



MGMT 3860.402 – HUMAN RESOURCE MANAGEMENT
100% online course via CANVAS
Fall 2025 Semester: August 18 – December 12

Instructor: Ken Meyers, SPHR, PCC

E-mail: Kenneth.Meyers@unt.edu. Please add MGMT 3860 in the subject line.

Office Hours: Virtual (via Zoom, [click here](#)) on Wednesday from 11:00 AM - 12:00 PM CT.

Please contact me directly through the Canvas messaging/email system. I will respond to you within 24 to 48 hours. If you have concerns of a personal nature, please email me, including your name, student ID, and a clear description of your question. I will share quick news, course updates, 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.**

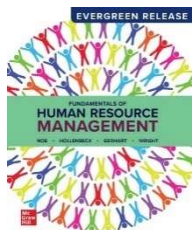
COURSE DESCRIPTION

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.

REQUIRED ACCESS TO 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.

COURSE 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™).

COURSE STRUCTURE

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

Dropping the Course

Please note that November 7th is the last day for a student to drop a course with the instructor's consent. If you decide to drop by the deadline, you will receive a W (not a WF), which doesn't impact your GPA. If you have questions regarding your grade, please contact me via email.

To drop the course, complete the Drop Consent Form and submit it to the Registrar. More information about the drop process can be found by visiting the [UNT Registrar](https://registrar.unt.edu/registrar/dropping-class) (<https://registrar.unt.edu/registrar/dropping-class>).

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.

COURSE ASSIGNMENTS AND GRADING

Assignment	Points Possible
Academic Integrity Quiz	10
Chapter/Module Quizzes (12 @ 10 pts each)	120
Professional Development – LinkedIn Learning Course	20
Individual Case Studies (2 @ 50 pts each)	100
Exams (2 @ 100 points each)	200
Current Events Analysis	100
Total Points Possible	550

Total Points	Grade Earned
495 - 550	A
440 – 494.99	B
385 – 439.99	C
330 – 384.99	D
0 – 329.99	F

Please Note:

- *As the instructor, I reserve the right to curve grades if deemed appropriate after analyzing the results.*
- *Final grades will be calculated based on total points earned – no rounding and no extra credit.*
- *Please don't ask what you may do for extra credit. Make an effort from the FIRST day of class and do your best on all assigned items. No deals will be given for one student and not all students because it would be unethical of me to provide one student with an opportunity and not all.*
- *The Department of Management has high standards for its junior and senior-level courses that will be enforced by holding you accountable for mastering the material.*
- *Departmental standards will be enforced during all sessions. Hit the ground running!*
- *No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.*

**MGMT 3860.001 – HUMAN RESOURCE MANAGEMENT
FALL 2025**

The schedule is subject to change at the instructor's discretion. Students will be notified of changes.

Week	Topic(s)	Reading/Assignment
1 8/18 - 24	Ch 1: Managing Human Resources	1) Read the syllabus (under Course Overview) and purchase the required materials. 2) Review the Getting Started module in Canvas. 3) Read a) Textbook, Ch 1, and review the corresponding Canvas module, which includes required readings and videos. 4) Watch recorded lecture 5) Complete the Cengage Terms of Use agreement before starting modules. 6) Due by 11:59 AM, Sunday the 24th: a) Academic Integrity Quiz b) Week 1 Quiz c) Take the practice quiz to ensure your computer is set up correctly for the Respondus Lockdown Browser. Note: All exams will require this browser.
2 8/25 – 31	Ch 2: Trends in HRM	1) Read Ch 2, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday the Aug 31st: Week 2 Quiz
3 9/1 – 7	Ch 3: Providing Equal Employment Opportunity and a Safe Workplace	1) Read Ch 3, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday the Sep 7th: Week 3 Quiz.
4 9/8 – 14	Ch 4: Analyzing Work and Designing Jobs	1) Read Ch 4, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday the Sep 14th: Week 4 Quiz

Week	Topic(s)	Reading/Assignment
5 9/15 – 21	Ch 5: Planning for and Recruiting Human Resources	1) Read Ch 5, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday the Sep 21st: Week 5 Quiz
6 9/22 – 28	Ch 6: Selecting Employees and Placing Them in Jobs EXAM 1	1) Read Ch 6, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Wednesday, Sep 24th: Chapter 6 Quiz 4) Due by 11:59 PM, Sunday, September 28th: EXAM 1. Use Respondus Lockdown Browser & Webcam. Your screen will be recorded.
7 9/29 – 10/5	Ch 7: Training Employees	1) Read Ch 7, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Oct 5th: Week 7 Quiz
8 10/6 – 12	Ch 8: Developing Employees for Future Success	1) Read Ch 8, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Oct 12th: a) Week 8 Quiz b) Case Study #1
9 10/13 – 19	Ch 9: Creating and Maintaining High-Performance Organizations	1) Read Ch 9, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Oct 19th: Week 9 Quiz
10 10/20 – 26	Ch 10: Managing Employees' Performance	1) Read Ch 10, and review the corresponding Canvas module, which includes additional required readings and videos.

