

PACS 4200 Leadership Theory for Volunteer Managers Syllabus

Instructor:

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Adjunct Professor

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Course Description:

This is a 100 % Internet course. The focus of the course is to apply the theories and research on leadership to developing leadership in each person taking the course. Students will have an opportunity to provide leadership in a nonprofit organization of their choice as a service learning experience and this will allow for recognition and application of knowledge and skills from the course.

Books:

Peter G. Northouse. 2015. *Introduction to Leadership: Concepts and Practice, Third Edition*. Thousand Oaks, CA: Sage Publishing. (eBook available and recommended. Please see this web site: <http://www.sagepub.com/productSearch.nav?siteId=sage-us&prodTypes=any&q=Northouse>)

Norman Dolch, Julianne Gassman, Ann Marie Kimell, Stephanie Krick, Regan Schaffer, Sue Ann Strom, Susan Cruise, and Ronald Wade. 2013. *Leadership Cases in Community Nonprofit Organizations*. Debuque, Iowa: Kendal Hunt. (only available as an eBook. Please see the following web site: <https://www.kendallhunt.com/Search.aspx?searchTerm=Dolch>)

Students who purchase other editions of the books may find themselves at a distinct disadvantage in the course. For example, in the third edition of the Northouse text there are exercises and questionnaires used on a weekly basis.

Course Pre-requisites, Co-requisites, and/or Other Restrictions:

There are no pre-requisites or restrictions.

Course Objectives:

A student who has successfully completed the course should be able to:

- Identify and analyze theoretical bases of leadership
- Examine and apply enduring insights and research on leadership.
- Identify personal characteristics associated with various leadership styles.
- Apply leadership skills needed by nonprofit professionals

Student Evaluation Procedures:

Students will be required to do the following in the course as described below:

Autobiographical Qualitative Research Technique (AQRT):

As they read chapters in the Northouse book, students will be asked periodically to develop a 1-3 paragraph self-analysis of their own leadership drawing upon the course material and especially the completion of the exercises. This autobiographical analysis will be placed in the discussion board area of Blackboard Learn and visible to others in the class who will have an opportunity to comment on the posted material..

Discussion Board:

The discussion board feature of Blackboard is used each week. Sometimes there will just be a question to answer, other times students will be asked to respond to case studies and sometimes they will be asked to use the Autobiographical Qualitative Research Technique (AQRT). These are graded with guidelines or what is known as a grading rubric and it is very important for you to read and note these in the remainder of this discussion. The first forum under Discussions reproduces these guidelines (rubrics) for quick reference when you participate in the discussion boards of the class.

The first forum found on the discussion board provides you with a ready reference regarding the Grading rubric (guidelines) used by your professor to grade your material on the discussion boards. Two types of discussion boards are used. One type is discussions on case studies and lesson content. A second discussion board is the Autobiographical Qualitative Research Technique (AQRT discussion boards). Rubric or grading guidelines are provided below for each type of discussion board.

Both types of discussion boards are usually graded within 5-7 days. A numerical grade is given corresponding to the rubric. Some notes are given and referencing the grading rubric gives you considerable feedback. For example, in the note section you might be told that post=4 and reply=4. Referencing the grading rubric indicates that 4/5 points on the discussion means that you explicitly referenced course material in your discussion but did not include any material from outside the course such as material from another class pertinent to the question nor material from a web site. Professional journal article, book, etc.

Guidelines or rubrics for the case studies and other lesson content are the following:

Generally speaking, your professor expects you to make insightful comments on the discussion boards and in group work on Blackboard. An approximate length is 125-150 words.

It is recommended that you type your response in a word document to verify spelling and length and then copy it into the discussion post.

Please note that the rubric applies to both your post and replies. Unless otherwise directed, always make a posting and reply to the posting of another person on the discussion boards.

Posts are graded on a scale of 1-5 points and the reply to at least one person is also graded on a scale of 1- 5 points . Generally, discussion boards are worth 10 points, 5 points for the post and 5 points for the reply to another. Each is graded separately and the total recorded as the grade.

Here is the basic grading rubric unless otherwise instructed:

5 points = A direct and explicit reference to the text or other course material plus a relationship to personal experience, something read, material from another class, etc.

4 points = A direct and explicit reference to the text or other course material

3.5 = A comment dealing with the topic at hand but lacking a direct and explicit reference to the text or other course material

3= A comment that is only remotely related to the topic of the discussion

2= A comment like "You made a good point"

Autobiographical Qualitative Research Technique Discussion Boards (AQRT):

20 points = A discussion with several direct and explicit reference to the text or other course material that also explicitly brings into the discussion material that is in addition to text and lesson material from the discussion board.

