

## MANAGEMENT 3860 – HUMAN RESOURCE MANAGEMENT

University of North Texas - G. Brint Ryan College of Business

Spring 2026

**Instructor:** Ken Meyers – Department of Management  
**Email:** [Kenneth.Meyers@unt.edu](mailto:Kenneth.Meyers@unt.edu), **Please add MGMT 3860 in the subject line**  
**Office Hours:** Virtual (via Zoom, [click here](#)) on Wednesday from 10:00 AM - 12:00 PM CT.

**Please contact me directly through Canvas messaging.** I check messages on a regular basis, Monday through Friday, and typically respond within 24 hours or less. However, there may be times when it takes longer to respond, particularly on holidays and weekends.

I will share quick news, course updates, reminders, module highlights, and assignment debriefs with the class using the Announcements tab in Canvas. **Please check this section at least twice a week.** I will share other pertinent information about jobs and university events via Canvas messaging. **If you need assistance, please do not hesitate to contact me.**

### COURSE DESCRIPTION

**Human Resource Management** (MGMT 3860, 3 credit hours) is a junior-level survey course designed to inform and educate general managers as to the central importance of human resources in achieving organizational success. Accordingly, there is an emphasis on relating technical content from major areas within HRM, such as staffing, compensation, training, labor relations, and health and safety, to the interests and perspectives of general managers. The intent is to provide you, whether general manager or HR specialist, with the knowledge and expertise needed to analyze and craft HR policies and procedures that produce outcomes beneficial to all relevant stakeholders of the organization.

**UNT Catalog Description:** An introduction to human resource management. Topics include employment, placement, and personnel planning, training and development; compensation and benefits; health, safety, and security; and employee and labor relations.

Prerequisites: None. Open to non-business majors.

### COURSE STRUCTURE

This course is an online course. As we will not have scheduled in-person classes, it is expected that you will stay updated with announcements and the course through Canvas.

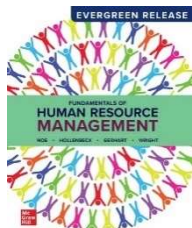
### LEARNING OBJECTIVES

Upon completion of this course, students will be able to:

1. Describe the strategic importance of HRM functions and activities.
2. Examine the impact of HRM functions and activities on the overall organization.
3. Explain key legal issues involved in managing human resources.
4. Discuss the role of general managers in managing human resources.
5. Identify how the social, political, and legal environments affect the HRM function.
6. Summarize and evaluate current and future trends in the HRM field.
7. Assess the feasibility of developing specific HR programs, policies, and procedures.
8. Develop a foundation for further study in advanced courses in business, HRM, and industrial relations.

9. Introduce the Society for Human Resource Management (SHRM)'s Body of Applied Skills and Knowledge™ (BASK™).

## REQUIRED TEXTBOOK



**Fundamentals of Human Resource Management (2024) by Raymond Noe, John Hollenbeck, Barry Gerhart, and Patrick Wright, ISBN 9781265803025**

The UNT Bookstore offers this edition. You may also purchase or [rent the textbook directly from the publisher](#). This is the required textbook. Some quiz and exam questions will be based on it. If you use a different edition, you are responsible for determining how this edition differs from prior editions of the textbook.

## INSTRUCTOR BIO

Before joining the faculty at the University of North Texas, I spent over 25 years as a Senior Human Resources Leader and Leadership Coach, working across multiple industries, global organizations, and Fortune 500 companies. My background includes strategic HR management, organizational change, leadership development, and coaching professionals through complex transitions. Over the past years, I've been an instructor helping students prepare for their SHRM Certification exam.

I hold a Master of Science in Leadership and Organizational Development, a SHRM-SCP designation, and a Graduate Certificate in Executive Coaching.

In this course, I bring a practical, real-world perspective to the theories of Human Resources. My goal is to help you connect course concepts to real-world business scenarios, so you're not just learning the material—you're seeing how it applies in organizations of all sizes.

Although the course is fully online and asynchronous, I'm here to support you throughout. I'll post weekly announcements to keep you on track, and I'll hold optional office hours via Zoom if you'd like to connect.

## CANVAS, TECHNOLOGY, AND RESOURCES

This course requires regular access to Canvas and online course materials. Students are responsible for maintaining reliable access to required technology, including a functioning computer and stable internet connection.

Canvas is the **official submission platform** for this course. All assignments must be submitted through Canvas by the stated deadlines unless otherwise specified.

Students assume responsibility for the operating condition of personal devices and internet connectivity and are expected to plan ahead to address potential technical issues prior to deadlines. Before completing time-sensitive assessments, students should ensure access to required hardware, including a webcam and microphone where applicable.

