# Coursera BUSI 1200 // Section 700

## Instructor Information

**Name:** Professor (Ms.) Megan McAdams

**Email**: megan.mcadams@unt.edu

**Office Location of Faculty**: BLB 207 (2nd floor)

**Email**: Megan.McAdams@unt.edu

For questions, please email me directly at Megan.McAdams@unt.edu and include BUSI 1200.700 in the Subject Line.

**NOTE**: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond. If you do not receive an email reply from me after 36 hours, re-send your email because something has happened to your email. I will inform you if I am unable to respond due to travel, illness, etc.

**Office Hours**: Monday11am held in our Canvas Big Blue Button. Other times available by appointment. \*During Finals Week-limited office hours\* I encourage you to connect with me for support when needed.

### Course Description, Structure, and Objectives

This Coursera course will be held 100 percent in the Canvas Learning Platform.

Course Description: Careers and Professional Development Strategies for Business is the first of two required classes in the UNT College of Business through which students will be introduced to the process of career planning and decision-making. The course will introduce students by integrating knowledge of self with business concepts and business career opportunities. The course will introduce students to professional development with a particular emphasis on communication skills, strategic thinking and teamwork.

Course Structure:All assignments are submitted in the Canvas classroom for grading.You should also check the Canvas Announcements on a regular basis so you do not miss any important information between class periods.

Course Objectives: Students will gain knowledge and develop skills required to successfully navigate a career in business. This course will specifically focus on “soft” skills that are a valuable asset in career development. Students will:

* Identify personal and career goals
* Complete various self-assessment tools as it relates to career aspirations
* Create and deliver an elevator speech
* Apply effective communication basics, values, and skills to impress future potential employers
* Create, format and tailor a professional resume
* Develop networking strategies relevant to professional development
* Analyze the basic components of career research and explore opportunities in demonstrated fields of interest
* Examine the necessary skills needed for a successful interview
* Explore strategies and resources for academic success
* Examine the importance of diversity in the workplace
* Identify behavioral norms within a business in relation to communication, appearance, business etiquette, and day-to-day business functions

## Required and Recommended Materials

* There is no required textbook for this Business 1200 online Coursera course. Everything needed to complete this course is embedded in the modules or has links in the modules.
* Supplementary materials and/or readings can be found in the Canvas course modules.
* Technology requirements for courses with digital materials:

You can access the course at [https://unt.instructure.com.](https://unt.instructure.com/)  Login using your EUID and Password. Click “BUSI 1200” from the list of courses. **This class is online only.** Please note that Canvas relies exclusively on electronic technologies for online participation, and technology is not 100% reliable. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. I will provide you with tips and guidance for operating your equipment, and the helpdesk offers support, but you have to assume responsibility for everything on your end. Students are expected to be able to navigate the Canvas course site to access information and submit assignments. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (https://online.unt.edu/learn).

Microsoft Office Suite®, Adobe PDF Reader, and Grammarly.com are the official software packages for this class. You are enrolled in a College of Business class therefore; you may obtain a free-of-charge copy of MS Office Suite at: <https://cob.unt.edu/students/microsoft-campus-licensing-agreement>. In addition, there are free-of-charge versions of Adobe PDF Reader and Grammarly available on the Internet. Do not send me assignments in PDF, HEIC, HTML, Pages®,Word Perfect®, linked to Microsoft 365®, linked to Sharepoint.com®, linked to One Note®, or linked to Google Docs®.

Drop Dates: Last day to drop a course is June 12, 2025

## Technical Issues With Canvas

Please immediately report ALL Canvas problems to the UNT helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can’t follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.). I will determine how to resolve the technical issue based on their advice, University policy, applicable law, and my experience.