18 points =A discussion with several direct and explicit references to the text or other course material

17 points = A discussion that deals with the topic at hand but lacks direct and explicit references to the text or other course material

16 points= A discussion remotely related to the topic of the discussion or that are not very reflective.

15 points= A discussion that is not really related to the topic or not reflective.

If you fail to make a meaningful response to the AQRT posted by another person in the class, the score on your AQRT will be reduced by 3 points.

Exercises:

There are questionnaires at the end of each chapter in the Northouse text. These are to be completed and submitted as requested. The results are for your personal enlightenment regarding your leadership style. 10 points will be awarded for carefully completed exercises and zero points for incomplete work.

Reflective Essay on a Nonprofit Leadership Experience:

Students will select a nonprofit organization and volunteer 10 hours of their time. This may be a new nonprofit organization for the student or one in which they are already involved. During their 10 hours of involvement, students are to pay particular attention to the leadership provided by themselves and others. The only stipulation on a student's involvement is that it not be done at one particular time but spread out over several times.

Students will keep a journal on their experiences in the mandatory format explained under the assignments section in Blackboard. In this journal, the student will write observations about leadership. The journal and a time sheet signed by the nonprofit executive director or other professional of the organization are required as part of the requirements for this learning experience. They are found in the ASSIGNMENT area of Blackboard. Grading guidelines (grading rubric) for the reflective essay are also found there.

Professor Discussion Sessions:

Mandatory group telephone conferences with the professor will be held periodically throughout the semester and students will have several time options to participate. Topics discussed will range from those listed in the pamphlet "Succeed at UNT" to expansion and explanations of course material. Telephone calls 1&2 are worth 33 points and the 3rd one is worth 34 points. If you participate you get the points and if you do not then you receive none.

Exams and Quizzes:

There will be 12 short answer essay, timed quizzes on the Northouse chapters.

A midterm exam (100 points) and a comprehensive final exam (200 points) will be the examination of a case study requiring an essay response. .

Course Writing:

All writing must utilize the American Psychological Association (APA) Style Guidelines. A good resource on APA guidelines is found here:

<http://owl.english.purdue.edu/owl/resource/560/01/>.

Use these guidelines for writing the Reflective Essay and citing references. Also use them for other writing in the course such as on the discussion boards. .

Course Grades:

Grades are based on a percentage breakdown of the total points earned in the course as follows:

Evaluation Procedures	Total Points
Autobiographical Qualitative Research Technique (AQRT)	120
Discussion Boards (non-AQRT)	100
Reflective Essay on Nonprofit Leadership	100
Exercises	120
Professor Discussion Sessions	100

Quizzes	120
Midterm & Final Exam	300
Total Points	960

Grade equivalents are determined by the percentage of total points in the course as follows:

Letter Grade	Percentage of total points
A	100-90
B	89-80
C	79-70
D	69-60
F	59 & below

TECHNICAL REQUIREMENTS / ASSISTANCE

The following information is provided to assist you in preparation for the technological aspect of the course.

Hardware and software necessary to use Bb Learn: <http://www.unt.edu/helpdesk/bblearn/>
 Browser requirements: <http://kb.blackboard.com/pages/viewpage.action?pageId=84639794>
 Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
 Necessary plug-ins: <http://goo.gl/1lsVF> Internet Access
 with [compatible web browser](#) Headset/Microphone (if
 required for synchronous chats) Word Processor
[Other related hardware or software necessary for the course]

Minimum Technical Skills Needed:

Examples include:

Using the learning management system

Using email with attachments

Creating and submitting files in commonly used word processing program formats

Copying and pasting

Downloading and installing software

Using spreadsheet programs

ACCESS & NAVIGATION**Access and Log in Information**

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Blackboard Learn. To get started with the course, please go to:

<https://learn.unt.edu>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard's [On Demand Learning Center for Students](#) and [Blackboard Help for Students](#). It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- The publisher of the Northouse text provides Sage edge at this web site: edge.sagepub.com/northouseintrp3e. The site includes eflashcards on key concepts, quizzes to assess mastery of material, video and audio resources, access to full-text journal articles, and other useful material.

Being a Successful Online Student

What makes a successful online student:

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>

Self evaluation for potential online students:

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp>

Success at UNT :

<https://success.unt.edu/succeed-at-unt?>

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

Course Policies:

This course will be governed by all policies in the current Faculty Handbook and the Student Guidebook of the University of North Texas.

