

This syllabus is 17 pages long (and subject to change). Please review it in detail.

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Other Times by Appointment via Zoom/Teams, in-person, or phone

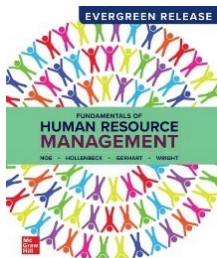
Please contact me directly through the Canvas messaging system. I will respond to you within 24-48 hours. If you have concerns of a personal nature, email me and identify your name, student ID, and clearly specify your question. I will share quick news, course updates, module highlights, and assignment debriefs with the class using the Announcements tab in Canvas. **Please check this section at least twice a week.** I will share other pertinent information about jobs and university events via Canvas messaging. **If you need assistance, please do not hesitate to contact me.**

COURSE DESCRIPTION

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

UNT Catalog Description: Introduction to human resource management. Topics include workforce planning, selection and employment; job analysis and design; training and development; compensation and benefits; health, safety and security; and employee and labor relations.
Prerequisites: None. Open to non-business majors.

REQUIRED ACCESS TO TEXTBOOK



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

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

COURSE OBJECTIVES

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

1. Describe the strategic importance of HRM functions and activities.
2. Examine the impact of HRM functions and activities on the overall organization.
3. Explain key legal issues involved in managing human resources.
4. Discuss the role of general managers in managing human resources.
5. Identify how the social, political, and legal environments affect the HRM function.
6. Summarize and evaluate current and future trends in the HRM field.
7. Assess the feasibility of developing specific HR programs, policies, and procedures.
8. Research and propose solutions to existing HRM challenges consistent with best practices.
9. Develop a foundation for further study in advanced courses in business, HRM and industrial relations.
10. Introduce the Society for Human Resource Management (SHRM)'s Body of Applied Skills and Knowledge™ (BASK™).

COURSE STRUCTURE

This course is designed to be interactive, and it is both encouraged and expected of you to share your understanding of the material as well as your experiences with the topics we confront. There will be a mix of teaching techniques used in this class including readings, lecture, and critical evaluation. This mix is designed to facilitate three separate yet equally important learning goals: (1) foundational, evidence-based knowledge on each of the topics (primarily from your readings and modules); (2) the application of this knowledge (from quizzes, assignments); and (3) skill building and skill development in each of these areas (from active practice, assignments, videos).

This course is offered through Canvas so that you have the convenience of an Internet-based class that meets the standards of various accrediting agencies. **Online courses require discipline and excellent time management skills. I expect you to be proactive about your learning. If something is unclear, contact me to ask for clarification.** You will be providing examples from your current or former employers, professional associations, student clubs, etc., so that you can better understand the complexity of human resource management and working with people. As you review the material, you will have to consider all three perspectives: (1) the owner(s) and executive leadership of the company/organization, (2) mid-level and lower-level managers who supervise employees and manage programs, and (3) individual employees (like you) who are influenced by or make decisions.

Course instruction will be conducted using the textbook and modules on Canvas (includes articles and videos). Videos and articles will present concepts related to HRM issues. Each video or article is a record of an issue faced by businesses. It is not to be construed as portraying either correct or incorrect behaviors. These articles/cases contain the facts, opinions, and prejudices upon which decisions have been made. As such, they will provide the basis for in-depth examination of concepts. For this method of instruction to work effectively, you must have read, viewed, and thought about all assigned material. **Together, all of us create a space where you and your interests matter, and where communal learning is a priority!** The structure of the course provides flexibility for students;

however, the course is **not** self-paced. Adhere to all due dates for weekly assignments and exam availability windows. If possible, work a week ahead, especially for the assignments that require additional research. Please review this list of tips on ["How to Succeed as an Online Student"](#).

MY APPROACH TO SUPPORTING YOUR LEARNING JOURNEY

"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires." – William Arthur Ward

One of the Department of Management's core values is **Students First**. As your professor, **I will guide you toward self-discovery, acquisition and application of knowledge, and creative problem-solving**. This course has been carefully designed to assist you in doing just that - all readings, quizzes, and assignments are structured in a way to maximize your learning experience, challenge you to explore new horizons, and make you more marketable in the workplace. Attempt to see the learning opportunities in every part of this course. Please read the textbook – it has excellent resources. Online courses can be challenging. You will not be successful if you simply memorize facts; you must be able to apply concepts to real life business situations. **Keeping me informed of your progress and any challenges that may arise is critical**. If I have not heard from you in a while and you have not completed the assigned work, I will be contacting you to request a meeting where we will discuss your situation and mutually agree on a plan to finish the semester and learn. Another university representative may also contact you depending on the circumstances. The University of North Texas [has many resources available](#) to assist you in making appropriate progress toward the attainment of your educational and personal goals. **You are not alone!**

Caregiver Responsibilities: I have great respect for students who are balancing their pursuit of education with the responsibilities of caring for children or other family members. If you run into challenges that require you to miss a class, an assignment or an exam, or if your caregiving responsibilities are interfering with your ability to engage in remote learning, please contact me. There may be some instances of flexibility we can offer to support your learning.

