

PACS 4200 Leadership Theory for Volunteer Manager Syllabus, Fall Semester2016

Instructor:

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of the Blackboard page

Campus Office Hours: please use the online office found in DISCUSSIONS on the
upper left margin of the Blackboard page.

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:

Leadership Theory, Research, and Practice

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>)

Nonprofit Cases (NP)

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>

Nongovernmental Organization Cases (NGO)

Norman Dolch, Stephanie Krick, Regan Harwell Schaffer, Ronald Wade, Ann Marie Kinnell, Edward Clayton Polson, Julianne Gassman, Susan Cruise. 2016 .

Nongovernmental Organization Case Studies in Leadership From Around The World. Debuque, Iowa: Kendal Hunt. (only available as an eBook) Please see the following web site:

<https://he.kendallhunt.com/product/nongovernmental-organization-case-studies-leadership-around-world>

One casebook is on USA based nonprofit organizations. The other casebook is on nongovernmental organizations, which are the equivalent of USA nonprofits. It was selected to give the course a global orientation since students are increasingly interested in nongovernmental (NGO) and nonprofit (NP) organizations working worldwide in the areas of health, human trafficking, and refugees. The NGO case book allows students in the course to directly apply material on leadership to these types of organizations rather than governmental or business organizations.

Students who purchase other editions of the books may find themselves at a distinct disadvantage in the course. The earlier edition of Northouse lacks some new chapters in the Third Edition.

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:

Discussion Board:

The discussion board feature of Blackboard is used each week. There will be a forum assigned for the week. It is graded with guidelines known as a

grading rubric and it is very important for you to read and note this in the remainder of this discussion. The first forum under the DISCUSSIONS area of Blackboard reproduces these guidelines (rubrics) for quick reference when you participate in the discussion boards of the class.

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=8 and reply=8. Referencing the grading rubric indicates that 8/10 points on the discussion means that you explicitly referenced course material in your discussion but did not include any material over and above the course such as material from another class pertinent to the question nor material from a web site, professional journal article, book, personal experience, etc.

Guidelines or rubrics for the case studies are as follow:

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.

Case study posts are graded on a scale of 0-10 points and the reply to at least one person is also graded on a scale of 0-10 points. The case study discussion boards are worth 20 points, 10 points for the post and 10 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:

10 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.

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

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

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

5 points= A comment like "You made a good point"

0 points= no comment then no points

Exercises:

There are questionnaires at the end of each chapter in the Northouse text. You are required to complete them and submit them as assigned.

Student Learning Journal

Students are required to keep a learning journal in which they record the information from the text and Blackboard COURSE DOCUMENTS. In the journal, students will record information that they consider important for future use in leading others. The weekly journal will be submitted as an exercise. The format provided under ASSIGNMENTS must be used. The weekly learning journal is worth 25.

Professor Conference Sessions:

Three mandatory group teleconferences with the professor will be held during the course. One in week 4,8,and 12. Topics discussed will range from those listed in the pamphlet "Succeed at UNT" to expansion and explanations of course material or assignments.

Exams

There will be a final exam worth 200 points on the case study from chapter 5 in NP Dolch and Associates titled Stop Growling Stomachs. The exam provides an opportunity for students to demonstrate their learning from the semester by making explicit references to material from the beginning to the end of the course in their 3-4 page analysis of the case.

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:

Breakdown of Total Points for Grading in the Course

<u>Activity</u>	<u>Points</u>
<u>Exercises</u>	
Chapter Questionnaires.....	120
2 AQRT Essays.....	60
<u>Discussion Boards</u>	
14 NP & NGO Case Studies.....	280
Start Lessons- 2 discussions (one= 10 pts./Other=30 pts.)	30
<u>Volunteer Experience</u>	
Reflective Essay on Nonprofit Leadership.....	100
<u>Professor Teleconferences</u>	
4, 8, 12, weeks.....	100
<u>Exam</u>	
Final (Essay).....	200
<u>Learning Journal</u>	
Student Learning Journal.....	300
Total: 1,190	

Final course grades will be assigned on the basis of a percentage breakdown of the 1,150 points in the course as follows: 100-90%= A, 89-80%= B, 79-70%= C, 69-60%= D, and 59% and below= F.

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/northouseintrap3e. 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.

