

OPSM 4880-001 MANAGEMENT OF PROJECTS AND SYSTEMS

Instructor Contact

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Communication Expectations: All course communication will be through the Canvas platform. For personal concerns or questions, please email me at michael.savoie@unt.edu. When sending an email to my UNT address, please be sure to include the course number and section number (4880-001) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for SmartBook Assignments are available immediately upon completion of the assignments. Project grades with feedback are available within a week of presentations.

Course Description

OPSM 4880 Management of Projects and Systems involves the investigation and study of the role of projects in contemporary organizations. The course includes a presentation of the technical aspects pertaining to the management of complex projects and systems starting with conceptual design and advanced development, and continuing through detailed design, production and termination. Budgeting, sourcing of resources (make/buy decisions), strategy/change management, customer interaction and application of appropriate technologies are all part of the project design. An emphasis is placed on integrative, demand-driven concepts rather than isolated methodologies.

Course Structure

OPSM 4880 is a face-to-face course. The course materials will be covered in approximately 16 weeks from August 18 to December 4, 2025. There are 15 modules to the course, plus two group presentations. Each module includes one or more SmartBook reading assignments that are due prior to the class where the material will be discussed.

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

Course Prerequisites or Other Restrictions

Prerequisite(s): OPSM 3830.

This is a senior-level course. As such, you are expected to have working knowledge of the topics covered in your prior years of study. This prerequisite material includes, but is not limited to, statistics, forecasting, supply chain management & logistics, procurement, and marketing/customer relationship management. We will not address material already covered in your earlier courses. Additionally, you

should have working knowledge of the internet, Canvas LMS, Microsoft Office, Zoom and online video recording methodologies.

Course Objectives

The objectives of the course are to:

1. Introduce the student to area of project management including an exposure to the terminology, concepts, techniques, and technologies.
2. Develop a basic understanding and application of methodologies including project selection, design, budgeting, and sourcing (make/buy) decisions.
3. Apply an experiential learning environment that allows for individual understanding of the design, management, communication and termination processes of project decision making in a team-based setting.
4. Experience interaction with a customer, senior management, and project champion to determine how to manage and meet stakeholder expectations, project strategy and change management.
5. Provide appropriate documentation and presentation of the project team effort including detailed analysis to support a Go/No-Go decision on project implementation.

Materials

Text. (Connect Access with eBook) Project Management: The Managerial Process, 2025 ed. Erik W. Larson and Clifford F. Gray. McGraw-Hill Education. ©2024. May be purchased directly through Canvas/MH Connect. ISBN# 978-1-265-06088-6 if purchasing an access card through the bookstore or other 3rd party site. MH Connect access includes the e-book. You do not need to purchase a separate hardcopy of the book.

Canvas. Course materials, assignments, and outside readings will be available within Canvas (<https://unt.instructure.com>). You can learn more about Canvas by reviewing the online guides available by clicking on the help link.

Internet Software: You will need Internet access. Course materials and assignments will be distributed through Canvas. You will be responsible for accessing Canvas to obtain all course materials. Microsoft Office and Adobe Acrobat Reader may be required to read some of these materials. Acrobat Reader is available free from the Adobe web site: www.adobe.com. Printed materials required for this course may be stored in PDF. This format is common for materials published throughout the web and for full-text articles obtained online from the UNT library.

Class PowerPoint Presentations: PowerPoint slides will be made available on Canvas. You may find these useful when working on your project and presentations.

Teaching Philosophy

OPSM 4880 is a team-based, project-based course. All basic course materials are provided in the Canvas shell. The course is integrated with McGraw-Hill Connect, which is required for the course.

Please access all assignments through Canvas. Doing assignments directly in MH Connect may result in the grades not transferring into the Canvas gradebook. If I have to manually move grades from MH Connect to Canvas, there will be a 10% penalty imposed on each grade that has to be moved. You are responsible to keep track of your grades in the Canvas gradebook and notify me should a grade not appear.