When encountering technical difficulties related to Canvas or other university-supported systems, students must **immediately contact the UNT Student Helpdesk** to obtain official documentation. **Technical issues will not be considered without a Helpdesk ticket.** Issues related to personal devices, internet service providers, file corruption, or user error do not typically qualify.

Second, after contacting the Student Helpdesk and receiving an assessment of the problem and a ticket number, students must forward an email with the Helpdesk documentation to **Professor Meyers (kenneth.meyers@unt.edu)**.

In **rare circumstances**, documented system-level issues beyond a student's control may be considered at the instructor's discretion. Communication regarding technical issues must occur **before or immediately after** the submission deadline. Late communication significantly limits available options. Such consideration is **limited** and may **not be granted repeatedly**. **Students should not assume that technical issues will result in deadline extensions.**

### **UNT Student Helpdesk**

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) | Phone: 940-565-2324

Canvas Requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

Canvas Help: <https://community.canvaslms.com/docs/DOC-10554-4212710328>

Students must maintain an active EUID and password to access Canvas (<https://unt.instructure.com>).

Password assistance is available at <https://ams.unt.edu/acctreq.php>.

You can access this course through Canvas at <https://unt.instructure.com/>

- Log in using your EUID and Password
- Click "MGMT 3860" from the list of courses

### **Minimum Technology Requirements**

- Computer with webcam
- Reliable internet access
- Speakers
- Plug-ins
- Zoom
- 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, Critical Thinking, and Writing Skills**

- Using Canvas (See the Getting Started Module for Helpful Links)
- Using Respondus Lockdown Browser with webcam
- Using virtual presentation platforms – Zoom specifically
- Using email with attachments
- Downloading and installing software as needed
- Using Microsoft Office Suite (Word, Excel, and PowerPoint)
- Applying critical thinking skills to assessments
- Professional writing skills for discussions/written assignments: Students will compose grammatically correct

## **SERIOUS OR EXTENDED CIRCUMSTANCES**

In situations involving serious or extended circumstances that may significantly impact a student's ability to meet course requirements (for example, hospitalization, serious illness, or other documented emergencies), students are encouraged to contact the **Dean of Students Office** as soon as possible.

The Dean of Students Office can provide appropriate documentation and guidance to both the student and instructor regarding academic accommodations or notifications. Instructor consideration of such circumstances will be based on **official communication from the Dean of Students Office** and applicable university policies.

This process helps ensure consistency, fairness, and appropriate support while maintaining the academic standards of the course.

## PROFESSIONAL COMMUNICATIONS EXPECTATIONS

This course requires regular written and online communication. Students are expected to communicate with the instructor and classmates in a **respectful, professional manner** consistent with college-level and early-career expectations.

All course communication, including email and discussion posts, should be clear, concise, and professional in tone. Students should use appropriate language, correct spelling and grammar, and avoid slang, texting abbreviations, excessive capitalization, or informal shortcuts that may be misinterpreted.

Students are expected to address the instructor using an appropriate professional title unless otherwise indicated. Care should be taken when using humor or sarcasm, as tone is easily lost in written communication.

Students should exercise discretion when sharing personal information and should not send confidential or sensitive information through email or discussion boards.

### **EagleConnect Accounts**

All students should activate and regularly check their EagleConnect (email) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another email address, visit [EagleConnect Email System Website \(https://eagleconnect.unt.edu/\)](https://eagleconnect.unt.edu/)

## GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI)

GenAI tools are **allowed in this course unless otherwise specified** for a particular assignment. When permitted, GenAI may be used for support tasks such as brainstorming, outlining, and improving clarity or grammar. These tools are intended to support your work, not replace your thinking, analysis, or writing.

GenAI may not be used to generate work you submit as your own or on assignments where GenAI is explicitly not allowed. Substituting your own reasoning or writing with AI-generated content violates the learning objectives of this course and the UNT Honor Code. **Failure to comply may result in academic integrity violations.**

When GenAI is used, a brief disclosure describing how it was used is required. For example, *“GenAI was used to brainstorm ideas and revise sentence clarity. All analysis and final wording are my own.”*

Students are responsible for verifying the accuracy of all GenAI-supported content.

Additional guidance, examples, and assignment-level expectations are provided in the GenAI Canvas module.

