

## Product Reliability and Quality

### Instructor Information:

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Office: F101N.1

### Office Hours:

Tuesday: 12:00 PM to 2:00 PM

Thursday: 12:00 PM to 2:00 PM

Friday: 12:00 PM to 2:00 PM

or by appointment

### NOTE:

1. I strongly encourage you to take advantage of office hours—they're a great opportunity to ask questions, clarify concepts, seek feedback, or simply talk through ideas. Whether you're on track or feeling stuck, I'm here to help.
2. I maintain an **open-door policy** whenever possible. If my door is open and I'm not in a meeting, feel free to stop by, no appointment needed.
3. If I'm ever unavailable during scheduled office hours due to unforeseen circumstances, I'll do my best to inform you in advance and make alternate arrangements to meet.
4. Don't wait until things feel overwhelming—office hours are here for your benefit. Your growth matters, and I truly want to see you succeed.

*Your success is my goal.* I look forward to working with you throughout the semester.

### Class Schedule:

Saturday 1:00 PM to 3:50 PM in Room: FRLD 160

### Catalog Course Description:

Processes and techniques of assuring the quality of industrial products; reliability and maintainability, sampling probability and statistical process control; quality control management.

### Course Description:

This graduate-level course provides a comprehensive examination of the principles, methodologies, and tools essential to managing product reliability, quality, and safety in engineering and industrial contexts. Designed specifically for Engineering Management students, the course emphasizes the strategic and operational importance of these elements in delivering high-performing, dependable, and safe products. Core topics covered include reliability engineering, maintainability, statistical sampling and probability, statistical process control (SPC), quality assurance, and quality management systems with integrated safety

considerations. In addition, students will explore the economics of quality, reliability, and safety—studying the cost of conformance and non-conformance, cost-benefit analyses of preventive versus corrective measures, and models for quantifying the financial impact of failures and safety incidents.

Instructional methods incorporate lectures, case studies, individual and team-based projects, and student presentations. Throughout the semester, students will engage with real-world case studies, particularly from technology-intensive industries, to analyze how leading organizations manage the complex interplay between quality, reliability, safety, and cost.

By integrating theoretical knowledge with practical application, this course prepares students to evaluate and improve engineering systems, make data-driven decisions, and lead initiatives that optimize product performance, ensure user safety, and manage associated costs effectively.

**Prerequisite(s):** MFET 4190 (or equivalent) or consent of department.

### **Course Objectives:**

1. **Demonstrate an Understanding of Reliability, Quality, and Safety Mathematics** - Students will develop a solid mathematical foundation essential for analyzing and managing reliability, quality, and safety in industrial systems. This includes applying statistical methods, probability distributions, and quantitative modeling techniques to assess product and process performance. Emphasis will be placed on using these mathematical tools to predict failures, measure process variability, and evaluate safety risks in complex systems.
2. **Demonstrate an Understanding of Reliability Analysis Methods, Testing, Management, and Costing** - Students will gain proficiency in reliability engineering concepts, such as failure modes, fault tree analysis, and reliability block diagrams. They will learn to conduct reliability testing (e.g., accelerated life testing and environmental stress testing) and evaluate product lifecycle performance. The course will also address reliability management strategies, including planning and implementing reliability programs, while exploring the economic implications of reliability on project costs and resource allocation.
3. **Demonstrate an Understanding of Quality Analysis Methods, Testing, Management, and Costing** - This objective focuses on equipping students with the skills to apply quality control tools, such as Statistical Process Control (SPC), Six Sigma, and Total Quality Management (TQM). Students will analyze quality testing methodologies and implement quality assurance techniques to monitor and improve process and product performance. They will also learn to design cost-effective quality management systems that align with organizational objectives, ensuring optimal resource utilization and compliance with industry standards.
4. **Demonstrate an Understanding of Safety Analysis Methods, Its Management, and Costing** - Students will develop expertise in safety analysis techniques, including hazard identification, risk assessment, and Failure Mode and Effects Analysis (FMEA). The course will cover safety standards, regulatory compliance, and strategies for minimizing workplace hazards. Additionally, students will explore the integration of safety management systems into organizational processes, with a focus on cost-benefit analysis to balance safety investments with operational efficiency.