WELCOME TO UNT!

As members of the UNT community, we have all committed to being 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.

ASSESSMENT AND GRADING

I provide multiple opportunities for students to receive feedback on their learning and performance throughout the course. You will be responsible for completing all work independently, unless there is a team component, or you are instructed otherwise by me. Your grade in this class will be calculated by adding the **total points earned** during the semester. **I do not round letter grades. You will earn** points that correspond to the respective letter grade based on successful completion of the following:

| Assignment | Points Possible | Percentage of Final Grade |
|--|-------------------|---------------------------|
| Syllabus Quiz, Academic Integrity Quiz, Student Survey | 20 points | 4% |
| Chapter/Module Quizzes (12 @ 15 pts each) | 180 points | 36% |
| Guest Speaker Recording Takeaway (2 @ 40 pts each) | 80 points | 16% |
| Professional Development (LinkedIn Learning course) | 10 points | 2% |
| Individual Development Plan | 50 points | 10% |
| Exams (2 @ 80 points each) | 160 points | 32% |
| Total Points Possible | 500 points | 100% |

| Total Points | Grade Earned |
|--------------|--------------|
| 450-500 | A |
| 400-449 | B |
| 350-399 | C |
| 300-349 | D |
| 0-299 | F |

I reserve the right to adjust exam grades if deemed appropriate after analyzing the results.

This course seems easy to students. Please take it seriously. The correct approach organizations take depends on the type of organization, its goals and strategy, the industry, and many other factors. **The HR field is very dynamic and laws and guidelines change overnight.** The topics we discuss can be very helpful in your personal and professional life. Please read the assigned material, conduct outside research, and reflect on how these apply in practice. Many organizations struggle with HR topics so what you have observed in the workplace is not necessarily a best practice. This may require that you unlearn some incorrect approaches to solving workplace challenges. I encourage you to schedule meetings with me, use available university resources, and contact me with concerns and questions. **We are all learning together!**

GRADING FEEDBACK

Review the assignment description and the requirements. Ask for clarification before due dates. I usually grade assignments within five (5) working days of submission. Please consider my feedback open-mindedly. My goal is to help you better understand concepts. Attempt to see the reasoning instead of becoming upset about not receiving the maximum points. I dedicate a lot of time to grade your submissions and provide you meaningful feedback so that you can succeed in this course, other courses, and the workplace. I expect you to review your work and improve your future submissions. **Review and reflection contribute to an effective learning process. In the workplace, you will also be expected to collaborate with others and learn from the feedback given to you/about you. You will also be asked to evaluate your own contributions objectively and make adjustments.**

MGMT 3860.400 INET – HR MANAGEMENT, WINTERMESTER COURSE SCHEDULE

The schedule is subject to change at the discretion of the professor. Students will be notified.

