrepreneur Business Pitch for Graduate Students ONLY

Graduate students will present their business pitch via video recording to be submitted in the grade center in Canvas. In addition, there will be a Zoom meeting for you to also deliver your business pitch to your peers. See the schedule for the date assigned for the Zoom meeting. An important part of being an entrepreneur is to be able to make a pitch or make the case for product or service you intend to sell. An entrepreneur should be prepared to pitch the business at any time. It should be short concise, clear, and interesting. With a successful business pitch, you may earn a possible investor. Key elements of a successful pitch include: brief description of products/service, target market for product/service, projected earnings you anticipate from product/service, personal history of qualifications/achievements,

value of your product/service and what makes it unique/superior. Your pitch should be a total of 90 seconds. This assignment is worth 30 points and you will be graded for effectiveness of presentation.

Course Evaluation

Students will be asked to complete the SPOT evaluation found at my.unt.edu at the end of the semester.

Course Policies

Late Work

All course-related assignments are expected to be submitted on time. Any assignments not turned in by the stated deadline will receive a 10% reduction in the final grade received for the late assignment except in extreme cases and with instructor permission. A grade of zero will be assigned if assignments are not submitted and there is no prior communication and arrangement made with the instructor. If there are questions concerning a late policy, please contact your instructor.

Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician indicating that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an INC or to DROP this course based on a medical emergency CAN NOT be granted after the medical emergency. Of course, all requests must meet standard university policy.

Incomplete Grade Information

The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please visit the UNT website for more information on [incompletes](#). Per UNT policy, a grade of Incomplete can only be awarded to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

Turnitin Notice

Students may be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. If your instructor requires you to use this service, please remove your title page and other personal information prior to submitting your assignment to Turnitin.

Course Communications

In this class, we will use online discussions to discuss concepts and topics found in the coursework. Remember to use the proper rules of netiquette when on the forum. There is a real person reading your

posts on the other end of the Internet connection, so please be respectful in your responses even when you disagree.

[Instructor Responsibilities and Feedback](#)

The instructor will respond to email and discussion board posts with 48 hours during the work week. Email is not responded to over weekends and university holidays. Class assignments are typically graded within one week. If a delay is anticipated an announcement will be sent to the class. Papers and large projects are graded within two weeks.

[Syllabus Change Policy](#)

If changes in the syllabus are made after the first week of the semester, an announcement will be sent in Canvas to all students.

[Copyright Notice](#)

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at the [Copyright \(website\)](#).

[Information for LTEC Web-based Courses Required](#)

Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well:

- Microsoft Word
- Microsoft Excel
- Microsoft Access

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course.

Canvas is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing.

In addition, upon starting this or any LTEC Canvas course, students should review the “Check Browser” link in Canvas and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

Communication Parameters:

Students should contact the instructor via the instructor's preferred communication. Instructors will attempt to respond to student emails within five business days. Business days do not include weekends or holidays.

Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Canvas email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates.

Please be aware that instructors will not be able to respond to “last minute” requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses

- Access course web page and initiate contact with instructor within the first week of the semester.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to your UNT email account (EagleConnect).
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the “Sequence of Tests, Papers, and Activities” section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See “*Course Attendance and Participation*” section for more information.

All students should activate and regularly check their Eagle Mail (e-mail) account. Eagle mail is used for official communication from the university to students. Many important announcements for the University and college are sent to students via Eagle Mail. For information about Eagle Mail, including how to activate an account and how to have Eagle Mail forwarded to another e-mail address, visit [EagleConnect Email System](#).

Information for ALL LTEC Courses Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.

Honesty and Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

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. [Insert specific sanction or academic penalty for specific academic integrity violation.

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. You are encouraged to become familiar with the university's Student Standards of Academic Integrity policy.

Of particular interest are the following terms:

- **Cheating** – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for creditor hours.
- **Plagiarism** – the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement.
- **Fabrication** – intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [Office of Disability Access \(website\)](#).

In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Equal Opportunity Office, Room 203, Administration Building, 940.565.2456. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 324, Union, 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 Blackboard 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](#) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [myUNT Account](#). 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](#).

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 \(email\)](#) 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 or [email](#).

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 [Survivor Advocates \(email\)](#) 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 [Title IX Coordinator Email](#) 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. 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 [international advising \(email\)](#)) 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 \(PDF\)](#)

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 presentation, 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.