## COURSE ASSIGNMENTS AND EVALUATION OVERVIEW

Exams (2 @ 100 points each)	200
Chapter/Module Quizzes (15 @ 10 points each)	150
Individual Case Study	50
Professional Development – LinkedIn Learning Course	40
Discussion Board	40
Applying HR Trends to Real Organizations	30
Academic Integrity Quiz	10
<b>Total Points</b>	<b>520</b>

- A = 468 - 520 points
- B = 416 - 467 points
- C = 364 - 415 points
- D = 312 - 363 points
- F = 311 and below points

## GRADING AND ASSESSMENT POLICIES

Grades in this course are based solely on required assignments and assessments designed to evaluate mastery of the course objectives. The course is intentionally structured to provide multiple opportunities throughout the semester for students to demonstrate learning and apply concepts in a strategic, professional context. **Extra credit opportunities are not offered.**

Final grades are calculated based on the total points earned across all required course components.

This junior-level course reflects the academic and professional standards expected within the Department of Management. Students are expected to engage consistently, prepare thoroughly, and demonstrate a strong understanding of course material through the quality of their work.

Most written assignments are evaluated using detailed rubrics available in Canvas and should be reviewed before submission.

Deadlines are posted at the beginning of the semester. Students are expected to plan accordingly and submit all work by the stated deadlines. Missed or late assignments, quizzes, or assessments are not typically eligible for make-up. In **rare circumstances**, documented issues beyond a student's control may be considered in accordance with the course technology and submission policies. Failure to submit required work by the deadline without appropriate documentation will result in a grade of zero.

Grades may be adjusted at the end of the semester based on an overall review of course performance and assessment outcomes to ensure fairness and consistency. **Arithmetic rounding of individual grades is not applied.**

Students are required to log in to Canvas regularly to review announcements, access grading rubrics, view grades, and complete assignments. For due dates and exam times, please refer to the Course Schedule included at the end of this syllabus.

In the event of any inconsistency between dates listed in the syllabus and those posted in Canvas, **the dates posted in Canvas will prevail**, as Canvas serves as the official and most current source of course information.

The **Final Exam** will open on the Monday of exam week and close on the Friday of that same week.

## COURSE SCHEDULE

The schedule is subject to change at the instructor's discretion. Students will be notified of changes. **Dates listed in Canvas are authoritative and supersede this schedule if updates are required.**

Week	Topic(s)	Reading/Assignment
<b>1</b> 1/12 – 18	Ch 1: Managing Human Resources	<p>Read the syllabus (under Course Overview) and purchase the required materials.</p> <p>Review the Getting Started module in Canvas.</p> <p>Read Textbook, Ch 1, and review the corresponding Canvas module, which includes required readings and videos.</p> <p>Watch recorded lecture</p> <p>Complete the Cengage Terms of Use agreement before starting modules.</p> <p><b>Due by 11:59 AM, Sunday, Jan 18<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>a) Academic Integrity Quiz</li> <li>b) Week 1 Quiz</li> </ul> <p>Take the practice quiz to ensure your computer is set up correctly for the Respondus Lockdown Browser. <b>Note: All exams will require this browser.</b></p>
<b>2</b> 1/20 – 25 (1/19: MLK Holiday)	Ch 2: Trends in HRM	<p>Read Ch 2, and review the corresponding Canvas module, which includes additional required readings and videos.</p> <p>Watch recorded lecture</p> <p><b>Due by 11:59 PM, Sunday, Jan 25<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>a) Applying HR Trends to Real Organizations assignment</li> <li>b) Week 2 Quiz</li> </ul>
<b>3</b> 1/26 – 2/1	Ch 3: Providing Equal Employment Opportunity and a Safe Workplace	<p>Read Ch 3, and review the corresponding Canvas module, which includes additional required readings and videos.</p> <p>Watch recorded lecture</p> <p><b>Due by 11:59 PM, Sunday, Feb 2<sup>nd</sup>:</b> Week 3 Quiz.</p>
<b>4</b> 2/2 – 2/8	Ch 4: Analyzing Work and Designing Jobs	<p>Read Ch 4, and review the corresponding Canvas module, which includes additional required readings and videos.</p> <p>Watch recorded lecture</p> <p><b>Due by 11:59 PM, Sunday, Feb 8<sup>th</sup>:</b> Week 4 Quiz</p>
<b>5</b> 2/9 - 15	Ch 5: Planning for and Recruiting Human Resources	<p>Read Ch 5, and review the corresponding Canvas module, which includes additional required readings and videos.</p> <p>Watch recorded lecture</p> <p><b>Due by 11:59 PM, Sunday, Feb 15<sup>th</sup>:</b></p>