| Week | Date | Topic/Reading | Assignment |
|------|----------------------|---|---|
| 1 | Dec. 15 – Dec. 18 | - Syllabus Overview - “Start Here”, “Academic Integrity” Modules in Canvas. - CH 1: Managing Human Resources - CH 2: Trends in HRM - Module 1 & 2 | - DUE by 11:59 pm, Thursday, Dec. 18th: 1) Syllabus Quiz 2) Academic Integrity Quiz 3) Student Information Survey 4) CH 1 Quiz 5) CH 2 Quiz |
| 1 | Dec. 19 – Dec. 21 | - CH 3: Providing Equal Employment Opportunity and a Safe Workplace - CH 4: Analyzing Work and Designing Jobs - Modules 3 & 4 | - DUE by 11:59 pm, Sunday, Dec. 21st: 1) CH 3 Quiz 2) CH 4 Quiz Exam #1 (40 mins) - 6:00 am on Friday, Dec. 19th until 11:59 pm on Sunday, Dec. 21st. Use Respondus Lockdown Browser & Webcam. Your screen will be recorded. |
| 2 | Dec. 22 – Dec. 23 | - CH 5: Planning for and Recruiting Human Resources - CH 6: Selecting Employees and Placing Them in Jobs - Modules 5 & 6 | - DUE by 11:59 pm, Tuesday, Dec. 23rd: 1) CH 5 Quiz 2) CH 6 Quiz 3) Professional Development LinkedIn Learning Course on HR topic |
| | Dec. 24 – Jan. 2 | <i>Winter Holiday break! UNT will be closed.</i> | <i>Enjoy the holidays and the break!</i> |
| 2 | Jan. 3 – Jan. 4 | - CH 7: Training Employees - CH 8: Developing Employees for Future Success - Modules 7 & 8 | - DUE by 11:59 pm, Sunday, January 4th: 1) CH 7 Quiz 2) CH 8 Quiz 3) Individual Development Plan 4) Guest Speaker Recording Takeaway #1 |
| 3 | Jan. 5 – Jan. 8 | - CH 10: Managing Employees' Performance - CH 11: Separating and Retaining Employees - Modules 10 & 11 | - DUE by 11:59 pm, Thursday, January 8th: 1) CH 10 Quiz 2) CH 11 Quiz 3) Guest Speaker Recording Takeaway #2 |
| 3 | Jan. 9 | - CH 12: Establishing a Pay Structure - CH 14: Providing Employee Benefits - Modules 12 & 14 <i>Good luck on the exam!</i> | - DUE by 11:59 pm, Friday, January 9th: 1) CH 12 Quiz 2) CH 14 Quiz Final Exam #2 (40 mins) - 6:00 am on Wednesday, January 7th until 11:59 pm on Friday, January 9th. Use Respondus Lockdown Browser & Webcam. Your screen will be recorded. |

ASSIGNMENTS

INTRODUCTORY COURSE QUIZZES

You will complete a syllabus quiz, an academic integrity module and quiz, and a student information survey. The quizzes will familiarize you with how to navigate the course in Canvas and ensure that you understand the respective course and university policies, the course structure, and my expectations. The Academic Integrity Module and Quiz are of paramount importance and will help you better understand when students may unintentionally find themselves in a challenging situation. The student survey is intended to help me better understand your background and experience so that I can effectively tailor the instructional methods. Every measure will be taken to safeguard the personal information you share. Please complete these quizzes and the survey early.

CHAPTER QUIZZES (available in Canvas)

You will complete 12 chapter quizzes. They cover the material discussed in the textbook and modules (including articles, videos, etc.). Each quiz is worth 15 points total and **you have two attempts. Your highest scores will be retained.** All quizzes are open book, open notes. Complete the quizzes **independently** as you work through each corresponding module.

GUEST SPEAKER RECORDING AND TAKEAWAYS

I will supplement your learning experience with guest speaker recordings that relate to our materials. You will review the guest speaker recording and answer several content-based questions. Attending webinars is common in the workplace and you will be asked to summarize key points to share with the rest of your work group. Pay attention to our guest speakers and their expertise and attempt to see how the material they discussed applies to your desired industry and supports course topics. Respond to each prompt in at least 150 words. Thank the guest speakers for participating.

PROFESSIONAL DEVELOPMENT – LINKEDIN LEARNING COURSE

You can review one LinkedIn Learning course on relevant HRM topics (min 30 minutes in length). Contact me in advance to verify that the topic and duration of the course will meet the requirements if you are not using the suggested course. [Use your UNT credentials to access LI Learning at no cost.](#)

ASSIGNMENT 1: INDIVIDUAL DEVELOPMENT PLAN

You will research and create a development plan for yourself that incorporates the best practices we have reviewed in our materials. Use Content from Chapter 8. The intent is to help you develop your capabilities in the next year. You will provide sufficient context and recent research about the **desired industry and talent management challenges faced by organizations in that context.** You will also identify and describe 2 developmental activities in each of the four areas discussed in the textbook in which you will engage in the next year: formal education, assessment, job experiences, and interpersonal relationships. You will also discuss what you have learned about our own talents and skills as well as areas of strength you hope to use in a future role (e.g., Compensation Analyst) in that specific field or industry (e.g., healthcare administration). You may need to interview a

professional in your desired field to gain further insight. Submit the information under the following headings:

1. Desired Industry and Career Field (for which you are pursuing a degree) and current challenges in that field (not personal challenges)
2. Your Areas of Strength in Future Desired Role/Career for which you are pursuing a degree
3. Development Activities – 2 specific activities you will undertake in each of the four categories

Using Generative AI software such as ChatGPT for this assignment is prohibited.