The course has been designed to provide you with a detailed overview of the Management of Projects and Systems, which your team will use to design a detailed project plan for a project of your choosing. Each class is divided between general knowledge for all students, and meetings with individual teams to discuss specific project issues. Please reach out to me should you have any questions or concerns regarding the course.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. You will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

Course Policies

Attendance Policy

Attendance during the first week of class is mandatory. You must contact me prior to class if you will not be in attendance. Failure to attend the first week of class may result in you being dropped from the course.

OPSM 4880 is a face-to-face course. You are responsible for all material covered during class, including changes to the syllabus, course schedule, and course materials. I will not supplement missed lecture material. If you must miss a class, you need to make the necessary arrangements to obtain any missed material or lecture notes from other students in the class.

Class attendance is strongly encouraged. Roll is taken intermittently throughout the semester and failure to attend may result in a grade reduction. It is your responsibility to inform the instructor and team members should you intend to miss class. Attending class and being an active participant in the discussions will help you do better on peer evaluations and assignments than you would without attending class.

Course Requirements

Week	Chapter/Topic	SmartBook Assignment* Due by 5:00pm on Tuesday	Team Assignment
Aug 19/21	Course & Semester Overview Chapter 1 – Modern Project Management Chapter 10 – Being an Effective Project Manager Chapter 11 – Managing Project Teams	Chapter 1 Chapter 10 Chapter 11	Assignment 1
Aug 26/28	Chapter 2 – Organization Strategy & Project Selection	Chapter 2	Assignment 2
Sep 2/4	Chapter 3 – Organization: Structure & Culture	Chapter 3	Assignment 3
Sep 9/11	Chapter 4 – Defining the Project	Chapter 4	Assignment 4
Sep 16/18	Chapter 5 – Estimating Project Times & Costs	Chapter 5	Assignment 5
Sep 23/25	Chapter 6 – Developing a Project Schedule	Chapter 6	Assignment 6
Sep 30/2	Chapter 7 – Managing Risk	Chapter 7	Assignment 7
Oct 7/9	Interim Group Project Presentations	Must be uploaded by 5:00pm Oct 7 Peer Evaluations due by 11:59pm Oct 9	
Oct 14/16	Chapter 8 – Scheduling Resources & Costs	Chapter 8	Assignment 8 Assignment 9
Oct 21/23	Chapter 9 – Reducing Project Duration	Chapter 9	
Oct 28/30	Chapter 12 – Outsourcing: Managing Interorganizational Relationships	Chapter 12	Assignment 10
Nov 4/6	Chapter 13 – Progress & Performance Measurement & Evaluation	Chapter 13	Assignment 11
Nov 11/13	Chapter 14 – Project Closure	Chapter 14	Assignment 12 Assignment 13
Nov 18/20	Chapter 15 – Agile Project Management Chapter 16 – International Projects	Chapter 15 Chapter 16	
Nov 25/27	Thanksgiving Break		
Dec 2/4	Final Group Presentations Attendance is required	Must be uploaded by 5:00 pm on Dec 2 Peer Evaluations due by 11:59pm Dec 4	
Finals	Final Group Presentations if needed	TBD per Finals Week Schedule	

*** No late work is accepted.**

Grading

Assignment	Points Possible	Percentage of Final Grade
SmartBook – additive out of 150 total points	<i>150 points</i>	25%
Interim Project Presentation (Group Grade)	<i>100 points</i>	16.67%
Interim Peer Evaluations (Individual Grade)	<i>100 points</i>	16.67%
Final Project Presentation/Report (Group Grade)	<i>100 points</i>	16.67%
Final Project Peer Evaluations (Individual Grade)	<i>100 points</i>	16.67%
Professional Development	<i>50 points</i>	8.3%
Total Points Possible	<i>600 points</i>	100%

A = 540-600

B = 480-539.99

C = 420-479.99

D = 360-419.99

F = below 360

Grades are based on total points earned during the semester.