Week	Topic(s)	Reading/Assignment
		2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Oct 26th: Week 10 Quiz
11 10/27 – 11/2	Ch 11: Separating and Retaining Employees	1) Read Ch 11, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Nov 2nd a) Week 11 Quiz b) Case Study # 2
12 11/3 – 9	Ch 12: Establishing a Pay Structure	1) Read Ch 12, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Nov 9th: a) Week 12 Quiz b) Professional Development – LinkedIn Learning course on Comp & Benefits
13 11/10 – 16	Ch 13: Recognizing Employee Contributions with pay	1) Read Ch 13, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Nov 16th: Week 13 Quiz
14 11/17 – 23	Ch 14: Providing Employee Benefits	1) Read Ch 14, and review the corresponding Canvas module, which includes additional required readings and videos. 2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, Nov 23 a) Week 14 Quiz b) Current Event Analysis
THANKSGIVING WEEK		
15 12/1 – 7	Ch 16: Managing Human Resources Globally	1) Read Ch 16, and review the corresponding Canvas module, which includes additional required readings and videos.

Week	Topic(s)	Reading/Assignment
		2) Watch recorded lecture 3) Due by 11:59 PM, Sunday, December 7th: Week 15 Quiz
16 12/8 - 12	Exam 2	Due by 11:59 PM, Friday, Dec 12th: Exam #2 (40 mins) opens at 6:00 AM on Monday, December 8 th . Use of Respondus Lockdown Browser & Webcam. Your screen will be recorded.

ASSIGNMENTS

POLICY

Students are required to log into the class at least twice a week to check class announcements, grades, and complete assignments. **NOTE: For specific due dates and exam times, please see the Course Schedule at the end of this syllabus.** Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not 100% reliable.

CHAPTER QUIZZES (available in Canvas)

You will complete 13 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), and **you have two attempts. Your highest scores will be retained.** All quizzes are open-book, open notes. Complete the quizzes **independently** as you work through each corresponding module.

INDIVIDUAL CASE STUDIES

Each student will complete two individual case studies 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.

CURRENT EVENT ANALYSIS

Each student will select a recent news article (published within the last 12 months) related to Human Resource Management. In a 2–3 page paper, you will briefly summarize the article, explain its relevance to at least two course concepts, and discuss its implications for HR practice. This assignment is designed to strengthen your ability to connect theory with real-world developments.

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 “quickly” 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.**

REQUESTS FOR ALTERNATIVE TESTING/ASSIGNMENT TIMES

Assignment, quiz, and exam due dates are posted in the course syllabus from the first day of class. Therefore, I do not allow make-up assignments or alternative assignment due dates, as there is adequate time to plan and complete each one. Plan accordingly and ensure you complete all assignments, take exams, and take quizzes before the deadlines. Technology can be challenging, so do not wait until the deadline to submit! If the assignment, quiz, or exam is not turned in by the deadline, a grade of zero will be assigned.

NOTE: Exam dates are posted from the first day of class in the course syllabus. Therefore, I do not anticipate scheduling issues. However, if you have a conflict, please contact me prior to the exam, and your request must comply with the University's policy regarding excused absences.

Final exams can be rescheduled if you have two or more on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. Forward the information to me at Kenneth.Meyers@unt.edu with the words “MGMT 3860 Exam Conflict” in the subject line, and include your name, student ID number, and detailed reason for the request.

GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI)

GenAI refers to software systems and platforms that create new content, such as text, images, audio, or video, using generative models. These models identify patterns from large datasets, enabling them to generate data in response to specific prompts, which in many ways can resemble human-created content.

At the University of North Texas, we value creativity and aim for all members of our community to thrive in an ever-changing world.

Throughout the semester, you may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce.

I use GenAI to enhance materials, streamline tasks, create scenarios, draft syllabi, build study guides, and analyze performance. I will always disclose how I use GenAI, and I expect the same from you.

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT's academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

POLICIES & HELPFUL INFORMATION

ACHIEVING SUCCESS

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: **Show up. Find support. Get advised. Be prepared. Get involved. Stay focused.** To learn more about campus resources, [check out these keys to success](#).

ACCESS TO CANVAS & HELPDESK

- Go to the [Canvas website](#)
- Log in using your EUID and Password
- Click "MGMT 3860" from the list of courses

Please immediately report all Canvas problems to the helpdesk at 940-565-2324. Obtain a ticket number, and as needed, forward any such communication to me. **Google Chrome and Mozilla Firefox are the preferred browsers for Canvas.** Canvas uses pop-up windows to display content, so you will need to modify your pop-up blocker software. Complete a browser check as well.

Special Note about Canvas. Canvas is committed to ensuring that online courses are accessible to people with disabilities. As a result, Canvas complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and those using assistive technologies, such as screen readers, to fully utilize the software.

