Course Syllabus

Class Information

OPSM 3830 - 407   Operations Management - Spring 2026

Credit Hours: 3

Class Time:

> OPSM 3830-407 is an asynchronous online course. This means that the course is online only and all assignments, including readings, quizzes and tests are accessed through Canvas. There are no live sessions for the course.

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)

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) .

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, operations and 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

OPSM 3830 Operations Management is the management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management.

The course addresses a broad array of topics included under the umbrella of Operations Management. Topics, planning for changing/new operational systems including financial implications of operational changes; supply chain impacts, including sourcing, making and delivery decisions; customer management; strategy and change management including new product design/launch; project management; supply chain analytics; and the impact of technology. The goal is to examine operations as an integral part of the supply chain network; emphasizing demand-driven value networks.

Course Structure

OPSM 3830-407 is an asynchronous online course. This means that the course is online only and all assignments, including readings, quizzes and tests are accessed through Canvas. There are no live sessions for the course.

The course materials will be covered in approximately 15 weeks from January 12, 2026 to May 6, 2026. A final exam (not comprehensive) is scheduled on Wednesday, May 6, 2026. There are 16 modules to the course covering 20 chapters and chapter supplements, four exams, four simulation modules, and one professional development assignment.

SCHEDULING DISCLAIMER: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. Changes will be announced via Canvas.

Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a junior level course. As such, you are expected to have working knowledge of the topics covered in the freshman and sophomore level courses. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. Additionally, you should have working knowledge of the internet, Canvas LMS, MH Connect, Microsoft Office and Teams, and Zoom.

Course Objectives

By the end of this course, students will be able to:

1. Identify the various components of Organizational Operations
2. Describe the models associated with various facets of Operations Management
3. Apply these models to solve quantitative and qualitative problems
4. Depict the appropriate operational activity throughout the supply chain
5. Explain Supply Chain Management in terms of global flow of goods and services

Materials

- Text: Operations Management (Connect Access with eBook), 2025 Release, William J. Stevenson, McGraw-Hill Irwin. You may purchase it directly through Canvas/Connect by following the steps on the **Required - Setting up MGH Connect (https://unt.instructure.com/courses/139469/pages/required-setting-up-mgh-connect)** page or by purchasing an Access card through the bookstore.
- MH Connect includes the eBook, so you do not need to purchase a hardcopy.
- All other course materials will be available through Canvas.

Succeeding with MGH Connect

OPSM 3830-407 is an online, asynchronous course. All materials, readings, quizzes, and exams are providing within the Canvas shell. The course is integrated with McGraw-Hill Connect, which is required for the course. Please note that accessing Connect directly to do assignments may result in grades not transferring into the Canvas gradebook. Therefore, please access all assignments through Canvas. You are responsible to keep track of your grades in the Canvas gradebook and notify me immediately should a grade not appear.

The course is straightforward but contains a lot of material. It has been designed to provide you with a detailed overview of the Operations Management of an organization. Each module is self-contained. Completing all the assignments in the required time window will prepare you for the exams. Lecture and problem-solving videos are provided to go along with various chapters. While these do not cover all the problems assigned, they do provide detailed explanations for solving problems where previous courses had difficulty. Finally, as always, please reach out to me should you have any questions or concerns regarding the course.

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. Most notably, time management. The course is designed so that you can complete the assignments per module and prepare for the exams. Falling behind will not only cause you to fail to receive the points for that module's assignments, it will also jeopardize your preparedness for the exams. Here is a link to help you succeed as in your online classes, "**How to Succeed as an Online Student** ⬚ (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online)".

Course Technology & Skills

Minimum Technology Requirements

- **Canvas Technical Requirements** ⬚ (https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer
- Reliable internet access
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Speakers/microphone/camera
- Adobe Acrobat Reader
- Media Player
- McGraw-Hill Connect Platform

Computer Skills & Digital Literacy

- Using Canvas
- Sending and receiving email with attachments
- Downloading and installing software
- Using statistical software
- Using Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)

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)**

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
MGH Connect SmartBook Assignments (out of 285 points available)	250 points	25%
Quizzes (out of 243 points available)	200 points	20%
Exam 1	100 points	10%
Exam 2	100 points	10%
Exam 3	100 points	10%
Exam 4	100 points	10%
Practice Operations Modules (30 pts each, 120 total points available)	100 points	10%
Professional Development Event Attendance	50 points	5%
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.

Grades are based on total points earned during the semester. The MGH Connect SmartBook assignments and quizzes have 285 and 243 points available respectively that may be earned throughout the semester. You need a total of 250 points in the readings and 200 in the quizzes to receive full credit.

At the end of the semester, if you have completed all required assignments, and are within 10 total points of the next higher grade (i.e., 890, 790, 690, 590), any points earned above the totals for readings and quizzes are used to determine whether to award you the higher grade. To be considered for a higher grade, you must have completed all the required assignments for the course. Grades are based on total points and are not rounded.

