

Course Syllabus

Class Information

INDS 4010 Introduction to Industrial Systems and Analysis

Credit Hours: 3

Class Time: Mondays and Wednesdays from 2:00pm - 3:20pm in FRLD 456

Instructor Contact

Name: Dr. Laura Vu, Clinical Assistant Professor

Email: Laura.Vu@unt.edu (<mailto:Laura.Vu@unt.edu>)

Office Locations:

- GOB 1st floor – Room 101C, Denton campus
- FRLD 3rd floor – Room 342 J, Frisco campus

Office Hours:

Please use this link to schedule: [Book time with Dr. Vu](https://outlook.office.com/bookwithme/user/440701e3c3a9443eaef03ed206a8696b@unt.edu?anonymous&ep=pcard) (<https://outlook.office.com/bookwithme/user/440701e3c3a9443eaef03ed206a8696b@unt.edu?anonymous&ep=pcard>).

Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered promptly, usually within 24 hours. If you have not heard back from me in 24 hours, please feel free to send another email. Expect some delay if you email me during the weekend. Please include your course and section number in the email as I teach several courses/sections. Please send emails via your UNT account because external emails may be routed to the junk folder and emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>).

Note – Please do not use Teams to contact me – I do not use that app with any regularity and will not see your message. It's also likely that I will miss any comments you add to Canvas – that is not a reliable method of contacting me. The only guarantee you have that a message will reach me is through UNT email, or of course meeting me in person. I will always confirm that I have received an email so you know your message got to me.

Last-Minute Notices: If I have a last-minute announcement or update, such as a delayed start of class, cancellation of a class, or a change in an assignment's due date, I will post an announcement on Canvas. I suggest you make sure you have notifications turned on in the Canvas app on your phone so that you receive these announcements.

About the Professor: Dr. Vu earned both her Master of Science and Doctorate in Engineering with a focus on Engineering Management from Southern Methodist University in Dallas, TX. She earned her Bachelor of Science in Industrial Engineering from Texas A&M University in College Station, TX, where she earned cum laude honors, was president of Alpha Pi Mu, and a member of Tau Beta Pi. Dr. Vu brings a wealth of practical experience in digital transformation, business process management, and data and analytics integration from both her consulting roles and her 15-year tenure at BNSF Railway in Fort Worth, TX.

As a Professor of Quantitative Interdisciplinary Studies at the University of North Texas, Dr. Vu delivers graduate-level content in Program Leadership, Decision Science, Operations Management, and Organizational Development, blending academic rigor with real-world insights. She is committed to mentoring and advising students, ensuring their success both academically and professionally.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

INDS 4010 Introduction to Industrial Systems and Analysis

This course establishes the fundamentals of systems engineering processes and planning. It focuses on needs identification, problem definition, generating requirements, system architecting, concept of operations, systems engineering management, and the application of systems engineering in different disciplines. The course material is articulated through examples and case studies. Emphasis is placed on enhancing the effectiveness and efficiency of industrial systems.

Course Structure

This course is designed to include both individual and group study and project work. It meets for 17 weeks in the Spring of the student's third or fourth year. We will meet every Monday and Wednesday at our scheduled class times. This course is designed using a module system. Additional videos may be posted to support weekly topics. There are four main modules, each associated with a major deliverable for the course. It is important to attend class sessions as they are designed to help you be successful in the course. The topics for each of the weekly sessions are covered in the syllabus.

Course Prerequisites or Other Restrictions

None

Course Objectives

Course Learning Outcomes

1. Understand the rationale for and the value of industrial systems and principles.
2. Understanding of various industrial systems related terms and definitions and the systems engineering process.
3. Understanding of the system life cycle and systems engineering life cycle models, phases – gates – reviews.
4. Implementation of the systems engineering process and principles through the System Requirements Review (SRR)

Program Learning Outcomes

- 1.2 Applied Technology - the ability to apply foundational technology principles
- 1.5 Systems – the ability to analyze and evaluate alternative system designs based on technical and non-technical criteria
- 2.3 Teamwork – the ability to work in synergistic relationships
- 2.4 Communication – the ability to convey and exchange information effectively and persuasively
- 3.3 Critical and Systemic Thinking – the ability to employ the concepts of connectedness, relationships, and wholeness for problem-solving
- 3.4 Design Thinking – the ability to be innovative in thinking, analysis, and problem solving

Materials

All materials will be included in the Module folders on Canvas.

