

This syllabus is 16 pages long (**and subject to change**). Please review it in detail.

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Please contact me directly through Canvas messaging. I will respond within 24-48 hours I will share quick news, course updates, and other pertinent information with the class using the Announcements tab in Canvas. **Students should check Announcements twice a week.** If you have questions about this course, please do not hesitate to contact me. **We are learning together.**

COURSE DESCRIPTION

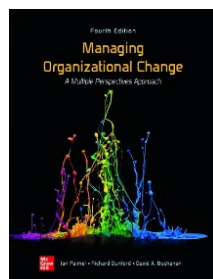
Managing Organizational Design and Change (MGMT 5120, 3 credit hours): Examination of the development of organizational competencies and capabilities through the study of the theory and tools related to organizational design and change. Emphasis is placed on the use of horizontal and vertical linkage mechanisms that provide the organization with the flexibility to adapt to a rapidly changing competitive environment. Definition of management roles are emphasized in the change management process. Prerequisites: None

COURSE OBJECTIVES

The course strives to guide students to achieve the following:

1. Understand how stories of change can contribute to our knowledge of theory and practice.
2. Explain the theoretical underpinning of different change management images.
3. Identify internal organizational factors that trigger change.
4. Use strategic analysis tools to assess the need for organizational change.
5. Understand the difference between sustaining and disruptive innovation, and explain the practical implications of this distinction for change management.
6. Explain the arguments for and against the concepts of purpose (or mission) and vision, and how approaches to these issues depend on the image of managing organizational change.
7. Understand how gender, power, and emotion affect change communication processes.
8. Understand the organization development (OD) approach to change.

REQUIRED TEXTBOOK



Managing Organizational Change: A Multiple Perspective Approach. 4th edition, by Ian Palmer, Richard Duford, & David A. Buchanan, McGraw-Hill Publishing, 2022. ISBN13: 9781260043716

You may obtain the textbook through the UNT Bookstore or directly from the publisher through [McGraw Hill](#). I will distribute additional readings, videos, and assignments through Canvas.

No additional platforms are required. **Please obtain the textbook and read it.**

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. All readings, videos, assignments, etc. are structured in a way to maximize your potential, challenge you to explore new horizons, and make you more marketable in the workplace. You must be able to apply concepts to real life business situations. If I have not heard from you for a while and you have not completed the assigned work, I will be contacting you. Another university representative may also contact you depending on the circumstances. Keeping me informed of your progress and any issues that may arise is critical, especially in an online environment and during a summer course. The University of North Texas has [many resources available](#) so you can make progress toward the attainment of your educational and personal goals. **You are not alone.**

COURSE STRUCTURE

This course is offered through Canvas so that you have the convenience of an Internet-based class meeting high standards established by various accreditation agencies. You will be providing examples from your current or former employers, professional associations, or volunteer experience to better understand the complexities of effective organization design and change initiatives. All modules include required textbook readings and accompanying sources. Every module includes supplementary readings/videos with discussion questions. Students will complete three (3) exams. Students will create a presentation on an organizational change or design effort. Students will also participate in discussion posts and engage with their peers.

Videos and articles will present concepts related to **organization design, organization structure, organization life cycle, decision-making, interorganizational relationships, external factors affecting organizations, organizational culture, and leading change**. These are macro topics and thus apply to the entire organization. Each video/article is a record of an issue which has been faced by business executives and should not be viewed as portraying correct/incorrect behavior. For this method of instruction to work effectively, **you must have read, viewed, and thought about all assigned material**. Please also consider the following perspectives:

Ethical Perspectives: Students will be required to recognize ethical issues and to identify and apply appropriate ethical criteria in making decisions as leaders and HR professionals.

Global Perspectives: Students will be encouraged to identify the general impact of globalization and cross-cultural leadership and management concerns related to managing the workforce.

Political, Social, Legal, Regulatory, and Environmental Perspectives: HR professionals and managers make decisions that have to comply with laws and regulations, established practices, and also innovate. Such decisions may often get challenged so it is important to understand large-scale environments.

EVALUATION AND GRADING

I provide multiple opportunities for students to obtain feedback on their learning and performance throughout the course. You will be responsible for completing all work independently, unless instructed otherwise by me. Your grade in this class will be calculated by adding the **total points earned** during the semester based on successful completion of the following:

Assignment	Points Possible	Percentage of Final Grade
Student Information Survey & Academic Integrity Module & Quiz	10 points	2.5%
Module Reflections (2 @ 15 pts each)	30 points	7.5%
Readiness for Change Assessment & Reflection	30 points	7.5%
Exams (3 at 50 points each)	150 points	37.5%
Guest Speaker Recording Reflection	20 points	5%
Organizational Analysis on AI/ML – Approval	20 points	5%
Organizational Analysis Presentation Recording	100 points	25%
Organizational Challenge Discussion	40 points	10%
Maximum Course Points Possible	400 points	100%

Total Points	Grade Earned
360-400	A
320-359	B
280-319	C
240-279	D
0-239	F

I do not round letter grades. I reserve the right to adjust exam grades if deemed appropriate. This is a graduate-level course. Extra credit is only provided for research. Please contact me directly with any extenuating circumstances out of your control as soon as practically possible.