## How to Succeed in this Course

**Communication is KEY to your success in this online course**

* **You are expected to check the Announcements Section of Canvas at least every 24/36 hours for updates** from me (Prof. McAdams). Because this is now an online course, it is important that we establish a good method of communication.
* The Announcement’s section of this course is the main mode of communication from the instructor to the student. **Failure to check these announcements will result in missed information**, which will likely impact your overall grade in this course. Note: be sure to set up your Canvas account (top left under your picture area) to receive notifications for announcements via text, email, etc… You can decide which option.

**Due Dates on Assignments and Late Work**

This course has strict deadlines and you are required to meet these deadlines each week. If you have an emergency or something unexpected comes up you should email to Prof. McAdams BEFORE missing assignments, discussions, quizzes, etc... ***No late work is taken in this course without a school excused absence or permission from Prof. McAdams.***

* Nothing sent by email is taken for credit. Everything must be submitted in Canvas for grading.

Due dates are published well in advance and you are encouraged to submit early to avoid technical difficulties, which are your responsibility to resolve and not a justification for late work. **No late work is taken in this course.** If you have a legitimate reason under University policy you should (a) contact your professor in advance to provide notification/verification or (b) **work with the Dean of Students Office** (deanofstudents@unt.edu)after the fact to provide your faculty with verification.

## ADA Accommodations

ADA accommodation statement:

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 (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323. Review the policy area of this syllabus for more information.

## Supporting Your Success and Creating an Inclusive Learning Environment

Communicate your commitment to the importance/value of an inclusive learning environment. What barriers to student success would you like to prevent by working collectively to develop community norms within the course? For example, diversity language you can find models such as the following [Diversity Statement (PDF)](https://studentaffairs.unt.edu/sites/default/files/counseling-and-testing-services/documents/diversity-statement.pdf) (<https://studentaffairs.unt.edu/sites/default/files/counseling-and-testing-services/documents/diversity-statement.pdf>)

### Inclusion is Important

As members of the UNT community, we have all made a commitment to be part of an
institution that respects and values the identities of the students and employees with
whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom’s habits of engagement and I also encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding ([Code of Student Conduct](https://deanofstudents.unt.edu/conduct)) (<https://deanofstudents.unt.edu/conduct>)

**Important Notice for F-1 Students taking Distance Education Courses**

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. 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 at 940-565-2195 or by email to get clarification before the one-week deadline.

## Assessing Your Work and **Grading**

All assignments will be submitted in Canvas for grading. Failure to meet the weekly deadlines will result in a zero. This course is required for all business majors and is worth one credit hour. This course's grading is based on the standard grading scale (see below). All assignments will be submitted in Canvas for grading. Failure to submit in Canvas by the deadline will result in a failing grade for that assignment. All Canvas modules will lock at 11:59pm on the due date. A minimum average of 70% is required to pass the course. NOTE: Nothing sent by email will be taken for credit.

This class is set as a percentage class. You’ll notice all of the assignments are worth 100 points in Canvas. Those points are put into the following percentage categories.

Percentage Breakdown

|  |  |  |
| --- | --- | --- |
| **Assignments** | **=** | **70%** |
| **Discussions** | **=** | **20%** |
| **Quizzes** | **=** | **10%** |

The below grading criteria serves as general guidelines for evaluating all assignments.

"A" (90-100%): A manager would be very impressed and would remember the work when a promotion is discussed. In this course, that means work that is a pleasure to read, with excellent content, grammar, sentence structure, mechanics, and visual design. In addition, work is thorough, complete, coherent, well organized, supported sufficiently, and demonstrates a superior understanding of audience, purpose, and rationale.

"B" (80-89%): A manager would be satisfied with the job, but not especially impressed. This means that documents are well written and well produced and demonstrate a substantial addition to the learning process. Work is sufficiently developed, organized, and supported, and demonstrates a solid understanding of audience, purpose, and rationale.

"C" (70-79%): A manager would be disappointed and ask you to revise or rewrite sections before allowing clients and others to see the work. In other words, the document may have clear, but underdeveloped ideas, or it might not engage or affect the reader. The documents may contain some errors in grammar, mechanics, or logic.