Week	Topic(s)	Reading/Assignment
		a) Week 5 Quiz b) Executive Interview Discussion Board
<b>6</b> 2/16 - 22	Ch 6: Selecting Employees and Placing Them in Jobs  <b>EXAM 1</b>	Read Ch 6, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Wednesday, Feb 25<sup>th</sup>:</b> Chapter 6 Quiz <b>Due by 11:59 PM, Sunday, Feb 22<sup>nd</sup>:</b> EXAM 1. <b>Use Respondus Lockdown Browser &amp; Webcam. Your screen will be recorded.</b>
<b>7</b> 2/23 – 3/1	Ch 7: Training Employees	Read Ch 7, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, Mar 1<sup>st</sup>:</b> Week 7 Quiz
<b>8</b> 3/2 - 8	Ch 8: Developing Employees for Future Success	Read Ch 8, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, Mar 8<sup>th</sup>:</b> Week 8 Quiz
<b>SPRING BREAK</b>		
<b>9</b> 3/16 - 22	Ch 9: Creating and Maintaining High-Performance Organizations	Read Ch 9, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, Mar 22<sup>nd</sup>:</b> Week 9 Quiz
<b>10</b> 3/23 - 29	Ch 10: Managing Employees' Performance	Read Ch 10, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, Mar 29<sup>th</sup>:</b> Week 10 Quiz
<b>11</b> 3/30 – 4/5	Ch 11: Separating and Retaining Employees	Read Ch 11, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, Apr 5<sup>th</sup>:</b> a) Week 11 Quiz b) Scrappy Publishing Case Study
<b>12</b> 4/6 - 12	Ch 12: Establishing a Pay Structure	Read Ch 12, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture



Week	Topic(s)	Reading/Assignment
		<b>Due by 11:59 PM, Sunday, Apr 12<sup>th</sup>:</b> a) Week 12 Quiz b) Professional Development – LinkedIn Learning course on Comp & Benefits
<b>13</b> 4/13 - 19	Ch 13: Recognizing Employee Contributions with pay	Read Ch 13, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, Apr 19<sup>th</sup>:</b> Week 13 Quiz
<b>14</b> 4/20 - 26	Ch 14: Providing Employee Benefits	Read Ch 14, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Apr 26<sup>th</sup>:</b> a) Week 14 Quiz
<b>15</b> 4/27 – 5/3	Ch 16: Managing Human Resources Globally	Read Ch 16, and review the corresponding Canvas module, which includes additional required readings and videos. Watch recorded lecture <b>Due by 11:59 PM, Sunday, May 3<sup>rd</sup>:</b> Week 15 Quiz
<b>16</b> 5/4 - 8	Exam 2	<b>Due by 11:59 PM, Friday, May 8<sup>th</sup>:</b> Exam #2 (40 mins) opens at 8:00 AM on Monday, December 4 <sup>th</sup> . <b>Use of Respondus Lockdown Browser &amp; Webcam. Your screen will be recorded.</b>

**PLEASE NOTE:** Requests for alternative assignment/assessment timing are **not routinely granted** and are considered only in accordance with course and university policies.

## ASSIGNMENT DESCRIPTIONS

### Chapter quizzes (available in Canvas)

You will complete 15 chapter quizzes. They cover the material discussed in the textbook and modules (including articles, videos, etc.). Each quiz is worth 10 points total (1 point per question). All quizzes are open-book, open notes. Complete the quizzes **independently** as you work through each corresponding module.

### Applying HR Trends to Real Organizations

You will analyze a key Human Resource Management trend and apply it to a real organization or work setting. You will describe how it appears in practice and identifying how HR and managers should respond. The goal is to strengthen your ability to connect course concepts to real-world organizational decisions through clear, professional analysis.

### Individual case study

You will complete an individual case study during the semester. Your written analysis should be professional in tone, clearly structured, and supported with research or course materials. The goal is to demonstrate critical thinking, connect theory to practice, and show how you would approach HR challenges.

### **Executive/GM interview discussion board**

You will watch a recorded interview with a general manager discussing expectations of HR leaders from a business perspective. Students will participate in a graded discussion board that focuses on interpreting these expectations and connecting them to core HR concepts covered in the course.

### **Professional development (Complete LinkedIn Learning Course)**

During the semester, you will have an opportunity to earn professional development points. **These are not considered extra credit, and they are part of the total points available in the course.** This is intended to provide you with more flexibility during the semester and to help you learn about additional trends and practices related to our course topics and the broader workplace. Please note that you should not have to pay to attend any of these events. When you complete the *Compensation & Benefits* course by Wayne Cascio, you will upload the certificate of completion to Canvas. Your name and the date must be clearly visible on the certificate (downloadable as a PDF).

### **Exams**

The two (2) exams are “knowledge-acquisition-application” oriented. Each exam is designed to test your knowledge and how well you apply concepts via multiple-choice and true/false questions. The questions cover content from the textbook, additional articles, videos, and/or discussion boards. **Using textbooks and/or notes on exams is not permitted.** These are closed-book exams, and no outside or additional resources are allowed besides what a student has committed to memory through study and preparation.