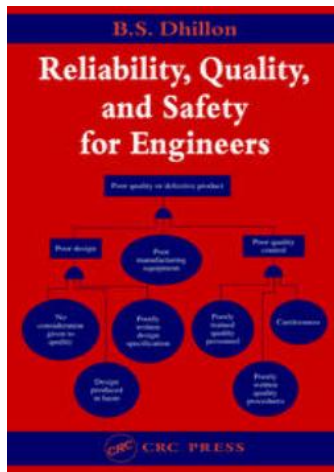
By achieving these objectives, students will be well-prepared to apply reliability, quality, and safety principles to real-world industrial challenges, ensuring sustainable and cost-effective outcomes.

## Course Outcomes:

Upon successful completion of this course, students will be able to:

- ✓ **Apply Mathematical Tools for Reliability, Quality, and Safety Analysis:**  
Utilize statistical methods, probability theory, and quantitative models to evaluate and improve system performance and safety.
- ✓ **Perform Reliability, Quality, and Safety Analyses:**  
Conduct comprehensive reliability, quality, and safety analyses using tools such as Statistical Process Control (SPC), Failure Mode and Effects Analysis (FMEA), and fault tree analysis to optimize performance and ensure compliance.
- ✓ **Manage and Implement Reliability, Quality, and Safety Systems:** Develop and manage systems that integrate reliability, quality, and safety principles into engineering and organizational practices, considering both technical and economic factors.
- ✓ **Analyze and Solve Real-World Challenges:**  
Apply theoretical concepts to real-world case studies, identifying and addressing challenges in reliability, quality, and safety management.
- ✓ **Communicate Technical Solutions Effectively:**  
Prepare and deliver professional presentations and reports that clearly communicate findings and recommendations in reliability, quality, and safety management.

## Required Textbook:



Reliability, Quality, and Safety for Engineers

By B.S. Dhillon

ISBN-13: 978-0-8493-3068-1 (hbk)

ISBN-13: 978-0-367-39360-1 (pbk)

ISBN-13: 9780429214134 (eBook)

## Technical Skill Requirements

- Proficiency in MS Office Suite (Excel, Word, PowerPoint), Internet usage, emails, Canvas.
- Students are expected to have a foundational knowledge of basic statistics, calculus, and a solid understanding of engineering mathematics, as these are essential for successfully engaging with the course material.

**Calculators:**

The **only calculators** that are approved for this course are those permitted on the Fundamentals of Engineering (FE) exam for Professional Engineer (PE) licensing:

- **Casio:** All fx-115 and fx-991 models (Any Casio calculator must have “fx-115” or “fx-991” in its model name.)
- **Hewlett Packard:** The HP 33s and HP 35s models, but no others
- **Texas Instruments:** All TI-30X and TI-36X models (Any Texas Instruments calculator must have “TI-30X” or “TI-36X” in its model name.)

**Grading Criteria:**

Knowledge Checks	15%
Assignments	15%
Case Studies	15%
Project(s)	15%
Exam I	15% (3/7/2026; 1:00 PM to 3:50 PM)
Final Exam	20% (as per University Calendar)
Portfolio Review	5%

**Expected Grade Distribution:**

A  $\geq$  90%; B  $\geq$  75% & B < 90%; C  $\geq$  60% & C < 75%; D  $\geq$  50% & D < 60%; F < 50%

Your final grade will not be based on a curve.

