

Course Syllabus ↕

Class Information

LSCM 3960 Logistics and Supply Chain Management - Fall 2026

Credit Hours: 3

Class Time:

LSCM 3960-502 meets on Monday evenings from 6:30 - 9:20pm in FRLD 300.

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

Office Hours:

Please use this link to schedule: [Book time with Dr. Vu](#) ↗

(<https://outlook.office.com/bookwithme/user/440701e3c3a9443eaf03ed206a8696b@unt.edu?anonymous&ep=pcard>)

Communication Expectations: The best way to contact me is via email. 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 or Canvas account because external emails may be routed to the junk folder. 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 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 Operations/Logistics/Supply Chain Management, Systems Engineering, Industrial Distribution, Decision Science, and Leadership & 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

LSCM 3960 covers the analysis and design of domestic and international logistics systems. Topics include transportation, warehousing, inventory control, materials handling and packaging, and plant and warehouse location decisions within and between firms. Emphasis on concepts and practices that provide firms with global competitive advantage.

Course Structure

LSCM 3960-502 is an in-person course. This means that the course will feature in-person lectures, examples, and class activities, though most readings, quizzes, and exams are accessed through Canvas.

The course materials will be covered in approximately 16 weeks from 8/17/2026 to 12/11/2026. A final exam is scheduled on [TBD]. There are 14 chapter modules to the course, three exams, a resume submission, and an introduction discussion post.

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

There are no required prerequisites for this course.

Course Objectives

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

1. Develop an understanding of the role and importance of logistics and supply chain management in private and public organizations.
2. Develop an understanding of the basic functional processes of the logistics system that are critical in managing the supply chain.
3. Understand the mathematics and rationale behind selected supply chain problems.
4. Identify innovative and value-added approaches to logistics and supply chain management.

Materials

- Text: Supply Chain Management: A Business Logistics Perspective. By C. John Langley, Jr., Robert A. Novack, Brian J. Gibson, John J. Coyle. 11th Edition: Thomson Southwestern.
Hardcover: ISBN-13: 9780357442135. eBook ISBN-13: 9780357706770
- All other course materials will be available through Canvas.

Succeeding in this Course

The course is straightforward but contains a lot of material. It has been designed to provide you with a detailed overview of logistics and supply chain management. Each module is self-contained. Completing all the assignments in the required time window will prepare you for the exams. Lecture and problem-solving examples 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.

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) (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
Resume	20 points	2%
Introduction	20 points	2%
Chapter Quizzes (14 chpts x 30 pts ea)	420 points	42%
In-Class Participation/Attendance	70 points	7%
Exam 1	125 points	12.5%
Exam 2	125 points	12.5%
Final Exam (Cumulative)	220 points	22%
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 and are not rounded.

Course Policies

Assignment Policy

All Chapter Quizzes are due by 5:00pm on the assigned due date (so before class on Monday evenings). No late assignments will be accepted. Please access all assignments through Canvas.

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.

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 & Class Participation Policy

LSCM 3960-502 is an in-person class. We will have in-class examples and activities on most days. Points are earned through active participation in that day's discussion and activities. Please come to class on time with a charged and working computer. We will usually begin class with these activities, and habitual tardiness, absenteeism, and disruption to the class will impact your participation grade.

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

LSCM 3960 Logistics & Supply Chain Management

Fall 2026 16-Week 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.

----- All chapter quizzes are due by 5pm before class. -----

Month	Day	Assignment Due
August	31	Chapter 1 - Supply Chain Management - Quiz ** Introduction Post
September	7	Chapter 3 - Role of Logistics in Supply Chains - Quiz ** Resume Due
	14	Chapter 7 - Demand Management - Quiz
	21	Chapter 8 - Order Management and Customer Service - Quiz
	28	Chapter 9 - Inventory Management - Quiz
October	2	Exam 1
	5	Chapter 5 - Sourcing Materials and Services - Quiz
	12	Chapter 10 - Distribution - Managing Fulfillment Operations - Quiz
	19	Chapter 11 - Transportation - Managing the Flow of the Supply Chain - Quiz
	26	Chapter 14 - Supply Chain Technology - Quiz
November	2	Chapter 12 - Aligning Supply Chains (SC Relationships) - Quiz
	6	Exam 2
	9	Chapter 4 - Distribution and Omni Channel Network Design - Quiz
	16	Chapter 13 - Supply Chain Performance Management - Quiz
	23	Chapter 2 - Global Dimensions of Supply Chains - Quiz
	30	Chapter 15 - SC Strategy and 15A Reverse Logistics - Quiz
December	4	Final Exam (Cumulative)

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 assistance 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)**  (<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>). 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/>) (<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)  (<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/) [\(http://www.ecfr.gov/\)](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) [\(https://policy.unt.edu/policy/07-002\)](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

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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/) (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> [↗\(https://aits.unt.edu/support/index.html\)](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** [↗\(https://aits.unt.edu/support/\)](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.