Course Technology & Skills

Minimum Technology Requirements

At a minimum you may need access to:

- Computer
- Speakers, headset, microphone, web camera (for synchronous chats and discussion posts)
- Microsoft Office Suite (Outlook, Teams, Word, PowerPoint, Excel, Visio, OneDrive, OneNote, etc.)
- Adobe Acrobat Reader
- Course-specific software (see software applications pages in this module)
- Media Player
- Working email account (make sure you have accessed your official UNT email and forwarded your mail from there if you prefer using a personal email account)

Computer Skills & Digital Literacy

Minimum technology skills for successful completion of this course may include:

- Using Canvas ([Hardware, Software, and Browser Requirements for Canvas](https://community.instructure.com/en/kb/articles/662718-what-are-the-browser-and-computer-requirements-for-instructure-products) (<https://community.instructure.com/en/kb/articles/662718-what-are-the-browser-and-computer-requirements-for-instructure-products>)).
- Sending and receiving email, possibly with attachments
- Downloading and installing software
- Creating, sending, and receiving Microsoft Word documents
- Printing Word documents OR opening and printing pdf files, using free [Adobe Acrobat Reader](https://get.adobe.com/reader/) (<https://get.adobe.com/reader/>)
- Using word processing software
- Using spreadsheet software
- Using statistics software
- Using presentation and graphics software

Technical Assistance

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

- **UIT Help Desk:** UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm> (<http://www.unt.edu/helpdesk/index.htm>)).
- Email: helpdesk@unt.edu (<mailto:helpdesk@unt.edu>)
- Phone: 940-565-2324
- In Person: Sage Hall, Room 130
- Walk-In Availability: 8am-9pm
- Telephone Availability:
 - Sunday: noon-midnight
 - Monday-Thursday: 8am-midnight
 - Friday: 8am-8pm
 - Saturday: 9am-5pm
- Laptop Checkout: 8am-7pm

For additional support, visit the [Canvas LMS Student Guide](https://community.instructure.com/en/kb/canvas-lms-student-guide) (<https://community.instructure.com/en/kb/canvas-lms-student-guide>)
<https://community.instructure.com/en/kb/canvas-lms-student-guide> (<https://community.instructure.com/en/kb/canvas-lms-student-guide>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails/discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements and Grading

Your final grade will be determined based on the assignments noted in the table below.

Assignments	Points Possible	Percentage of Final Grade
Project Proposal	100 points	10%
Project Review #1	250 points	25%
Project Review #2	250 points	25%
Project Review #3	200 points	20%
Homework	100 points	10%
Class Participation	100 points	10%
Total Points Possible	1,000 points	100%

Final Grade	A	B	C	D	F
Point Range	900+	800-899	700-799	600-699	Below 600

Grades are earned based on performance, not given based on effort or need. Your grade represents your performance in this course, not your potential as a student or as a human. If you feel an error has been made in the calculation of your grade, you may contact the instructor via e-mail. Grades are otherwise non-negotiable.

Project Proposal (100 points)

This class will use a "learn by doing" style to help students understand, utilize, and master the concepts and tools inherent to the practice of Systems Engineering. The class will reflect the environment of a work team, where each analyst is working on their own project under the guidance of their director (Dr. Vu) and alongside their colleagues (fellow students). In this way, students will have the chance to show competence and mastery of the Systems Engineering fundamentals, while benefitting from the collaboration and experience of their professor and fellow students. It is expected that students will often and regularly be collaborating with each other and Dr. Vu to ensure they prepare their best work possible for their major assignments/reviews.

Each student will complete a semester-long project for this course where they will apply the concepts and tools learned through their course materials on an industry, company, topic, and system of their choice.

The first major deliverable will consist of a detailed plan of your proposed project. This assignment provides an overview of your project and sets the foundation for the work to be conducted over the course of the rest of the semester. Your professor, Dr. Vu, will then either accept or ask for more details about your plans to make sure that you are set up with a topic and project that will be conducive to showing the application of all of the subjects and tools we will be using this semester. In-class guidance and a rubric for your proposal will be provided along with suggestions and links to resources.

Project Reviews (3 reviews worth 700 points total)

Systems Engineering and Project Management are both marked by the use of planned project reviews with the project's team and leadership. In the work-place, project reviews are the equivalent of tests or exams in that they require long-term preparation and indicate the thoroughness and mastery of your work and success within your organization.