**Grading Philosophy:**

1. **Transparency:** Clear communication of grading criteria, including expectations for assignments, exams, participation, and overall performance in the course. This ensures students understand how their work will be evaluated.
2. **Fairness and Equity:** Ensuring grading practices are fair and unbiased, treating all students equally regardless of background, identity, or circumstances.
3. **Alignment with Learning Objectives:** Grading will reflect the course's learning objectives and outcomes. Assessments will measure students' understanding of the material and their ability to apply concepts rather than rote memorization.
4. **Constructive Feedback:** Providing constructive feedback that helps students understand their strengths and weaknesses, guiding them on how to improve. Feedback will be timely, specific, and actionable, facilitating student growth and learning.
5. **Consistency:** Applying grading criteria consistently across all students and assignments to ensure fairness and reliability in assessment.

### **Team Projects:**

As a key component of this course, students will work in teams of two or more to complete projects focused on Quality, Reliability, and Safety (QRS) analysis of industrial systems, processes, or products. Each project will require teams to apply course concepts and techniques, including reliability analysis, quality control methods, and safety risk assessment. Deliverables may include a project proposal, interim reports, final reports, and professional presentations, depending on the scope of the assigned projects. These projects are designed to enhance practical application skills, teamwork, and technical communication, preparing students to address real-world challenges in engineering management.

### **Team Assignment and Structure:**

As part of this course, you will be assigned to a team to collaborate on projects and activities that require group effort and coordination. Teamwork is an integral aspect of this course, reflecting the collaborative nature of engineering management in real-world scenarios.

- **Team Composition:** Each team will consist of **two members** to ensure effective collaboration, equitable distribution of workload, and opportunities for meaningful contribution from all participants.
- **Team Consistency:** Once assigned, your team members will remain the same for the entire duration of the course. This consistency allows you to build strong working relationships, develop effective communication, and refine your teamwork dynamics over time.
- **Team Responsibilities:** As a team, you will:
  1. Collaborate on assigned projects and tasks, such as comprehensive Quality, Reliability, and Safety (QRS) analyses.
  2. Share the workload equitably, leveraging each member's strengths and expertise.
  3. Participate in discussions, decision-making, and problem-solving activities.
  4. Submit deliverables such as project proposals, interim reports, final reports, and presentations.
- **Team Dynamics and Accountability:** Teams are encouraged to establish clear roles, responsibilities, and schedules to ensure efficient project execution. Open communication, mutual respect, and a commitment to shared goals are essential for success. Each team member is responsible for contributing actively and supporting their teammate throughout the course.

By working in teams, you will develop collaboration and project management skills essential for your future roles in engineering management. Additionally, this structure mirrors industry practices, preparing you to work effectively in multidisciplinary teams.

### **Case Study Assignments:**

Throughout the course, students will engage with case studies to reinforce the key concepts discussed during lectures and apply them to real-world scenarios. These case studies are designed to bridge theoretical knowledge and practical application, enabling students to critically analyze and solve complex problems in Quality, Reliability, and Safety (QRS) management.

- **Purpose and Objectives:**

The primary goal of the case studies is to:

1. Deepen your understanding of the concepts and methodologies taught in the course.
2. Develop critical thinking and analytical skills by applying theoretical knowledge to practical challenges.
3. Enhance your ability to evaluate and propose effective solutions to problems in industrial systems, processes, or products.
4. Foster collaboration and teamwork in team-based assignments, while also cultivating individual accountability and independent problem-solving in solo assignments.

- **Assignment Structure:**

1. **Individual Case Studies:**

- Some case studies will be completed individually to encourage independent learning and critical analysis.
- These assignments will test your ability to interpret course material, apply QRS techniques, and present well-reasoned solutions.
- Deliverables may include written reports, presentations, or short analyses based on the given case.

2. **Team-Based Case Studies:**

- Other case studies will require collaboration with your assigned team to solve more complex, multidisciplinary problems.
- These assignments emphasize teamwork, communication, and collective problem-solving.
- Teams will analyze the case, distribute tasks, and synthesize their findings into cohesive deliverables, such as detailed reports or presentations.