- Students are prohibited from soliciting and /or receiving outside assistance for this class unless they have received prior approval from the instructor.
- Any and all deviations from this syllabus must be obtained from the instructor IN WRITING through the Instructor's e-mail.
- Students without acceptable reasons will not be permitted to make-up missed work.
- All students must abide by the Internet Policies and Procedures as outlined in their enrollment agreements. Please note that students may be dropped for non-attendance in this course. In this Internet class non-attendance will mean that a student has not posted any assignments by the 12th day audit or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch the University official "drop" dates.
- A Notice of Unsatisfactory Progress will be sent to students who have either an attendance or grade problem by the University audit date each semester.
- Syllabus subject to change by the instructor. Students will be notified by email if this occurs.

Academic Integrity:

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of "F" in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at <http://vpaa.unt.edu/academic-integrity.htm>.

Student Behavior in the Classroom:

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 Center for Student Rights and Responsibilities 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. The Code of Student Conduct can be found at www.unt.edu/csrr.

Netiquet is very important. The course asks you to follow the Core Rules of *Netiquette* from the book *Netiquette* by Virginia Shea. Please go to www.albion.com/netiquette/corerules.html.

Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Course Schedule

- Below you will find the course schedule by week.
- All discussion boards, quizzes and exercises are due on the following Monday by 11:30 p.m.
- Weekly material is found under Course documents.
- Take your quizzes under Course Documents in the weekly quiz older
- Submit your exercises and the Nonprofit Leadership Journal under “Assignments” in the dark area on the left margin of the course page.

Week 1, August 24-28, 2015

Course Document	Beginning of the Semester
Text Reading	None
Discussion Board	Week 1: Start Lesson
Professor available on conference	Call 940-369-7186 from 9-10 pm

Week 2, August 31-September 4, 2015

Course Document	Northouse Chapter 1. Being A Leader and differences between Nonprofit and Business Leadership
Text Reading	Northouse Chapter 1 Dolch and Associates Chapter 1
Exercise (found in Northouse Chapter 1. Submit under Assignments in the dark field on the left margin of the course page)	Conceptualizing Leadership Questionnaire
Discussion Board	Week 2: Autobiographical Qualitative Research Technique (AQRT) entry
Quiz (located in weekly course documents)	Chapter 1 Quiz
Reflective Journal on Nonprofit Leadership Experience	Locate a nonprofit of your choice and make arrangements to volunteer so that you can do this assignment. Due November 10 , 2015 at 11:30 pm under the Assignments Area

Week 3, September 7-11, 2015

Course Document	Northouse Chapter 2. Recognizing Your Traits
Text Reading	Northouse Chapter 2 Dolch and Associates chapter 2

Exercise (found in Northouse Chapter 2. Submit under Assignments in the dark field on the left margin of the course page)	Leadership Traits Questionnaire
Discussion Board	<p>Week 3a: Case Study “An Emerging Leader” in Northouse text Chapter 2</p> <p>Week3b: ESF, Inc.- thoughts on distinctive characteristics of a nonprofit organization</p>
Quiz (located in weekly course documents)	Chapter 2 quiz
Reflective Journal on Nonprofit Leadership Experience	If you have not already done so, locate a nonprofit of your choice and make arrangements to volunteer so that you can do this assignment. Due November 10, 2015 at 11:30 pm under the Assignments Area

Week 4, September 14-18, 2015

Professor Discussion Sessions Session limited to 16 persons You must sign up for a time in advance Monday, September 14- 8 pm Tuesday, September 15- 4pm Wednesday, September 16- 10am Thursday, September 17- 9pm	Telephone 940-369-7186 No password required. When you connect, please give your name. Your instructor is the facilitator.
Course Document	Northouse Chapter 3: Engaging People’s Strengths
Text Reading	Northouse Chapter 3
Exercise (found in Northouse Chapter 3. Submit under Assignments in the dark field on the left margin of the course page)	Leadership Strengths Questionnaire

Discussion Board	Week 4: Autobiographical Qualitative Research Technique (AQRT) entry
Quiz (located in weekly course documents)	Chapter 3 Quiz

Week 5, September 21-25, 2015

Course Document	Northouse Chapter 4. U n d e r s t a n d i n g Philosophy and Styles
Text Reading	Northouse Chapter 4 Dolch & Associates Chapter 3
Exercise (found in Northouse Chapter 3. Submit under Assignments in the dark field on the left margin of the course page)	Leadership Styles Questionnaire
Discussion Board	Week 5: Examining the Case “Out of Homelessness” from Dolch & Associates
Quiz (located in weekly course documents)	Chapter 4 Quiz