Project reviews in this course will consist of presentations to the class/team by each student of their progress on their ongoing semester projects. Students will have a set of requirements and objectives that they must meet during these reviews. For the reviews, the students will need to be prepared to:

- handout final copies of the project documents they have been creating
- present and discuss the documents and answer inquiries regarding their project decisions and status
- evaluate and collaborate with the other students when they are presenting their projects

The deliverables that students produce for each review will continue to contribute to and be shaped by work done in the following project phases. In this way, all work in the class is cumulative.

The three project reviews will cover the following topics/deliverables:

Project Review #1 (250 points)

Project Review #1 will cover your project's:

- CONOPS (Concept of Operations)
- Systems Architecture
- Requirements

Project Review #2 (250 points)

Project Review #2 will cover your project's:

- Decision Analysis
- Schedule Analysis
- Human Factors Analysis
- Cost Analysis
- Risk Management Analysis & Plan

Project Review #3 (200 points)

Project Review #3 will occur during this class's final exam time, and will cover your project's:

- Data Management Plan
- Contracted Services & Products Plan
- Systems Integration & Test Plan
- Operations & Sustainment Plan
- Decommissioning, Salvage, & Disposal Plan

Homework Assignments (100 points total)

We will have in-class or homework assignments most weeks, each worth 10 points. These assignments are designed to help check your understanding of the current concepts from class, organize your thoughts and your work, and to help keep you on track towards meeting your major assignment due dates. They will include short essays, quizzes, and activities designed to help you with your overall project and may be individual or group assignments. You may be asked to present your response to the class or participate in classroom or online discussions related to the assignment. These assignments will be worth a combined 100 points.

Class Participation (100 points)

The project-based-learning (PBL) style of this course necessitates active participation and contribution on the parts of each of the students during class. Your Class Participation grade not only reflects your attendance in class, but also how well you are engaged, collaborative, and productive in class. During the first week of class, we will work together as a class/team to define the actions and behaviors that count as participation and collaboration, how they will be measured, and how to handle class absences.

Course Schedule

INDS 4010 - Introduction to Industrial Systems and Analysis

Spring 2026 Course Schedule

This calendar is subject to change. Please see Canvas Assignments and Modules for the most up-to-date information on the course schedule and due dates.

Month	Day	Week	Topic
January	12	Class 1	Syllabus
	14	Class 2	Business, Manufacturing, & Supply Chain Fundamentals
	19	Class 3	MLK Holiday
	21	Class 4	Systems Engineering Intro
	25		HW 1 Due (10 points)
	26	Class 5	Systems Engineering Intro (cont.)
	28	Class 6	Program/Project Life Cycle
February	1		HW 2 Due (10 points)
	2	Class 7	Program/Project Life Cycle (cont.)
	4	Class 8	Project Proposal Workshop
	8		Project Proposal Due (100 points)
	9	Class 9	CONOPS Concept of Operations
	11	Class 10	CONOPS (cont.)
	15		HW 3 Due (10 points)
	16	Class 11	Systems Architecture
	18	Class 12	Systems Architecture (cont.)
	22		HW 4 Due (10 points)
	23	Class 13	Requirements
	25	Class 14	Requirements (cont.) Project Review #1 Expectations
	1		HW 5 Due (10 points)
	2	Class 15	Requirements (cont.)
March	4	Class 16	Project Review #1 (250 points)
	9		Spring Break
	11		Spring Break
	16	Class 17	Decision Science
	18	Class 18	Schedule Analysis
	22		HW 6 Due (10 points)
	23	Class 19	Human Factors Engineering
	25	Class 20	Cost Analysis
	29		HW 7 Due (10 points)
	30	Class 21	Schedule & Cost (cont.)
April	1	Class 22	Risk Management Project Review #2 Expectations
	5		HW 8 Due (10 points)
	6	Class 23	Risk Management (cont.)
	8	Class 24	Project Review #2 (250 points)
	13	Class 25	Data Management
	15	Class 26	Contracting Services & Products
	19		HW 9 Due (10 points)
	20	Class 27	Systems Integration & Test
	22	Class 28	Operations & Sustainment
	26		HW 10 Due (10 points)
May	27	Class 29	Decommissioning, Salvage, & Disposal Project Review #3 Expectations
	29	Class 30	Decommissioning, Salvage, & Disposal (cont.)
	TBD		FINAL: (Date TBD) Project Review #3 (200 points)

Students will be notified by Eagle Alert if there is a campus closing that will impact a class. This calendar is subject to change. Please see the Campus Closures Policy:

<https://policy.unt.edu/policy/15-006> (https://policy.unt.edu/policy/15-006)

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Course Policies

Attendance Policy

In-Person: Students are expected to attend class meetings regularly and to abide by the attendance policy established for this course. It is important that you communicate with the professor prior to being absent so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. You are responsible for reading course announcements and keeping up with assignments as posted in the course syllabus.