- **Frequency and Timing:** Case studies will be assigned periodically throughout the semester, aligning with the topics covered in lectures. Each case study will focus on reinforcing specific concepts, such as reliability testing, statistical process control, safety risk assessment, or cost-benefit analysis.

- **Evaluation:**

Case studies will be graded based on criteria such as:

1. Depth of analysis and understanding of the problem.
2. Application of appropriate QRS concepts and techniques.
3. Clarity and quality of the deliverables (e.g., written reports, presentations).
4. Teamwork and collaboration (for team-based cases).
5. Creativity and practicality of proposed solutions.

By participating in a mix of individual and team-based case studies, students will gain valuable experience in tackling challenges both independently and collaboratively, preparing them for the multifaceted nature of engineering management roles.

### **Assignments:**

1. **Individual Work:** All assignments must be completed individually to demonstrate each student's understanding and mastery of the material.
2. **Assignment Availability and Deadlines:** Assignments will be posted on Canvas and must be submitted by the specified date and time. Late submissions will not be accepted unless explicitly permitted under special circumstances.
3. **Formatting Requirements:**
  - All assignments must be completed using an **Engineering Computation Pad** or **Graph-Ruled Reinforced Filler Paper** (8.5" x 11", 3-hole punched).
  - Work should be neat, well-organized, and legible, adhering to professional standards.
4. **Submission Process:**
  - All assignments must be submitted on paper.
  - Once graded, assignments must be submitted electronically through Canvas to receive credit.
  - Students are also required to maintain a **hard copy** of their completed assignments in their personal portfolios for reference and review.
5. **Email Policy:** Emailed assignments will not be accepted under any circumstances. Ensure all submissions are completed via Canvas.
6. **Student Responsibility:** It is the student's responsibility to regularly check Canvas for assignment postings and ensure timely submissions. Failure to stay informed about assignments is not an acceptable excuse.
7. **Solution Methodology:** Solutions to assignment problems must follow a specific format outlined in the **Problem Solution Methodology**, which will be provided in the Reference Module on Canvas. Adherence to this format is critical for consistency and proper evaluation.

These guidelines ensure clarity, consistency, and professionalism in completing and submitting assignments throughout the course.

### **Knowledge Checks:**

1. Knowledge Checks will be given during each class typically at the beginning of class at the discretion of the instructor and will cover material from previous lectures.
2. Knowledge Checks may be on Canvas. You will need to be present in class to take them.
3. You will have between 10 to 15 minutes to take the Knowledge Check.
4. On occasion Knowledge Checks may be assigned to be completed out of the classroom setting.
5. All Knowledge Checks once graded should be scanned and uploaded to Canvas within 3 calendar days of receiving it back.
6. If you miss a Knowledge Check, you cannot make it up unless it is a valid absence as per University Policy.
7. For those Knowledge Checks that are not on Canvas, once you receive the Knowledge Check back, you are expected to rework it based on the grade and comments received. The corrected version should also be part of your portfolio.
8. If you fail to upload the graded Knowledge Check you will not receive credit for the same.

## **Portfolio:**

As part of the course requirements, each student must maintain a **Portfolio**, which serves as a comprehensive, well-organized, and continuously updated record of all academic work completed throughout the semester.

### **Purpose and Expectations**

The Portfolio is intended to:

- Document your progress and engagement with the course material.
- Serve as a structured reference of your learning throughout the semester.
- Encourage ongoing reflection, study discipline, and synthesis of key concepts.

Students are expected to begin assembling their Portfolio at the start of the semester and maintain it consistently throughout the course.