Netiquette 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, Learning Journals, and exercises are due on the following Monday by 11:30 p.m.
- ☐ Weekly material is found under Course documents.

Week 1, August 29- September 2, 2016

Course Document	Beginning of the Semester
Text Reading	None
Discussion Board	Week 1: Start Lesson

Week 2, Septembr 5-9, 2016

Course Document	Northouse Chapter 1. Being A Leader and differences between Nonprofit and Business Leadership
Text Reading	Northouse Chapter 1/ NP Dolch & Associates Chapter 1/ NGO Dolch & 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: NP & NGO differences and leadership
Learning Journal	Chapter 1 (see Assignments for details) Northouse & COURSE DOCUMENTS
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 9, 2016 at 11:30 pm under the Assignments Area

Week 3, September 12-16, 2016

Course Document	Northouse Chapter 2. Recognizing Your Traits
Text Reading	Northouse Chapter 2 NP Dolch & 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	Week3: Np Dolch & Associates Chapter 2 Literacy Plus
Learning Journal	Chapter 2 Northouse and COURSE DOCUMENTS
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 9,2016 at 11:30 pm under the Assignments Area

Week 4, September 19-23, 2016

Professor Discussion Sessions Session limited to 16 persons You must sign up for a time in advance Monday, September 19- 8 pm Tuesday, September 20- 4pm Wednesday, September 21- 10am Thursday, September 22- 9pm	See announcements for details
Course Document	Northouse Chapter 3: Engaging People's Strengths
Text Reading	Northouse Chapter 3/NGO Dolch & Associates Chapter 10
Exercise (found in Northouse Chapter 3. Submit under Assignments in the dark field on the left margin of the course page)	Leadership Strengths Questionnaire
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Discussion Board	Week 4: NGO Dolch & Associates Chapter 10 A Second Hand Store
Learning Journal	Chapter 3 Northouse & COURSE DOCUMENTS

Week 5, September 26-30, 2016

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 NP 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 NP Dolch & Associates
Learning Journal	Chapter 4

Week 6, October 3-7, 2016

Course Document	Northouse Chapter 5. Attending to Tasks and Relationships
Text Reading	Northouse Chapter 5/ NGO Dolch & Associates Chapter 3 Red Cross
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: NGO Dolch & Associates Chapter 3 Red Cross
Learning journal	Chapter 5

Week 7, October 10-14, 2016

Course Document	Northouse Review of key ideas in Chapters 1-5
Text Reading	NP Dolch & Associates Chapter 5
Exercise	AQRT Essay 1- relate 3 aspects of chapters 1-5 to your personal life
Discussion Board	Week 7: Case Study: "Stop Growling Stomachs" from NP Dolch & Associates (Chapter 5)
Learning Journal	None

Week 8, October 17-21, 2016

Professor Discussion Sessions Session limited to 16 persons You must sign up for a time in advance Monday, October 17- 8 pm Tuesday, October 18- 4pm Wednesday, October 19- 10am Thursday, October 20- 9pm	Please see ANNOUNCEMENTS on Blackboard
Course Document	Northouse Chapter 6. Developing Leadership Skills
Text Reading	Northouse Chapter 6/ NGO Dolch & Associates Chapter 8 Volunteering in Peru
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: NGO Dolch & Associates Chapter 8 Volunteering in Peru
Learning Journal	Chapter 6

Week 9, October 24-28, 2016

Course Document	Chapter 7. Creating a Vision
Text Reading	Northouse Chapter 7/ NGO Dolch & Associates Chapter 6 Volunteering in Zambia
Exercise (found in Northouse Chapter 7. Submit under Assignments in the dark field on the left margin of the course	Leadership Vision Questionnaire
Discussion Board	Week9: NGO Dolch & Associates Chapter 6 Volunteering in Zambia
Learning Journal	Chapter 7

Week 10, October 31-November 4, 2016

Course Document	Chapter 8 Establishing A Constructive Climate
Text Reading	Northouse Chapter 8 / NGO Dolch & Associates Chapter 4 Woods Home
Exercise (found in Northouse Chapter 8. Submit under Assignments in the dark field on the left margin of the course page)	Organizational Climate Questionnaire
Discussion Board	Week 10: NGO Dolch & Associates Chapter 4 Woods Home
Learning Journal	Chapter 8