Online: Students are encouraged to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion boards. It is expected that students will spend a minimum of seven to twelve hours a week of outside preparation to successfully complete this course.

All Courses: Participation and punctuality are professional behaviors expected. Due dates for all assigned materials will be announced in advance. Changes to the assignments and requirements or due dates may be announced at later dates in Canvas Announcements. Therefore, reading the Announcements is required. It is the student's responsibility to keep up with these updates and to have all assignments ready and submitted on time.

If you are experiencing any [**symptoms of COVID-19**](https://www.cdc.gov/covid/signs-symptoms/index.html) (https://www.cdc.gov/covid/signs-symptoms/index.html), (https://www.cdc.gov/covid/signs-symptoms/index.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu (mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Class Participation

See "Class Participation" under "Course Requirements and Grading" above.

Students should login regularly to the online class site. The instructor can use the tracking feature in Canvas to monitor student activity. Students are also expected to participate in all learning activities such as discussion boards and projects.

Late Work

All work for this course is due no later than 11:59pm CST on the designated due date, unless otherwise stated. **Any assignment submitted after that time will receive a maximum possible score of 70%. This includes late submissions due to last-minute problems with Canvas or with your computer or internet. Please plan accordingly.** Additional points may be deducted when the assignment is graded based on the quality of the work submitted. Please don't lose valuable points this semester by turning in work late.

The University is committed to providing a reliable online course system to all users. However, in the event of an unexpected server outage or any unusual technical difficulty which prevents students from completing a time-sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk at helpdesk@unt.edu (mailto:helpdesk@unt.edu), or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Assignment Policy

Assignment due dates and times (all in Central Time) are in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. For assignments that require you to upload your work, the submission should be in one of the following formats: .doc, .docx, .csv, .xlsx, .sas or .pptx. Do NOT submit .pages files. TurnItIn will be utilized to address plagiarism issues in all formal scholarly writing. All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at an advanced undergraduate/graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. It is also considered inappropriate and unethical to work together on individual assignments or share work that is to be created on an individual level. Work submitted at the senior/graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the lower undergraduate levels.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu (mailto:helpdesk@unt.edu), or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Grading Curves

Sometimes when I create exams, I will come up with a question that's perfectly clear to me but has everyone else scratching their head. When I grade exams, I do watch out for questions that it seems like everyone missed. If a large portion of the class misses a question, and it's obviously because of my wording on the exam, I will add the full-credit value for that question to the total exam grade. Therefore, if you missed that question, you would not lose any points, but if you got it right you will basically have extra credit.

Show Your Work!

For any deliverable that you turn into me, be it homework, an exam, or a project deliverable, I will try to give you as much credit as possible. This means that you should show as much work as you can. If you demonstrate your thought process to me and then just mess up on the final answer, I will give you partial credit. If we ever have any type of math problems on anything, I do not give full credit for answers that are either missing the units or that don't have supporting work shown.

Examination Policy

Exams must be completed independently. Students that engage in academic dishonesty will suffer the consequences per department guidelines.

Should you lose Internet connection during an exam, please email me immediately and try and reconnect to the exam. In general, the exam will allow you to reconnect. If it doesn't, please contact the Student Helpdesk at helpdesk@unt.edu or 940.565.2324 and obtain a ticket number and then email the ticket number to me. There are no make-up exams so please plan accordingly.

Artificial Intelligence (AI) Policy

Open GenAI tools scrape the internet and may be trained on data that is licensed (online library resources) or copyrighted. This means they could produce work that is copied without permission or any acknowledgement to the creator or copyright holder and therefore are committing plagiarism. Please see the library Copyright guide for more information. (<https://whitireia.libguides.com/copyright/AI>.)