Practice Operations Modules

There are four Practice Operations Modules included with the MGH Connect course. Each module involves a simulation of the material we are learning in the course. Please note, however, that the modules do not fully align with the chapters, so you may need to look up some of the information on your own in order to complete each assignment. For each module, you'll have the opportunity to earn up to 30 points, so there are a total of 120 points available. You need 100 points to receive full credit for the assignment, so missing a point here or there will not negatively impact your grade. The modules get harder as you progress, so be sure and earn as much credit as you can on the earlier ones! To receive credit for each module completed, you must post a reply in the appropriate discussion thread for that module. The modules are available from January 12, 2026 to 11:59pm, April 30, 2026, and you have unlimited attempts at completing each. You can access the modules by clicking on the Assignments tab and going to the Practice Operations group.

Professional Development Event Attendance

Professional Development Event Attendance is due by 11:59pm, Thursday, April 30, 2026. The Department of Supply Chain Management (SCM) provides Professional Development events (e.g., lectures, training, onboarding, and tours) through the Department and in cooperation with Professional Student Organizations (i.e., ISM, LOGSA, ASCM, AAAE). These opportunities allow students to connect with business experts and executives to acquire valuable insights beyond the classroom.

Supply Chain Management Executive Lectures

SCM Executive Lectures will be held on Wednesdays from 5:00 to 5:50 p.m. in BLB 055. They are in-person only and have limited seating. All lectures will be recorded and made available the day after the event.

Professional Student Organization Speakers

Several meetings hosted by the professional student organizations will have executive speakers, which can also be used for professional development. Date and time information for both can be found in the announcement in Canvas.

Industry Facility Tours

Tours will be done with the Professional Student Organizations and are listed in the announcement in Canvas. Attendees will be responsible for securing their own transportation to and from the tour locations; transportation will not be provided. Dates, times, and location information is included in the announcement or from notifications from the Professional Student Organization. Registration for Tours will also be done with a Qualtrics link sent to faculty and students one week before the event. The registration system will allow students to register for an event until capacity restrictions are met or registration closes, whichever comes first.

Registration for Events

Registration is required before each event and will close at noon on the event day. Announcements, Event Details, and Registrations will be distributed via email and social media one week before the event and completed Qualtrics link. Post-event attendance reports will be sent to all SCM professors. Reports will include a list of registered participants with arrival and departure times. All registered attendees must arrive 10 minutes before the event's start time. Walk-ins are welcome to attend events based on availability. Availability will be determined 10 minutes before the start of the event. If a registered attendee is not checked in 10 minutes before the event, their seat will be given to a walk-in.

By selecting the course number on the registration form, students will choose which class to receive Professional Development attendance credit. Students can change the course number for a registered event by contacting Ruben.Garcia@unt.edu. Students can also cancel their registration by contacting the same email address. Immediately after registering, students will receive a registration confirmation. If a student registers for an event and cannot attend, they should cancel their registration 24 hours before the event's start time. The registration system will allow students to register for an event until capacity restrictions have been met or registration closes, whichever comes first.

Students must abide by all the following policies to receive attendance credit for speaker events and group tours. Participation in any event will only count toward one class the student selects during registration. Students receive attendance credit for registering, arriving on time, and staying for the event. Failure to register, validated from the attendance report generated after the event, will prevent students from receiving attendance credit. Failure to participate for at least 75% of the duration of the event will prevent students from receiving attendance credit. Failure to attend an event after prior confirmed registration will lead to a loss of points from the student's final accumulated credit unless the student cancels the registration at least 24 hours before the event's start time. Some professors have additional requirements before students receive attendance credit for Professional Development. All attendance credits are given at the discretion of the professor.

For all questions regarding the Professional Development opportunities not answered by content found in the class syllabus or if you would like to request accommodations for any SCM event, please send an email to Ruben.Garcia@unt.edu.

Additional Options

Students may attend, at their convenience, any live in-person or virtual event, even outside of UNT, during the dates of the semester. If you attend an event outside of UNT, please upload a single file (PDF or MSWord format) with the following information. Failure to upload all 4 items will result in a grade of zero for the assignment.

1. Title of the Presentation and Presenter(s) name(s)
2. The date, time, and location or URL address
3. A brief statement of the purpose of the event in your own words

4. A screen shot showing you attending the event or a business card of the presenter if an in-person event. For the screenshot, please make sure you are included in the screenshot of the presentation. For example, this might be your zoom block (with your full name), the participant list, Q&A section, or a picture of you in front of the computer screen showing the live event.

Questions regarding this submission should be directed to the course instructor.

Course Policies

Assignment Policy

All MGH Connect SmartBook Assignments and Quizzes are due by 11:59pm the Sunday of the week assigned. For example, Chapters 1 and 2 are assigned on January 12, 2026 and are due by Sunday, January 18, 2026 at 11:59pm. No late assignments will be accepted. Please access all assignments through Canvas. Doing assignments directly in MGH Connect may result in the grades not transferring into the Canvas gradebook. If I have to manually move grades from MGH Connect to Canvas, there will be a 10% penalty imposed on each grade that has to be moved.

Examination Policy

Exams are accessible from 12:00am (just after midnight) to 10:00pm on the date assigned in the syllabus. Once started, you have 90 minutes to complete the exam. Due to the extended notice of the exam date, no alternative dates will be allowed for exams. Please plan accordingly.