"D" (60-69%): A manager would be troubled by the poor quality of work. This level of work forces the reader to work too hard to understand the main ideas. The documents may contain incomplete information, have serious grammar and mechanical problems, lack clear organization, or be conceptually unclear.

"F" (0-59%): A manager would start looking for someone to replace you. In particular, work fails to address the tasks of the assignment, is so underdeveloped as to demonstrate incompetence, and is mechanically and grammatically incomprehensible. This grade will also be assigned for any evidence of plagiarism.

## Course Requirements/Schedule

List required assignments and graded activities along with a short description and the points possible. Best practice is to clearly indicate both points and percentages if you are using both in the course. Here is a table example below:

## Introduction to the Course

## Weekly Units

WEEK 1 // Course Introduction and Syllabus

WEEK 2 // Unit 1 & 2: Self Assessment & Business Communications

 Unit 3 & 4: Career Research & Resume

WEEK 3 // Unit 5 & 6: Elevator Speech & LinkedIn

WEEK 4 // Unit 7 & 8: Professionalism and Professional Dress & Branding

Unit 9 & 10: Culture and Decision Making & Networking

WEEK 5 // Unit 11 & 12: Interviews & My Plan

Unit 13 & 14: Academic Success & Learning Assessment

Unit 15 & 16: Workplace Diversity & Your Future

### BUSI 1200Coursera Careers and Professional Development

**Course Schedule - Spring 2023**

Due dates are Wednesdays and Sundays each week

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Tasks to Complete // Due Date** | **Reading // To Do** |
| **1** | Monday, May 19 | * Syllabus Quiz (5/19)
* BUSI 1200 Pre-Survey (5/19)
 | Review Week 1 Start HereReview Intro & Syllabus |
|  |  |  |  |
| **1** | Wednesday, May 21 | * Unit 1: Self Assessment (5/21)
 |  |
| **2** | Sunday, May 25 | * Unit 1: Activity Discussion (5/25)
* Unit 1: Self Reflection (5/25)
* Unit 2: Activity Discussion (5/25)
 | Review Units 1 & 2 ModulesWatch all overview videos  |
|  |  |  |  |
| **2** | Wednesday, May 28 | * Unit 3: Activity Discussion (5/28)
* Unit 3 Career Research Part 1 (5/28)
* Unit 4: Job Ad Resume (5/28)
 | Review Units 3 & 4 ModulesWatch all overview videos  |
|  |  |  |  |
| **3** | Sunday, June 1 | * Unit 5: Elevator Speech (6/1)
* Unit 5 Elevator Quiz (6/1)
 | Review Unit 5 ModulesWatch all overview videos |
|  |  |  |  |
| **3** | Wednesday, June 4 | * Unit 6 LinkedIn Profile (4/9)
* Unit 6: LinkedIn Quiz (4/9)
 | Review Unit 6 ModulesWatch all overview videos |
|  |  |  |  |
| **4** | Sunday, June 8 | * Unit 7: Professional Dress Code (6/8)
* Unit 8: Branding Disaster (6/8)
 | Review Units 7 & 8 ModulesWatch all overview videos  |
|  |  |  |  |
| **4** | Wednesday, June 11 | * Unit 9: Culture & Decision Making (6/11)
* Unit 10: Professional Networking (6/11)
 | Review Units 9 & 10 ModulesWatch all overview videos |
|  |  |  |  |
| **5** | Sunday, June 15 | * Unit 11: Interview Questions (6/15)
* Unit 12: My Plan (6/15)
* Unit 13: Career Research Part 2 (6/15)
* Unit 14: Learning Style (6/15)
* Unit 14 Learning Assessment (6/15)
 | Review Units 11, 12, 13, & 14 Modules Watch all overview videos |
|  |  |  |  |
| **5** | Wednesday, June 18 | * Unit 15: Confronting Bias (6/18)
* Unit 16: Your Future (6/18)
 | Review Units 15 & 16 ModulesWatch all overview videos |
|  |  |  |  |
| **5 - FINALS** | Friday,June 20 | * Unit 16: Course End Quiz (6/20)
* **BUSI 1200 Post-Survey (6/20)**
 | Complete End of Course Quiz |
|  |  | **Note: Instructor reserves the right to adjust these dates if needed.** |  |