You cannot rely on GenAI to create original work or have information that is accurate. ChatGPT has been known to create information and make up references that do not exist. This is known as hallucination. It is best to use reliable sources accessed through the library.

Tools such as ChatGPT, Grammarly, Quillbot, etc will be picked up as AI by Turnitin.

You need to disclose the use of AI tools, adding a brief statement saying how you have used them – i.e. in the writing or editing of your assignments.

Source: https://whitireia.libguides.com/APA_Refencing/AI

If you want to use any type of AI in your assignment...

- First, make sure you have approval to use this AI from your professor (Dr. Vu)
- You must document and describe how you used the tool, and include this information when you turn in your assignment
- Provide the prompts you used, and the output given. Make it clear how you have used the AI tool
- As the results are not retrievable, you cannot include a page number, paragraph number or timestamp
- Include the full text of long responses in an appendix, so readers have access to the exact text generated. This is because a unique response will be generated in each chat session, even if the same prompts are used
- Citation examples: https://whitireia.libguides.com/APA_Refencing/AI
- See [AI and Assignments](https://whitireia.libguides.com/AI/Assignments) for more information
- See the [APA Style Blog](https://apastyle.apa.org/blog/how-to-cite-chatgpt) for more information

Suspected Use of AI

If there is any suspicion that you have overused AI, it will result in a meeting with the professor to discuss what you have written and submitted. Be prepared to answer questions from the professor in a virtual or face-to-face meeting related to your submission. If you are unable to answer questions related to your submission, your grade on the assignment will ultimately reflect your demonstrated knowledge in that meeting. There are unique situations where you may be reported for an academic integrity violation.

If you use AI (including Grammarly) at all in your submissions and do not cite that use, you will earn a 0 on that deliverable as that is a form of plagiarism.

Appropriate AI use is an ongoing conversation especially as development of AI continues. I encourage you to ask questions and we will continue to discuss what appropriate vs. inappropriate use means in practice.

Turnitin Notice

Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use Turnitin to ensure their work is free of copyright issues prior to the final submission of their projects.

Instructor Responsibilities and Feedback

- I will help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, and review and update course content based upon learning outcomes and changes in the field of study.
- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails usually within 24 hours. Grades for weekly assignments and projects will be posted the following week.

Face Coverings

Consistent with CDC guidelines and state policy, individuals are not required to wear face coverings on UNT's campuses. Non-vaccinated individuals are strongly encouraged to wear a face covering until further notice. The use of face coverings has proven to reduce the spread of diseases, including COVID-19. All students and faculty are welcome to wear a face covering in class or on campus to protect themselves and others from COVID-19. Face covering guidelines could change based on community health conditions.

Class Materials for Online Learning

This course includes online learning components. Remote instruction may also be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. To fully participate in this class, students will need internet access to reference content on the Learning Management System and other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc. Information on how to be successful in an online learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn)

Syllabus Change Policy

While the plan is to follow this syllabus as written, adjustments may be made when necessary or due to events outside of my control. Any change will be announced.

UNT Policies

Academic Integrity Policy - 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 from admonition (a warning) to expulsion from the University.

Academic integrity is expected of every student. Examples of academic integrity violations include the following:

- Providing/selling any materials to a student assistant website. All course material—PPTs, lecture notes, notes that you take on the class materials, study guides, exams, syllabus, etc.—are copyrighted. Placing those materials with student assistance websites violates copyright laws.
- Cheating: Giving or receiving unauthorized help, working together, or sharing of work (partial or complete) with other students on individual projects or assignments. All individual assignments must be the result of your own knowledge and completed with your own hands.
- 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.
- Giving or receiving unauthorized help, working together, or sharing work (partial or complete) with other teams besides yours on team projects or assignments. All teamwork is to be completed by your team alone without the assistance of other teams.
- Plagiarism: Copying the language, structure, ideas, and/or thoughts of another and adopting those as one's original work.
- 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.
- Falsification: A statement of untruth, either verbal or written, regarding any circumstances relating to academic work.
- Submitting another person's work in part or in whole OR giving work to another student who submits it as his/her own.
- Submitting the same paper you have created for two different courses without permission to do so.
- Attempting any act which if completed would constitute an academic integrity violation as defined above.
- 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.

Definitions

"Academic Misconduct" means the intentional or unintentional action by a student to engage in behavior in the academic setting including, but not limited to: cheating, fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage.