SUBMISSION OF ASSIGNMENTS

You will submit assignments through the respective tab on Canvas (unless instructed differently by me). **Assignments are due by 11:59 pm on the dates listed in the Course Schedule. Please abide by the Academic Integrity policies and produce original work. Be proud of your work and the effort you put into learning and development.**

LATE WORK

I do not accept late work, especially in a class that is only 5 weeks long and has been open for you before the first day. An exception may be made if you provide documentation substantiating a valid personal emergency within 48 hours of the missed deadline. **If you are overwhelmed or feeling behind, please contact me before the assignment is due. Early submission of assignments is welcome.** The assignments have varying degrees of complexity and preparation.

GRADING FEEDBACK

Review the assignment description and requirements a few times. As humans, we are easily overwhelmed and can miss some details. **I encourage you to ask questions before submitting your work. I usually return feedback within five (5) working days of submission.** Please consider my feedback open-mindedly. **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.** Review and reflection contribute to an effective learning process.

SCHOLARLY EXPECTATIONS

All work submitted for credit must be originally created by the student uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the professor. Submitted work is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. You should compose grammatically correct sentences, write well-developed paragraphs, and express ideas coherently. Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification. **Cite all sources in-text and include a list of corresponding references.** APA style is preferred but not required.

SUGGESTIONS AND COMPLAINTS

Please see the professor for any special problems or complaints which may be impeding your progress in the course. Feedback concerning the class/course is always appreciated and will be considered to improve the learning environment in this and subsequent semesters.

SUNDOWN RULE

You have **one (1) week from the date the grade is posted** to inquire about your grade on an exam, quiz, discussion, or any other assignment. During the final week of the semester, contact me as soon as possible before I submit grades to the Registrar. The purpose of this policy is to resolve any issue during the semester and not wait until the last week of the semester. This is grade appeal.

SUMMER 5W2 2026 IMPORTANT DATES PER THE UNT REGISTRAR

- **June 22** - First Class Day
- **June 25** - Census
- **June 26** - Beginning this date a student may drop a course with a grade of W
- **July 8** - Midpoint
- **July 16** - Last day for a student to drop a course. Last day to Withdraw (drop all classes). Grades of W are assigned.
- **July 17** - Beginning this date, a student who qualifies may request an Incomplete.
- **July 24** - Final Exams, Last Session
- **July 4th** - No Classes

MGMT 5120.401 Managing Organizational Design & Change
SUMMER 5W2 2026 COURSE SCHEDULE

Week	Date	Topic	Reading/Assignment
1	June 22 – June 28	- Introduction & Overview - Obtain Access to Required Textbook & Review Syllabus - Chapters 1, 2, & 3 (Managing Change: Stories & Paradoxes, Images of Change Management, Why Change? Contemporary Drivers & Pressures)	DUE by 11:59 pm, Sunday, June 28th: 1) Student Information Survey 2) Academic Integrity Module & Quiz 3) Module 1 Reflection 4) Organizational Analysis Topic – <i>consult with your Professor on possible topics in advance of the due date.</i>
2	June 29 - July 5	- Chapters 4, 5, & 6 (What to change? A Diagnostic Approach, What Changes?, Purpose & Vision) - Exam 1 (Chapters 1, 2, 3, 4) <i>UNT is closed on July 4th. Due dates are adjusted due to the holiday weekend.</i>	DUE by 11:59 pm, Sunday, July 5th: 1) Readiness for Change Assessment & Reflection & Action 2) Exam 1 – Available via Canvas from 6 am, Thursday, July 2nd, until 11:59 pm on Sunday, July 5th Exam requires Respondus LockDown Browser, WebCam & Second Camera Feature. Your screen will be recorded.
3	July 6 – July 12	- Chapters 7, 8, 9, 10 (Change Communication Strategies, Resistance to Change, Org. Development and Sense-making Approaches, Change Management Perspectives) - Exam 2 (Chapters 5, 6, 7, 8)	DUE by 11:59 pm, Sunday, July 12th: 1) Module 3 Reflection 2) Exam 2 - Available via Canvas from 6 am, Friday, July 10th, until 11:59 pm on Sunday, July 12th Exam requires Respondus LockDown Browser, WebCam & Second Camera Feature. Your screen will be recorded.
4	July 13 – July 19	- Chapters 11 & 12 (Sustaining Change Versus Initiative Decay, The Effective Change Manager: What Does it Take?) - Exam 3 (Chapters 9, 10, 11, and 12)	DUE by 11:59 pm, Sunday, July 19th: 1) Guest Speaker Recording Reflection 2) Exam 3 - Available via Canvas from 6 am, Friday, July 17th until 11:59 pm on Sunday, July 19th Exam requires Respondus LockDown Browser, WebCam & Second Camera Feature. Your screen will be recorded.
5	July 20 – July 24	- Organizational Analysis Presentation & Discussion	DUE by 11:59 pm, Thursday, July 23rd: 1) Organizational Challenge Discussion 2) Organizational Analysis Presentation Best of luck on all exams and projects!