EXAMS

The two (2) mandatory exams are “knowledge-acquisition-application” oriented. Each exam is designed to “quickly” test your knowledge and how well you apply concepts via multiple choice and true/false questions. The questions cover content from the textbook, additional articles, and/or videos. **Using textbooks and/or notes on exams is not permitted.** These are closed book exams and no outside or additional resources are allowed besides what a student has committed to memory through study and preparation. You will have **40 minutes** to answer 40 questions (multiple choice, true/false). You will need to download the free [Respondus LockDown Browser](#) and have a WebCam available. Your face must be present in the camera frame while taking the exam. **You must complete each exam independently in one sitting once you begin; breaks are not allowed.** You may be able to check out laptops through the UNT library or complete the exam at UNT Computer Labs.

You need to know the material, assigned readings, and videos to do well. You will be able to take a practice exam that serves as a test of your computer set-up (using Respondus Lockdown Browser) and to give you an idea of the types of questions you can expect. I also provide a study guide and an online review. You will be able to view your exam score after I have analyzed the responses. You can schedule a meeting within 7 days after I send an announcement that scores have been posted.

Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during an exam. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is NOT allowed. Having anyone else in the room with you while you take the exam is NOT allowed. Exam questions are randomized so you will not see the same questions in the same order as your classmates. **Please contact me with questions and to prepare for the exam ahead of time. Engaging in academic integrity violations such as cheating, providing unauthorized assistance, etc. will be reported to the Office of Academic Integrity.**

REQUESTS FOR ALTERNATIVE TESTING TIMES

If you have a conflict, email me as soon as possible **before the exam** with “MGMT 3860 Exam Conflict” in the subject line. Include your name, student ID number, and detailed reason for the request. Your request must comply with University policy. Final exams can be rescheduled if you have multiple exams on the same day. No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams unless there is a circumstance outside of your control.

POLICIES & HELPFUL INFORMATION

ACHIEVING SUCCESS

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

ACCESS TO CANVAS & HELPDESK

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

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

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

USE OF PERSONAL COMPUTERS AND THE CANVAS LEARNING SYSTEM

The student assumes **all** responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Your enrollment in this class signifies that you possess basic personal computer skills and have a rudimentary knowledge of Canvas. Please ensure you have stable Internet connection during quizzes and exams. You are strongly discouraged from taking exams on mobile devices. The student assumes **all** responsibility for participating on the discussion board, taking exams, uploading assignments within the Canvas Learning System. Review the short tutorials on how to navigate Canvas and familiarize yourself with the Canvas requirements with this [information on Canvas compatibility](#). In addition, you will need the following:

- Speakers, Plug-Ins
- Microphone
- Microsoft Office Suite (including PowerPoint)
- [Respondus LockDown Browser \(Free\)](#)
- [Zoom Web Conferencing Tool](#)
- WebCam
- Other presentation software (student preference)
- Other software for video recordings (student preference)

EAGLE CONNECT ACCOUNTS

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

ACCEPTABLE STUDENT BEHAVIOR AND RULES OF ENGAGEMENT

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication and mutual respect. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can create a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. We are all learning together.

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 may be referred 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.

Please treat others with respect and civility. This is an educational environment and as such, please follow these rules of engagement so we have a collaborative and engaging learning experience.

- While the freedom to express yourself is a fundamental human right, any communication that uses 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 or 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.

EVENT TIMING

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

SUBMISSION OF ASSIGNMENTS

You will submit all assignments through the respective tabs on Canvas (unless instructed differently by me). You are responsible for ensuring that you upload/submit all required documents via the

correct assignment tab by the due date. When uploaded, assignments will be submitted to the Turnitin plagiarism detection platform. Review your Turnitin report and contact me to explain any similarity concerns before I grade your submission. **Students are responsible for learning material and producing content that demonstrates their mastery of this material. Having a third party or an AI software create work, and then submit that work as if it were the students' original and independent efforts undermines that goal. The use of AI is specifically prohibited for all large assignments such as the Individual Development Plan. If you are in doubt, always ask me.**

USE OF GENERATIVE AI & OTHER AI TECHNOLOGY

Use of AI technology (e.g., ChatGPT, Claude, Gemini, etc.) is permitted in a **limited capacity in this course**. You will or may use specific GenAI tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce. Students should refer to individual assignments for details and to determine how/when appropriate citation for the tool should be used. **When in doubt, ask the professor. The use of AI on any assignments needs to be disclosed in advance.** Students must document the use of AI (e.g., keeping screenshots and notes of your process, sharing before and after versions, documenting your workflow, and **sharing your prompts and output**) and ensuring that you cite Generative AI use: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

In accordance with the UNT Honor Code, any unauthorized use of GenAI tools is prohibited. **Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates the UNT Academic Integrity Policy. If you're unsure whether something is allowed, please seek clarification. Falsely representing AI work as your own is dishonest. Violating this policy constitutes cheating and will result in academic discipline.** The Academic Integrity policy is referenced elsewhere in this syllabus.