The UNT Code of Student Conduct and Discipline defines cheating and plagiarism as follows:

Cheating includes, but is not limited to:

- copying or any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member, or student of the university;
- dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);
- any other act designed to give a student an unfair advantage.

Plagiarism includes, but is not limited to:

- the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment,
- the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, problem papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Appeals

Students may appeal any decision under this policy by following the procedures laid down in the UNT Code of Student Conduct. Academic dishonesty matters begin within the academic department. The faculty member who believes a student to be guilty of academic dishonesty shall provide the student with the opportunity for a hearing, after which, if still convinced that academic dishonesty has taken place, he/she may assign a sanction (see the departmental policy above). Acceptance of the faculty member's sanction by the student shall make the penalties final and constitute a waiver of further administrative procedures. Once an academic sanction has been assigned, the faculty member shall inform the Center for Student Rights and Responsibilities, which will make the documentation part of a disciplinary file and may assign additional non-academic sanctions.

Should the student believe he/she has been treated unfairly, he/she may submit an appeal. The student must submit a letter of appeal to the chairperson of the committee within 72 hours of the decision made by the Center for Student Rights and Responsibilities. The department has 10 days to review the appeal and submit a final decision.

The Code of Student Conduct and the appeals procedure can be viewed at the website of Center for Student Rights and Responsibilities www.unt.edu/csrr/purpose.htm.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time. However, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <http://www.unt.edu/oda> <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

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

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) [\(https://deanofstudents.unt.edu/conduct\)](https://deanofstudents.unt.edu/conduct) to learn more.

The [Dean of Students Office](https://deanofstudents.unt.edu/conduct) [\(https://deanofstudents.unt.edu/conduct\)](https://deanofstudents.unt.edu/conduct) enforces the [Code of Student Conduct](https://policy.unt.edu/policy/07-012) [\(https://policy.unt.edu/policy/07-012\)](https://policy.unt.edu/policy/07-012). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during the final weeks of the course to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu) [\(http://spot.unt.edu/\)](https://spot.unt.edu) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and

therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759. Visit [Title IX Student Information](https://titleixeo.unt.edu/title-ix.html) (<https://titleixeo.unt.edu/title-ix.html>) for more resources.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov) (<http://www.ecfr.gov>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

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

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

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. 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. If you do not want your image to appear, turn off your camera prior to the start of the recording.

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.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Student Retention of Completed Work

Prior to the end of each session you will need to ensure that all completed assignments and activities are backed up to your local computer. Typically online course space becomes unavailable to students 3 days after the conclusion of the semester or term. It is important to retain copies of all work completed for both inclusion in your academic portfolio and as examples of professional quality of work. Adhere to the following best practice guidelines below to archive your work.

- Keep multiple copies. A good policy for backup and retention of files is to keep three copies at three different locations. One copy should be retained on your primary disk, a second on external media (flash drive, external hard drive, CD/DVD/Blu Ray), for the third, use either a second external location or a cloud-based service such as Dropbox, OneDrive, or Google Drive.
- Save all work locally. You should never give away or submit your only copy of any assignment. It is best practice to retain your original files as well as copies of evaluated work on your personal computer. These files should also be saved to external media or cloud storage service for archiving purposes (Dropbox, OneDrive, Google Drive, etc.).

Following these recommendations will ensure that you have copies of your work to:

- reference as you move through the program
- retain for a portfolio
- build a representative body of your work in your professional career

Grades of Incomplete

Grades of Incomplete will only be given per university policy as outlined by the Office of the Registrar.

Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit <http://policy.unt.edu/policy/08-001>.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://careercenter.unt.edu)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Food Pantry](https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources)

advising information, tuition information, financial aid, and more)

▪ [Academic Success Center](https://success.unt.edu/asc) (offers academic support services and free individual tutoring)

▪ [UNT Libraries](https://library.unt.edu/) (offers academic support services and free individual tutoring)

▪ [Writing Lab](http://writingcenter.unt.edu/) (offers academic support services and free individual tutoring)

Technology Support

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

- Phone: 940-565-2324
- Email: helpdesk@unt.edu
- Current list of [Student Help Desk hours](https://aits.unt.edu/support)

Final Note

Occasionally, it may be necessary to revise this syllabus to meet either the instructor's, the students', or the university's needs. I reserve the right to revise this syllabus if the need arises and will notify you of any changes.