You will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, citing the [Emergency Notifications and Procedures Policy (PDF)](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf) (https://policy.unt.edu/sites/default/files/06.049\_Standard%20Syllabus%20Policy%20Statements\_supplement.pdf).

# Situations Not Covered By University Policy

Faculty grade books are monitored by the University, AASCB International, the State, and Federal agencies. However, every semester a student will ask me for a deal that is not available to all students. A common mistake is to ask to extend deadlines for assignments and/or exams. Under no circumstances will I grant such a request (unless covered by university policy) for it is unfair to other students. Missed assignments are assigned a 0. And the most unethical mistake is to ask for a higher grade at the end of the course when you did not earn it. There are points available in the course. In effect, act professionally.

# Student Athletes

Student athletes have the difficult task of maintaining grades and high levels of physical performance. Due to these simultaneously competing values, I ask student athletes to identify themselves to me via email message and **provide a game schedule at the beginning of the course**. This will help me support you when needed.

# Canvas Learning System Grades and Announcements

Grades posted in the Canvas Learning System are unofficial. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning System and destruction of grade reports. Official grades and Canvas Learning System grades should be equivalent (match). Please contact me to discuss discrepancies. You are required to check your email, grades, assignments, and announcements four times a week in the Canvas Learning System.

# Sundown Rule

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam were inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. You are required to check your email, grades, assignments, and announcements four times a week in the Canvas Learning System.

# EUID Access And Passwords

 Enterprise User Identification numbers (EUID’s) and passwords are required to access this course. It is the student’s responsibility to maintain a current EUID number and password. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at <https://ams.unt.edu>.

# Use Of Personal Computers

**A computer and Internet are required for this course**. The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Help Desk Support Services are available to help solve personal computer issues and is located at <http://it.unt.edu/helpdesk>. You may call them at 940-565-2324. The help desk web page has contact information and hours of operations displayed. In addition, ISP issues will be dealt with on an individual basis and will require documentation. Please modify pop-up blocker software.

# Use Of The Canvas Learning System

The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Canvas Learning System. Tutorials are located at <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>.

### UNT Policies

### 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.

UNT Code of Student Conduct and Discipline (06.003) defines misconduct and provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term **cheating** includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (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. This also includes taking pictures of or posting exam questions on the Internet (i.e., social media).

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. This includes using papers written in other classes.

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at <https://vpaa.unt.edu/ss/integrity>. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and 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.

**\*Please Note:** I will use a plagiarism detection service (i.e., Turnitin.com) to scan your final project. This will be done in full compliance with university policy.

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (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 every semester and must meet with each faculty member prior to implementation in class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

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

### Acceptable Student Behavior

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

### Access to Information - Eagle Connect

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

### 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 to provide students with an opportunity to evaluate how this course is taught. Not for conditions out of the instructor’s control.

Students will receive an email from "UNT SPOT Course Evaluations via IA System Notification" ([no-reply@iasystem.org](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cno-reply%40iasystem.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](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cspot%40unt.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 [Survivor Advocate | Division of Student Affairs (unt.edu)](https://studentaffairs.unt.edu/survivor-advocate) 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 [Title IX | Division of Inclusion, Diversity, Equity and Access (unt.edu)](https://idea.unt.edu/title-ix) 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 at 940-565-2195 or email [International Student & Scholar Services | International Affairs (unt.edu)](https://international.unt.edu/content/international-student-scholar-services) 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 (example: 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 presentation, 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.
4. 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.