I use GenAI to generate prompts, create scenarios, enhance materials, draft syllabi, build study guides, to name a few. I will disclose how I use GenAI tools, and I expect the same from you. My aim is not to penalize curiosity and experimentation with emerging technologies like AI and Generative AI but to enhance AI literacy and emphasize the ethical and responsible use of such technologies. **Nevertheless, the use of AI on submitted work that was not permitted or discussed in class and/or was not properly cited will be considered a violation of course policy and as such, the student may be referred to the Office of Academic Integrity. I appreciate your cooperation and your commitment to submitting original work and to learning by challenging yourselves.**

RCOB SYLLABUS STATEMENT ON ACADEMIC HONESTY

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

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

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

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

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

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

ACADEMIC INTEGRITY POLICY

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, **academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and**

sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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

NOTE: I will submit your work to an electronic plagiarism monitoring service such as [Turn It In](#). Proper action will be taken if significant plagiarism is evident. In addition, I will check for the use of Generative AI content. The use of such content is not allowed.

LATE WORK

I do not accept late work. An exception to the above may be made on a case-by-case basis if you provide documentation substantiating a valid personal emergency. Those will usually have to be submitted to the [Dean of Students Office](#). **If you are overwhelmed or feeling behind, please contact me before the assignment is due.** Assignments are designed to span over several weeks and they have varying degrees of complexity so submit your best work early. Read the instructions more than once to best prioritize your time and your resources and ask me questions. **I am here to help you.**

WRITING SKILLS

Students will compose grammatically correct sentences, write well-developed paragraphs, and express coherent ideas. Submissions must have complete sentences, correct punctuation, and proper capitalization. Avoid using abbreviations and acronyms without clarification. **Cite all sources in-text and include a list of corresponding references.** APA style is preferred but not required.

SUNDOWN RULE

You have **one (1) week from the date the grade is released** to inquire about your grade on an exam, quiz, discussion, or any other assignment. The exception to this is when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar.

DROPPING THE COURSE

Before you decide to drop the course, please speak with me first, **meet with an advisor**, and adhere to the [Academic Calendar](#). Please note that **January 6th** is the deadline to drop a course and the last day to withdraw (drop all classes) where grades of W will be assigned.

EMERGENCY NOTIFICATION & PROCEDURES

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

EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING/G. BRINT RYAN COLLEGE OF BUSINESS

- Severe Weather - In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level, and in rooms 170, 155, and the restrooms on the first floor.
- Bomb Threat/Fire - In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

SYLLABUS MODIFICATIONS

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

COURSE EVALUATIONS (SPOT – Student Perception of Teaching)

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

BROADCAST MESSAGES

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

OFFICE OF DISABILITY ACCESS

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. See the [ODA website](#) for more information. The course instructor works closely with and conforms to the strict guidelines of the ODA. Printed exams can be administered by ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (usually this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester). Accommodation requests can also be made during the semester.

IMPORTANT INFORMATION FOR F-1 VISA HOLDERS

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 [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

UNT 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 may be used 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, he or she should contact the UNT International Student Office at 940.565.2195 or 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 the [UNT Policy on Student Identity](#).

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.

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. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: 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.

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.

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.

SEXUAL ASSAULT PREVENTION

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

STUDENT ACADEMIC SUPPORT SERVICES

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

ADDITIONAL STUDENT SUPPORT SERVICES

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

MENTAL HEALTH

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need to support academic success and mental well-being:

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

UPDATING PERSONAL INFORMATION

- [UNT Transcripts and Records](#)
- [UNT ID Card](#)

| WINTERMESTER/SPRING 2026 IMPORTANT DATES PER THE <u>UNT REGISTRAR</u> | |
|--|-------------------------|
| Classes Begin, Last day to add a class | Dec. 15 |
| Census | Dec. 16 |
| Beginning this date, a student may drop a course with a grade of W. See link for complete instructions Dropping a Class through the Registrar. | Dec. 17 |
| Last day for change in pass/no pass status | Dec. 19 |
| Midpoint of the semester | Dec. 24 |
| Last day for a student to drop a course or all courses with a grade of W | Jan. 6 |
| Beginning this date, a student who qualifies may request an Incomplete. | Jan. 7 |
| Winter break, no classes | Dec 24. - Jan 2. |
| Final Exams , End of Term | Jan. 9 |

Enjoy this semester and make it count! I am excited to work with you!