ASSIGNMENTS

INTRODUCTORY COURSE SURVEY & ACADEMIC INTEGRITY MODULE

You will complete a brief student information survey 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 in the survey. 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.

REFLECTIONS

You will respond to a series of prompts. These reflections allow you to think more deeply about the course material. Your answers help me understand what you are learning and how I can enhance your learning experience. You can also ask questions related to course content or leading change efforts. Provide as much detail and context as possible so I can evaluate your content mastery and ability to apply the concepts to solve real organizational challenges.

ORGANIZATIONAL ANALYSIS PRESENTATION (NO GEN AI USE ALLOWED)

Students will be responsible for developing (your own) and **recording an online presentation. This must be a continuous presentation recorded in one setting. Deliver the presentation standing and wearing appropriate business professional or business casual attire.** You will select an organization of interest to you which you will analyze over the course of the class. **This organization can either be a) a Fortune 500 company or b) the company you work for.** This needs to be an existing large organization (ideally, 500 employees or more). You will analyze the organization's response to the growing prevalence of **Artificial Intelligence (AI) and/or Machine Learning (ML) in the workplace and how this organization will incorporate it.**

Setting the Stage: You have been asked to brief the CEO and Board of Directors on the organization's current approach to AI/ML. Your presentation should address:

1. **Your analysis of the organization's AI/ML-related challenge or opportunity,**
2. **Your assessment of the key trends and managerial issues associated with AI/ML adoption in that particular industry/sector, region, and**
3. **Your recommended strategy for how the organization should respond going forward.**

Because their time is extremely limited, you have been allocated **7-9 minutes** to deliver this presentation. Thus, you must concisely and effectively provide clear, actionable takeaways.

This project requires **analysis of an organization's response** rather than only describing the response to the issue/situation. You should use the information you've acquired to scrutinize **how the organization is currently operating and provide recommendations for how it can improve and adapt moving forward to lead in an AI-driven environment.** You will collect information from a multitude of sources including the textbook, the company website, news stories, and

academic journals. Using only the textbook is not appropriate or acceptable and will result in a substantial deduction of points.

These presentations should be composed in PowerPoint, with slides that highlight the main points of your topic. The notes section below each slide will elaborate on the content of the slide. Presentations must include subtitles and/or a transcript OR the notes section should reflect what would be said in the presentation. Presentations should consist of about 7-10 content slides (not including title page or references) and be, on average, **7-9 minutes in length**. The last slide should include your references for the presentation. **At least 8 references (4 must be from peer-reviewed journals/publications) are required.** Presentations should be recorded with a webcam showing the presenter's face and the slides simultaneously. **Practice these presentations before recording and do not read off the screen. Present standing up in one continuous recording without stopping as if you were presenting to a live audience.**

Please submit the following via Canvas:

- 1) A PPT presentation with notes/script reflecting what you say in the presentation, AND**
 - 2) A link with your presentation as a video (it should be recorded via Zoom to the Cloud).**
- You may also submit your presentation as a YouTube link.**

More information is in Canvas. The use of GenAI tools for the recording of the presentation is strictly prohibited.

DISCUSSION OF ORGANIZATIONAL CHALLENGES

Each student will post a thread to the designated discussion area overviewing a current organizational challenge they must solve for. You will submit an insightful discussion post via Canvas and respond to two of your peers offering appropriate suggestions on solving the issue. These discussions should provide specific context about this design and change challenge and suggestions on how to approach it by using relevant course materials. Explain specific models you include (e.g., Kotter's 8-Step Model). Each posting will be graded on quality, analytical thinking, and incorporation of course materials, and reputable references. **The use of GenAI is strictly prohibited. Please do not copy your peers' postings into any GenAI platforms. Engage in a conversation as responsible and competent professionals who are learning together.**

GUEST SPEAKER RECORDING & REFLECTION

I will supplement your learning experience with a guest speaker recording that relates to what we have covered in our materials. You will watch the recording and answer several content-based questions to complete the guest speaker reflection. More information is in Canvas.