Week 11, November 7-11, 2016

Course Document	Northouse Review of key ideas in Chapters 6- 8
Text Reading	NP Dolch & Associates Chapter 7
Exercise	AQRT Essay 2- relate 3 aspects of chapters 6-8 to your personal life
Discussion Board	Week 11: Case Study: “The Community Center” from Dolch & Associates (Chapter 7)
Learning journal	None
Reflective Essay on Nonprofit Leadership	Due on Tuesday, November 9, 2016 by 11:30 pm

Week 12, November 14-18, 2016

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	Please see ANNOUNCEMENTS
Course Document	Chapter 9. Listening to Out-Group Members
Text Reading	Northouse Chapter 9/ NGO Dolch & Associates Chapter 5 Services for the disabled
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: NGO Dolch & Associates Chapter 5 Services for the disabled
Learning Journal	Chapter 9

Week 13, November 21-25, 2016

Course Document	Northouse Chapter 10. Handling Conflict/ NGO Dolch & Associates Chapter 2 NGOs in Mexico
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: NGO Dolch & Associates Chapter 2 NGOs in Mexico
Learning Journal	Chapter 10

Week 14, November 28-December 2, 2016

Course Document	Northouse Chapter 11 Addressing Ethics in Leadership
Text Reading	Northouse Chapter 11/ NGO Dolch & Associates Chapter 7 Building Sustainability
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: / NGO Dolch & Associates Chapter 7 Building sustainability
Learning Journal	Chapter 11

Week 15, December 5-9, 2016 (Friday, December 9 is Reading Day)

Course Document	Northouse Chapter 12 Overcoming Obstacles
Text Reading	Northouse Chapter 12/ NGO Dolch & Associates chapter 9 New Wave of Globalization in Peru
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: NGO Dolch & Associates Chapter 9 New Wave of Globalization in Peru
Learning journal	Chapter 12

Week 16, December 11-15, 2016 (Finals Week)

Course Document	Some final Course Thoughts
Text Reading	none
Discussion Board	none
Final Exam as assigned	Due on December 12 at 11:30 p.m.

Department of Community & Professional Programs

STANDARD SYLLABUS POLICY LANGUAGE – FALL 2016

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.

CAMPUS CARRY & CONCEALED HANDGUNS

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at <https://campuscarry.unt.edu>.

SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs:

http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

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 <https://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16>.

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 <https://policy.unt.edu/policydesc/disability-accommodation-students-and-academic-units-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 14, 2016;
- 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 7, 2016 | Last day to drop a class with an automatic grade of "W" for courses that a student is not passing |
| November 23, 2016 | 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. |

EMERGENCY NOTIFICATIONS & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you 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). The system sends voice messages (and text messages upon permission) to the phones of all currently enrolled students. Please make certain to update your phone numbers at <https://my.unt.edu/>.

Some helpful emergency preparedness actions include:

- 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held,
- 2) determine how you will contact family and friends if phones are temporarily unavailable, and
- 3) identify where you will go if you need to evacuate the Denton area suddenly.

In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

IMPORTANT DATES

August 29	First class day (Monday.)
September 1	Last day a student-requested schedule changes may be made during add/drop. Last day for change of schedule other than a drop. (Last day to add a class.)
September 5	Labor Day (no classes; university closed.)
September 13	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
October 7	Last day for change in pass/no pass status. Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
October 8-November 23	Instructors may drop students with a grade of WF for nonattendance.
November 7	Last day for a student to drop a course with either a W or WF by consent of instructor.
November 14	Beginning this date, a student who qualifies may request a grade of I or "Incomplete." (See <u>REQUESTS FOR AN INCOMPLETE</u> policy above.)
November 23	Last day to withdraw from the semester (drop all classes). Process must be completed by 5 p.m. in the Dean of Students Office.
November 24-27	Thanksgiving Break (no classes; university closed.)
December 8	Last regular class meeting day.
December 9	Reading day (no classes.)
December 10-16	Final exams (see schedule above for exact date/time.)

Online course evaluations (SPOT) will be available for students to complete. Please take time to visit my.unt.edu and fill out the evaluation form – your feedback is appreciated!

<IF APPLICABLE, INSERT SPOT INCENTIVE HERE>