EAGLE CONNECT ACCOUNTS

All students should activate and regularly check their EagleConnect (e-mail) account, used for official communication from the University to students. Set your notification preferences in Canvas so that you receive announcements, and you may also forward [EagleConnect](#) to another e-mail address.

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. Any person who believes that a violation of University policy has been committed by a student can go to <https://report.unt.edu> and report the allegation.

STUDENT VERIFICATION

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

EVENT TIMING

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

GRADING FEEDBACK

Review the assignment description and requirements several times while completing the assignment. Oftentimes, I have to deduct points for missing components. **I encourage you to ask questions and ask for clarification before submitting your assignments. I usually grade assignments within five (5) days of submission.** Larger assignments take longer to grade. Please consider my feedback open-mindedly. My goal is to help you better understand concepts and clarify misunderstandings. Attempt to see the reasoning instead of becoming upset about not receiving the maximum points. I dedicate a significant amount of time to grading your submissions and providing you with meaningful feedback so that you can succeed in this course, other courses, and the workplace. I expect you to review your work and improve your future submissions. **Review and reflection contribute to an effective learning process.**

SUBMISSION OF ASSIGNMENTS

You will submit all assignments through the respective tabs on Canvas (unless instructed differently by me). I will not accept assignments sent via e-mail or Canvas messaging. If you upload the wrong document in error, contact me. You are responsible for ensuring that you upload/submit all required documents via the correct assignment tab by the due date. When uploaded, assignments will be submitted to the Turnitin plagiarism detection platform. Review your Turnitin report and contact me to explain any similarity concerns before I grade your submission. **Students are responsible for learning material and producing content that demonstrates their mastery of this material. Having a third party or an AI software create work and then submit that work as if it were the students' original and independent efforts undermines that goal.**

WRITING SKILLS

Students will compose grammatically correct sentences, write well-developed paragraphs, and express their ideas coherently. Submissions must have complete sentences, correct punctuation, and proper capitalization. Clarify and spell out abbreviations and acronyms. **Cite all sources in-text and include a list of corresponding references.** APA style is preferred but not required.

RCOB SYLLABUS STATEMENT ON ACADEMIC HONESTY

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree, and is unacceptable.

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, from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers, or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others at UNT or other institutions or downloaded from the Internet is plagiarism. Unless directed otherwise in an assignment, large-scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote. Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams, is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

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.**

The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and online chat tools; (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; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the University.

The term "plagiarism" includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. 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.

The incident will be reported to University authorities for appropriate disciplinary action. **If you have engaged in academic dishonesty related to this course, possible consequences include a failing grade on the test or assignment, or a failing grade in the course.** This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. More information can be found within the [Student Academic Integrity policy](#).

NOTE: I will submit your work to an electronic plagiarism monitoring service such as [Turnitin](#). Proper action will be taken if significant plagiarism is evident.

EMERGENCY NOTIFICATION & PROCEDURES

The University of North Texas uses an emergency Notification System, Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials. As a student, you may also register with Eagle Alert to receive notification of any warnings or campus closings that are announced. You can find more information about enrollment on the [University's website](#). It will also provide updated information during an emergency.

SYLLABUS MODIFICATIONS

I reserve the right to make changes to the syllabus to reflect any university-wide policy changes, as well as to adjust due dates and content covered (including assigning alternative assignments) to better assist you. I will notify you of any such changes via email and in Canvas, and I will provide you with the updated syllabus. Any changes will be made only when necessary or to benefit the class as a whole.

COURSE EVALUATIONS (SPOT – Student Perception of Teaching)

UNT administers course evaluations to evaluate faculty performance and provide guidance on what can be improved with respect to course design, pedagogy, etc. **Your honest feedback is very important and is an essential part of the participation process.** I will not see these anonymous evaluations until after the semester has concluded, so please complete the evaluations (sent at the end of the semester). For additional information, please visit the [SPOT website](#) or email spot@unt.edu.

BROADCAST MESSAGES

Students may not send broadcast e-mail or any other messages (CC: All Students) to the whole class. Sending messages without permission is a violation of the UNT Student Handbook and the Code of Conduct. Violations will be reported to the appropriate University office.

OFFICE OF DISABILITY ACCESS

UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the [Office of Disability Access \(ODA\)](#) 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.

The course instructor works closely with and conforms to the strict guidelines of the ODA. Printed exams can be administered by ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (usually, this is done by sending the

instructor the letter of accommodation that has been approved by ODA for the semester). Accommodation requests can also be made during the semester.

USE OF STUDENT WORK

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) they create within a class, and the University is not entitled to use any student's 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 the above criteria, then the University office or department using the work must obtain the student's written permission.

TRANSMISSION AND RECORDING OF STUDENT IMAGES IN ELECTRONICALLY-DELIVERED COURSES

- 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.
- In the event an instructor records student presentations, they 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.
- Instructors who video-record their class lectures with the intention of re-using some or all of the recordings for future class offerings must notify students in 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.

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](#)