EXAMS (Require Respondus LockDown Browser + WebCam & Mobile Device)

Exams are "knowledge-acquisition-application" oriented. They are designed to "quickly" test your knowledge. The questions cover content from the textbook, additional articles, and videos. **Refer to the Course Schedule for exact dates.** You will have **40 minutes** to answer 40 multiple choice and true/false questions. **You are allowed to use a 3" by 5" note card.**

You will need to download the free [Respondus LockDown Browser](#) & Respondus Monitor and have a WebCam and an additional mobile device (e.g., a phone) available. **You will be using the Second Camera feature that will record your testing environment.** I will send an Announcement once scores have been posted on Canvas. If you would like to review your exam, please contact me within 7 days. **Please prepare for these exams.**

Usage of cell phones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting, or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Test questions are randomized so you will NOT see the same questions in the same order as your classmates.

As a leader and business professional, your integrity is of the utmost importance.

REQUESTS FOR ALTERNATIVE TESTING TIMES

If you have a conflict, contact me as soon as possible **prior to the exam** at Mariya.GavrilovaAguilar@unt.edu with “MGMT 5120 Exam Conflict” in the subject line and include your name, student ID number, and detailed reason for request. Your request must comply with university policy. No make-up exams will be granted for missed or late assessments, quizzes, assignments, or exams unless this is outside of your control, and you have an excusable reason.

POLICIES AND HELPFUL INFORMATION

THE UNT COMMUNITY

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. Please review UNT’s full [Non-Discrimination Policy](#).

ACHIEVING SUCCESS

At UNT, our mission is to empower you to thrive in a rapidly changing world by offering a high-quality education and a caring and creative community. As a faculty member, I am committed to helping you excel and grow as a student. To learn more about campus resources and information on how you can be successful at UNT, **visit unt.edu/success**. To find answers to enrollment and student financial-related questions, visit **scrappysays.unt.edu**. I am also available to help answer any questions or help you find resources for one-on-one assistance.

ACCESS TO CANVAS & HELPDESK

- Access the [Canvas website](#)
- Login using your EUID and Password
- Click “MGMT 5120” from the list of courses

Please immediately report all Canvas problems to the helpdesk at 940-565-2324. Forward any such communication to me as needed and obtain a ticket number. **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. As a result, Canvas complies with Section 508 of the United States Rehabilitation Act of 1973, enabling people with disabilities and those using assistive technologies, such as screen readers, to fully 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, etc. within the Canvas Learning System. Review the short tutorials on how to navigate Canvas and familiarize yourself with the Canvas requirement and [information about Canvas compatibility](#).

In addition, you will need the following:

- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite (please learn how to use “Track Changes” in Word)
- [Zoom Web Conferencing Tool](#)
- [Respondus LockDown Browser](#) (free) & WebCam

EAGLE CONNECT E-MAIL ACCOUNTS

All students should activate and regularly check their EagleConnect (e-mail) account used for official communication from the University. Set your notification preferences in Canvas so that you receive announcements at that account (and other secondary e-mail addresses) or forward it.

EVENT TIMING

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

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 on the [Registrar's website](#). Please note that **July 16th** is the deadline to drop a 5W1 course and to withdraw (drop all classes) where grades of W will be assigned.

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. Please consult [the Code of Student Conduct](#).

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.
- 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.

USE OF GENERATIVE AI & OTHER AI TECHNOLOGY

Use of Generative AI (GenAI) technology (e.g., ChatGPT, Claude, Google’s Bard, 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 all 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. **Add an appendix showing (a) the entire exchange with prompts and output, highlighting the most relevant sections; (b) a description of precisely which AI tools were used (e.g., ChatGPT private subscription version or DALL-E free version), (c) an explanation of how the AI tools were used (e.g., to generate ideas, phrasing, elements of text, long stretches of text, lines of argument, pieces of evidence, illustrations of key concepts, etc.); (d) an account of why AI tools were used (e.g., to save time, to stimulate thinking, to handle mounting stress, to clarify prose, to translate text, to experiment for fun, etc.).** You must keep screenshots and notes of your process, document workflow, and cite Generative AI use: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. **Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT 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. **Nevertheless, the use of AI on submitted work that was not permitted 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 challenges yourselves.**

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 dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor or submitting the same assignment in two different courses is a violation of the Academic Integrity policy.

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. Consult the [Student Standards of Academic Integrity Policy](#).

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

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.

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 evaluations until after the semester ends. Please complete the evaluations which will be administered toward the end of the semester. For additional information, please visit the [SPOT website](#) or email spot@unt.edu.

SYLLABUS MODIFICATIONS

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

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. Enroll at my.unt.edu. The [university's website](#) will 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.

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. For additional information see the [ODA website](#).

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).

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 Blackboard 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.

CLASS MATERIALS FOR REMOTE INSTRUCTION

This course is conducted entirely online and the required materials are listed above. Review this resource for more information on [how to be successful in a remote learning environment](#).

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.

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 admissions, 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](#)