Numeric grades are not rounded up to the next high letter grade.

Assignment Policy

Reading Assignments: Instead of an exam covering all the material, the course includes reading assignments with questions for each chapter. Assignments will take between 20 minutes and 90 minutes to complete, depending on your range of knowledge. The SmartBook assignments have 160 points that may be earned throughout the semester. You need a total of 150 points to get full credit. SmartBook Assignments are due by 5:00pm on the Tuesday of the week the class will discuss that topic.

Case Presentation: Groups are selected at the beginning of the semester. It is your responsibility to connect with your team members and arrange for mutual times and dates to meet. Collaboration tools are provided in Canvas, including Microsoft365 and Zoom video conferencing. Your first assignment as a team is to pick someone to be a liaison with the professor. This person is the only person who can contact the professor on behalf of the team regarding team questions. The purpose of this is to prevent confusion should multiple people ask similar questions regarding the case. **Please note: This does not prohibit any student from contacting the professor with individual questions regarding the class.**

Peer Evaluations: As part of your course assignment, you are required to evaluate your teammates. A downloadable Word document of the form is included in the Peer Evaluation module in canvas. Please note that this form may not be submitted prior to the submission of your team presentation.

Professional Development assignments are due by 11:59pm, Thursday, December 4, 2025. No late assignments will be accepted. The Department of Supply Chain Management (SCM) provides Professional Development opportunities through the SCM Executive Lecture Series. These lecture

sessions expose students to senior industry leaders, allowing them to interact directly with senior executives and gain first-hand knowledge regarding the challenges they face and the leadership strategies being deployed by their company.

Events for the Spring 2025 semester will be held on Wednesdays from 5:00 to 5:50 pm in BLB 180. They are in-person only and will have limited seating. All lectures will be recorded and made available the day after the event.

Registration for Events

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

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

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

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

Examination Policy

There are no exams in this course

Instructor Responsibilities and Feedback

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

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

Final Grades:

I will not post final grades beyond what is available on Canvas. You are responsible for ensuring canvas accurately reflects points earned in the class. If you have a question regarding your grade, please email me directly.

Grade Appeals, Withdrawals, & Incompletes:

Please refer to the UNT Graduate Catalog for policies governing these actions. If you have any questions, please contact me for clarification. Please note: I only use an incomplete for extraordinary circumstances. An incomplete grade will not be used simply to provide more time to complete the course requirements.

Assignment Grade Appeals:

If you disagree with how any assignment was graded, you must submit a written appeal by email or letter before the start of the next class period. The email or letter must clearly state the rationale for the appeal and provide evidence to support your position. For example, you may cite text references, PowerPoint slides, or outside readings to support your position—these must be clearly referenced by title and page number. The rationale should be objective in nature and should not include subjective opinions. Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.

Late Work

I do not accept late work. Please plan your schedules accordingly.

Class Participation

Participation is measured by your teammates via peer evaluations and by assignments completed. Please complete all assignments by the stated due date so you are able to intelligently participate in your team discussions.

Syllabus Change Policy

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

Technical Requirements & Skills

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

Minimum Technology Requirements

- Internet-enabled computer with video camera
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Recording live presentations

Rules of Engagement

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language. No profanity.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10- or 12-point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

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

Getting Help

Technical Assistance

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

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Student Support Services

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

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

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

UNT Policies

Academic Integrity Policy

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.

AI Use

In this course, the use of AI tools is limited as directed by the instructor. Any additional use requires explicit permission, proper citation, and authentic student work.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to [Campus Closures Policy](https://policy.unt.edu/policy/15-006) (<https://policy.unt.edu/policy/15-006>).

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

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.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

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

cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

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

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

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

Student Verification

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

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

Use of Student Work

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

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

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

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. 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.