Week 6, September 28- October 2, 2015

Course Document	Northouse Chapter 5. Attending to Tasks and Relationships
Text Reading	Northouse Chapter 5.
Exercise (found in Northouse Chapter 4. Submit under Assignments in the dark field on the left margin of the page.	Task and Relationship Questionnaire

Discussion Board	Week 6: Case Study “From Two to One” in Northouse text Chapter 5
Quiz (located in weekly course documents)	Northouse Chapter 5 Quiz

Week 7, October 5-9, 2015

Course Document	Northouse Review of key ideas in Chapters 1-5
Text Reading	Dolch & Associates Chapter 5
Exercise	None this week
Discussion Board	Week 7: Case Study: “Stop Growling Stomachs: from Dolch & Associates (Chapter 5)
Quiz (located in weekly course documents)	None

Week 8, October 12-16, 2015

Professor Discussion Sessions Session limited to 16 persons You must sign up for a time in advance Monday, October 12- 8 pm Tuesday, October 13- 4pm Wednesday, October 14- 10am Thursday, October 15- 9pm	Telephone 940-369-7186 No password required. When you connect, please give your name. Your instructor is the facilitator.
Course Document	Northouse Chapter 6. Developing Leadership Skills
Midterm Exam assigned	Please note the course is available until the course documents are due Tuesday, October 20 at 11:30 p.m. October 14 at 11:30 p.m.
Text Reading	Chapter 6
Exercise (found in Northouse Chapter 5. Submit under Assignments in the dark field on the left margin of the course page)	Leadership Skills Questionnaire

Discussion Board	Week 8: Autobiographical Qualitative Research Technique (AQRT) entry
Quiz (located in weekly course documents)	Northouse Chapter 6 Quiz

Week 9, October 19-23, 2015

Course Document	Chapter 7. Creating a Vision
Text Reading	Northouse Chapter 7
Exercise (found in Northouse Chapter 6.	Leadership Vision Questionnaire
Submit under Assignments in the dark field on the left margin of the course page)	
Discussion Board	Week 9: Case Study “A Clean Slate” in Northouse text Chapter 7
Quiz (located in weekly course documents)	Chapter 7 Quiz

Week 10, October 26-30, 2015

Course Document	Chapter 8 Establishing A Constructive Climate
Text Reading	Northouse Chapter 8
Exercise (found in Northouse Chapter 7. Submit under Assignments in the dark field on the left margin of the course page)	Organizational Climate Questionnaire
Discussion Board	Week 10: Autobiographical Qualitative Research Technique (AQRT) entry

Quiz (located in Weekly course documents)	Chapter 8 Quiz
PACS Fall Forum	UNT Coliseum, October 27 at 11 am Watch for announcement if can't attend

Week 11, November 2-6, 2015

Course Document	Northouse Review of key ideas in Chapters 6- 8
Text Reading	Dolch & Associates Chapter 7
Exercise	None this week
Discussion Board	Week 11: Case Study: "The Community Center" from Dolch & Associates (Chapter 7)
Quiz (located in weekly course documents)	None
Reflective Essay on Nonprofit Leadership	Due on Tuesday, November 10, 2015 by 11:30 pm

Week 12, November 9-13, 2015

Professor Discussion Sessions Session limited to 16 persons You must sign up for a time in advance Monday, November 10- 4 pm Tuesday, November 11- 8pm Wednesday, November 12- 10am Thursday, November 13- 9pm	
Reflective Essay on Nonprofit Leadership	Due on Tuesday, November 10, 2015 by 11:30pm
Course Document	Chapter 9. Listening to Out-Group Members
Text Reading	Northouse Chapter 9

Exercise (found in Northouse Chapter 8. Submit under Assignments in the dark field on the left margin of the course page)	Responding to Members of the Out-Group Questionnaire
Discussion Board	Week 12: Case Study “Next Step” in Northouse text Chapter 9
Quiz (located in Weekly course documents)	Chapter 9 Quiz

Week 13, November 16-20, 2015

Course Document	Northouse Chapter 10. Handling Conflict
Text Reading	Northouse Chapter 10
Exercise (found in Northouse Chapter 9. Submit under assignments in the dark field on left of the course page)	Conflict Style questionnaire
Discussion Board	Week 13: Autobiographical Qualitative Research Technique (AQRT) entry
Quiz (located in Weekly course	Chapter 10

Week 14, November 23-27, 2015

Course Document	Northouse Chapter 11 Addressing Ethics in Leadership
Text Reading	Northouse Chapter 11
Exercise (found in Northouse Chapter 11. Submit under Assignments in the dark field on the left margin of the course page)	Core Values Questionnaire