## Academic Support And Student Services

## Mental Health

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

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

#### Additional Student Support Services

* [Office of the Registrar | Office of the Registrar (unt.edu)](https://registrar.unt.edu/) (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>)

## **Medical Withdrawals**

If a student must withdraw due to medical reasons, prior to the withdrawal deadline as indicated in the academic calendar, a student may do so through the regular withdrawal process. If a student is incapacitated or unable to make the request on his/her own, please contact the Dean of Students Office for assistance at 940-565-2648. For details regarding the withdrawal process, go to [http://deanofstudents.unt.edu/withdrawals (Links to an external site.) (Links to an external site.)](http://deanofstudents.unt.edu/withdrawals).

### 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/>)

# RCOB 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.

This class will follow UNT’s academic integrity and dishonesty policies. UNT defines six acts of academic dishonesty (see [UNT Policy 06.003 (Links to an external site.) (Links to an external site.)](https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf)). Below is a brief description of these acts and the related 2700 penalty for committing each act:

* Cheating —using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours. You will receive a grade of 0 for any assignment that involves cheating.
* Plagiarism — the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement. You will receive a grade of 0 for any assignment that involves plagiarism.
* Forgery — altering a score, grade, or official academic university record or forging the signature of an instructor or other student. You will receive a final grade of F in the course for any act of forgery.
* Fabrication — intentional and unauthorized falsification or invention of any information or citation in an academic exercise. You will receive a grade of 0 for any assignment that involves fabrication.
* Facilitating academic dishonesty — intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity. You will receive a grade of 0 for any assignment that involves facilitating academic dishonesty.
* Sabotage — acting to prevent others from completing their work or willfully disrupting the academic work of others. You will receive a final grade of F in the course for any act of sabotage.

All acts of academic dishonesty will be reported to UNT’s Academic Integrity Office. You can read UNT's policy at [http://tinyurl.com/nuwo42u (Links to an external site.) (Links to an external site.)](http://tinyurl.com/nuwo42u). At the beginning of the semester, we will review the six acts of academic dishonesty and their related penalties. You must also complete a quiz on the subject, which will certify that you understand the policies and procedures.

# Rules Of Engagement

Rules of engagement refer to the way students are expected to interact with each other, the instructor, and the TA (if any). Here are some general guidelines:

* While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
* Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
* Ask for and use the correct name and pronouns for your instructor and classmates.
* Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
* Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
* Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
* Be cautious when using humor or sarcasm in emails 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.
* We don’t steal ideas from others.

# Canvas Learning System And Outages

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: [UNT Helpdesk | Administrative IT Services](https://aits.unt.edu/support) 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.

## Attendance and Participation

An attendance policy is required for every UNT syllabi. Visit the [University of North Texas’ Attendance Policy](http://policy.unt.edu/policy/15-2-5) (http://policy.unt.edu/policy/15-2-) to learn more.

Logging in three or more times a week is required in this course. Research has shown that students who attend class are more likely to be successful. You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the [Student Attendance and Authorized Absences Policy (PDF)](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf) (https://policy.unt.edu/sites/default/files/06.039\_StudAttnandAuthAbsence.Pub2\_.19.pdf). If you cannot attend a class due to an emergency, please let me know immediately. Your safety and well-being are important to me. Keep in mind there is a no late work policy in this course so it is important to gather documentation if you have an extenuating circumstance keeping you from logging into Canvas.

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

# Incomplete Grades

Professors in the College of Business must seek authorization to grant incomplete grades. Requests must go through the Professor’s department and be approved by both the Chair and the Dean. After approved by the Dean, an incomplete grade may be entered into the Registrar’s grade repository. In addition, the terms and conditions under which an incomplete grade may be granted are extremely narrow. Please consult the student handbook for more information.

The professor reserves the right to adjust the syllabus if needed throughout the semester.