You will have **60 minutes** to answer all questions (multiple choice, true/false). You will need to download the free [Respondus LockDown Browser](#) and have a webcam available. Your face must be present in the camera frame while taking the exam. Your screen with the exam questions will be recorded. **You must complete each exam independently in one sitting once we begin at the designated time and date; breaks are not allowed.** You may be able to check out laptops through the UNT library or complete the exam at UNT Computer Labs, which have a webcam.

The use of cell phones, iPhones, cameras, or any other electronic device is not allowed during an exam. Talking to other students, soliciting help, or giving assistance is not permitted. Copying, photographing, or disseminating the questions in any form is prohibited. Exam questions are randomized, so you will NOT see the same questions in the same order as your classmates. **Please contact me with any questions and to prepare for the exam in advance. Engaging in academic integrity violations, such as cheating and providing unauthorized assistance, will be reported.**

## **SUNSET RULE**

You have one (1) week from the date the grade is released to inquire about your grade on an exam, quiz, discussion post, or any other assignment. The exception to this is the last round of assignments, the Final Exam, and your Final Letter Grade, when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades every week!

## EVENT TIMING

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

## STUDENT ACADEMIC SUPPORT SERVICES

- [Code of Student Conduct](#): Provides the Code of Student Conduct, along with other useful links.
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence.
- [Counseling and Testing Services](#): provides counseling and testing services such as admissions testing, computer-based, and career testing.
- [UNT Libraries](#)
- [UNT Learning Center](#): provides services (e.g., tutoring) to enhance the academic experience.
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, including online tutoring.

## ADDITIONAL STUDENT SUPPORT SERVICES

- [Registrar](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [UNT Food Pantry](#)

## MENTAL HEALTH

UNT provides mental health resources to students, ensuring there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature and severity of the situation. These can support your academic success and mental well-being:

- [Student Health and Wellness Center](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric Services](#)

## UNT POLICIES

### **Academic integrity**

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. Academic dishonesty breaches the mutual trust necessary in an academic environment. According to UNT Policy 06.003, Student Academic Integrity (<https://policy.unt.edu/policy/06-003>), 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.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor's discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not subject to appeal.*

1. *Admonition*: The student may be issued a verbal or written warning.

2. *Assignment of Educational Coursework:* The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment:* The Instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure:* The instructor may assign a failing grade for the course.

### **Course evaluations**

This semester, UNT will administer course evaluations online, specifically the “SPOT” – Student Evaluation of Teaching evaluations. These evaluations are used to assess faculty performance, providing guidance on areas for improvement and feedback on aspects of instruction and learning that you appreciate. These are great ways to consistently review our curriculum and teaching approaches. I truly value your feedback and appreciate you taking the time to complete the evaluations which are administered towards the end of the semester. You will be notified on Canvas and through your UNT email when the evaluations are open.

### **Disability accommodation**

The University of North Texas(UNT) does not discriminate on the basis of disability in employment, admission, treatment, or access to its programs or activities. UNT is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990 as Amended (ADA) and Section 504 of the Rehabilitation Act of 1973. Additionally, the University is committed to making all UNT sponsored programs and activities accessible, as required by the Texas Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies to facilitate equality of educational access for persons with disabilities.

### **Dropping the course:**

If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar’s website: <http://www.unt.edu/catalog/>. Please note that April 10th is the last day for a student to drop a course with a W. To drop the course, visit the following link: <https://registrar.unt.edu/registration/dropping-class> and click on *Request to Drop Class* form. If you have questions or need assistance, you may go to the Department of Management in the Business Leadership Building – Room 207.

### **Emergency alerts:**

The University of North Texas has an emergency Notification System, Eagle Alert (<https://www.unt.edu/eaglealert/>), which has the capability of calling or text messaging emergency notices. As a student, you may register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The University’s radio station, KNTU 88.1 FM, and website <http://www.unt.edu>, will provide updated information during an emergency. In the event of university closure, additional information will be provided through this communication medium.

### **Emergency evacuation procedures**

**Severe Weather:** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.

**Bomb Threat/Fire:** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to exit the building safely should move to a designated area of refuge and await assistance from emergency responders.

**Student conduct**

Any student behavior that interferes with an instructor's ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, discussion groups or boards, and verbal and/or written (including email) communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting the lecturer, and use of inappropriate or profane language or gestures in class or other instructional settings. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct). Any person who believes that a student has violated University policy can go to <https://report.unt.edu> and report the allegation.