Discussion Board	Week 14: Case Study “The Write Choice” in Northouse text Chapter 11
Quiz (located in Weekly course	Chapter 11 Quiz

Week 15, November 30-December 3, 2015 (Friday, December 4 is Reading Day)

Course Document	Northouse Chapter 12 Overcoming Obstacles
Text Reading	Northouse Chapter 12
Exercise (found in Northouse Chapter 10. Submit under assignments in the dark field on left of the course page)	Path-Goal Styles Questionnaire
Discussion Board	Week 15: Autobiographical Qualitative Research Technique (AQRT) entry
Quiz (located in Weekly course documents)	Chapter 12 quiz

Week 16, December 5-11, 2015 (Finals Week)

Course Document	Some final Course Thoughts
Text Reading	none
Discussion Board	none
Final Exam as assigned	Due on December 7 at 11:30 p.m.

Department of Community & Professional Programs
Syllabus Policies – Revised Fall 2015

Student Conduct: Any student behavior that interferes with an instructor’s ability to conduct class or other students’ opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, labs, discussion groups or boards, field trips, and verbal and/or written (including email) communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting lecture, and use of inappropriate or profane language or gestures in class or other instructional settings.

A student engaging in unacceptable behavior may be directed to leave the classroom or other instructional setting and may also be referred to the Dean of Students to consider whether his/her conduct violates UNT's Student Code of Conduct.

Academic Integrity: Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. Academic dishonesty includes cheating, plagiarism, forging the signature of the instructor or of another student, fabrication, and/or facilitating or sabotaging the academic dishonesty of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor's discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not appealable.*

1. *Admonition.* The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework.* The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment.* The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure.* The instructor may assign a failing grade for the course.

Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process.

Specific details and description of UNT's Policy on Student Standards of Academic Integrity (18.1.16) and students' right to appeal are available at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf.

Disability Accommodation: In accordance with university policies and state and federal regulations, UNT is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons 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 the student with an accommodation letter to be hand delivered to the instructor to begin a private discussion regarding the student's specific needs in the course.

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. Every semester, students must obtain a new letter of accommodation, and they must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to request that students discuss such letters during their designated office hours in order to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation (ODA) in Sage Hall, suite 167, or their website at <http://disability.unt.edu>. You may also contact the ODA office by phone at [940.565.4323](tel:940.565.4323). Specific information on UNT's policies related to disability accommodations is available at <http://policy.unt.edu/policy/18-1-14>.

Please note that disability accommodations are not retroactively applied to the start of a course. Accommodations in the course become effective after the student has delivered an official accommodation letter from UNT's ODA.

Requests for an Incomplete: Students may request a grade of incomplete ("I") only if he/she meets all of the following conditions:

- The request occurs on or after November 9, 2015;
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (e.g., serious illness or military service) for not completing the course on schedule; and,
- The student has the approval of the instructor and the department chair.

Students meeting these criteria must arrange with the instructor to finish the course at a later date by completing specific requirements outlined by the instructor. These requirements must be listed on a "Request for Grade of Incomplete" form signed by the instructor, student, and department chair. More information on UNT's Incomplete Grade policy is available at <http://registrar.unt.edu/grades/incompletes>.

Requests to drop the class: We want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option.

There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at <http://registrar.unt.edu/registration/dropping-class>.

If you absolutely have to drop the course, you must pick up a drop form from the Eagle Student Services Center and take it to the instructor for her/his signature. Once the instructor signs the form, you are responsible for taking it to the Registrar's Office in the Eagle Student Services Center to have it processed. Please be aware that when you choose to drop can affect your grade:

October 2, 2015	Last day to drop a class with an automatic grade of "W" for courses that a student is not passing
November 2, 2015	Last day a student may elect to drop a class. The instructor will assign a grade of "W" or "WF" based on the student's actual performance-to-date in the course.

RESOURCES

UNT Portal: <http://my.unt.edu>

UNT Blackboard Learn Student Resources: Technical Support: <http://www.unt.edu/helpdesk/>

UNT Library Information for Off-Campus Users:
<http://www.library.unt.edu/services/facilities-and-systems/campus-access>

UNT Computing and Information Technology Center:
<http://citc.unt.edu/services-solutions/students>

UNT Academic Resources for Students: <http://www.unt.edu/academics.htm>
PACS 4200

Computer Labs: *[provide information if departmental labs are available for use to students]*. General access computer lab information (including locations and hours of operation) can be located at: <http://www.gacl.unt.edu/>