Exams are open-book and open notes. Materials in Canvas, including quizzes, are available for use during the exam. You may not use websites with exam questions. This is cheating and will be dealt with according to university and RCoB policy. Exams are individual assignments. Working together on an exam is cheating and will be dealt with according to university and RCoB policy.

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.

Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, I will also

- Post announcements as needed to clarify and update information on the course
- Answer any questions/concerns you may have about the course, assignments, due dates, etc.
- Respond to all course inquiries usually within 24 hours, but always within 48 hours.

Late Work

Late work will not be accepted. Please plan your schedules accordingly.

Attendance Policy

OPSM 3830-407 is an asynchronous online course. There are no live lectures and, as such, no class attendance is required as part of the course. However, you are expected to complete all assignments through Canvas by the stated due dates.

Class Participation

Participation is measured by assignments completed. Please monitor and maintain an active interest in the course so all assignments are completed by the stated due date. No late assignments are accepted. Make sure to access all assignments through Canvas. You are responsible for ensuring your grades are entered correctly in the gradebook. Please contact me immediately if grades are missing.

Syllabus Change Policy

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted noting the changes and an updated syllabus will be posted in Canvas.

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. You will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

Course Schedule

OPSM 3830 Operations Management

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	Assignment Due
January	12	Week 1	Course & Semester Overview Chapter 1 – Introduction to Ops & SC Management Chapter 2 – Competitiveness, Strategy, & Productivity	

Month	Day	Week	Topic	Assignment Due
	18			Ch 1 & 2 Due
	19	Week 2	Chapter 3 – Forecasting	
	25			Ch 3 Due
	26	Week 3	Chapter 4 – Product and Service Design Chapter 4 Supplement – Reliability	
February	4			Section 1 Exam Due February 4 @ 10:00pm
	9	Week 5	Chapter 5 – Strategic Capacity Planning Chapter 5 Supplement – Decision Theory Chapter 11 – Aggregate Planning & Master Scheduling	
	15			Ch 5 & 11 Due
	16	Week 6	Chapter 6 – Process Selection and Facility Layout Chapter 7 – Work Design and Measurement	
	22			Ch 6 & 7 Due
	23	Week 7	Chapter 8 – Location Planning and Analysis	
March	1			Ch 8 Due
	4			Section 2 Exam Due March 4 @ 10:00pm
	9	Spring Break		
	16	Week 9	Chapter 9 – Management of Quality Chapter 10 – Quality Control	
	22			Ch 9 & 10 Due
	23	Week 10	Chapter 12 – Inventory Management	
	29			Ch 12 Due
	30	Week 11	Chapter 13 – MRP and ERP	
April	5			Ch 13 Due
	8			Section 3 Exam Due April 8 @ 10:00pm
	13	Week 13	Chapter 14 – JIT and Lean Operations Chapter 14 Supplement - Maintenance	
	19			Ch 14 Due
	20	Week 14	Chapter 15 – Supply Chain Integration	
	26			Ch 15 Due
	27	Week 15	Chapter 16 – Scheduling Chapter 17 – Project Management	
	30			Practice Operations Modules & Prof. Development Event Attendance Due April 30
May	3			Ch 16 & 17 Due
	6			Section 4 Exam Due May 6 @ 10:00pm

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)**

UNT Policies

Academic Integrity Policy - Standards and Consequences

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.

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) to learn more.

The **Dean of Students Office** **(https://deanofstudents.unt.edu/conduct)** enforces the **Code of Student Conduct** **(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/)**. 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** **(https://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 IA System 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/) 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 (mailto: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)** 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.

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 (mailto: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** **(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)** (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- **Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)** (https://studentaffairs.unt.edu/counseling-and-testing-services)
- **UNT Care Team (https://studentaffairs.unt.edu/care)** (https://studentaffairs.unt.edu/care)
- **UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)** (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)

Additional Student Support Services

- **Registrar (https://registrar.unt.edu/registration/)** (https://registrar.unt.edu/registration)
- **Financial Aid (https://financialaid.unt.edu/)** (https://financialaid.unt.edu/)
- **Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)** (https://studentaffairs.unt.edu/student-legal-services)
- **Career Center (https://studentaffairs.unt.edu/career-center)** (https://studentaffairs.unt.edu/career-center)
- **Counseling and Testing Services (https://studentaffairs.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)** (https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)

Academic Support Services

- **Academic Resource Center (https://clear.unt.edu/canvas/student-resources)** (https://clear.unt.edu/canvas/student-resources) (provides links to the bookstore, registration and advising information, tuition information, financial aid, and more)
- **Academic Success Center (https://success.unt.edu/asc)** (https://success.unt.edu/asc) (offers academic support services and free individual tutoring)
- **UNT Libraries (https://library.unt.edu/)** (https://library.unt.edu/)
- **Writing Lab (http://writingcenter.unt.edu/)** (http://writingcenter.unt.edu/)

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 (**https://aits.unt.edu/support/index.html** ⬀ **(https://aits.unt.edu/support/index.html)**) 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.