### **Format and Organization**

The Portfolio must be maintained in physical form using a three-ring binder and should be organized according to the course modules. Each module section should include relevant and dated materials in the order listed below:

1. Course Syllabus – A printed copy of the syllabus must be placed at the beginning of the Portfolio.
2. Modular Sections – The body of the Portfolio should be organized by course module, with clearly labeled dividers for each module. Each section should include:
  - Class notes
  - Case study summaries and reading reflections
  - Completed assignments related to the module
3. Projects – Documentation for all individual or team-based projects must be included in a dedicated section.
4. Examinations – Copies of all exams should be included in a separate section.
5. Appendix – Any pre-approved reference materials (e.g., charts, diagrams, or supplementary readings) should be placed in an appendix at the end of the binder.

### **Evaluation and Credit**

- The instructor may request to review the Portfolio at any point during the semester.
- Credit will be awarded only if the Portfolio is complete, clearly organized, and reflects meaningful engagement with the course content.
- Students are expected to expand and refine their lecture notes and assignments as they proceed through each module, incorporating insights from textbooks and other course resources.

The Portfolio is not merely a collection of documents—it is a demonstration of your intellectual commitment to the course. Consistent and thoughtful maintenance of this record will support your learning and contribute significantly to your overall performance.

## **Attendance:**

Students are responsible for their own class attendance, and attendance at all class meetings is expected. Attendance checks will be conducted periodically throughout the semester, and it is the student's responsibility to ensure their presence is recorded during these surveys.

In accordance with University Policy 06.039, absences may be excused for the following reasons:

- Religious holy days (including travel for observance)
- Active military service (including travel)
- Participation in official university functions
- Illness or other extenuating circumstances
- Pregnancy and parenting, as protected under Title IX

- Official university closures

To receive an excused absence, students must provide satisfactory documentation supporting the reason for their absence.

### **Tentative Course Topics:**

This is a tentative course outline. The instructor will attempt to follow it closely and reserves the right to substitute any other relevant material at any point throughout the course.

S No	Topic
1	Course introduction & expectations
2	Introduction to Reliability, Quality and Safety
3	Reliability, Quality and Safety Mathematics
4	Introduction to Quality
5	Quality Analysis Methods
6	Quality Management and Costing
7	Introduction to Reliability
8	Static reliability evaluation models
9	Dynamic reliability evaluation models
10	Reliability Evaluation Methods
11	Reliability Testing
12	Reliability management and Costing
13	Introduction to Safety
14	Safety Analysis Methods
15	Safety Management and Costing

### **Policies and Procedures:**

1. This syllabus is subject to change during the semester with changes to be announced in class and provided on Canvas.
2. This course provides opportunities for students to take advantage of several software packages supported by the department in the classroom or in lab experiments, in simulation studies, homework assignments, or in projects.
3. The classes will be held in person at the scheduled times.
4. Canvas Learning Management System, at <https://canvas.unt.edu/> will be used for posting announcements, course-related materials, assignments, and grades. Students are encouraged to check the course website often.

5. Grades are based in part on the student's ability to communicate. You must present your work in a well-organized and well-articulated manner with appropriate depth.
6. Requests for the review of a graded report/assignment must be made within one week of the grade announcement. Upon review, the report/assignment score may increase, remain the same, or decrease.
7. Make-up opportunities for knowledge checks and assignments will not be granted unless the student provides official documentation of a university-excused absence as defined by University Policy.
8. If you anticipate an absence that may affect your ability to complete a knowledge check or assignment, you must notify the instructor in advance of the scheduled due date or class session.
9. Approval for make-up work is at the discretion of the instructor and will be considered on a case-by-case basis. Failure to communicate in a timely manner or to provide appropriate documentation may result in a grade of zero for the missed work.
10. An "I" (incomplete) grade is given only for extenuating circumstances and in accordance with University and Departmental Policies.
11. The instructor reserves the right to change the grade distribution at the end of the semester. If any changes occur, the changes will be less stringent than the distribution above.
12. Technical Assistance. Working in an online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu); **Phone:** 940-565-2324; **In Person:** Sage Hall, Room 130 **Walk-In**

**Availability:** 8am-9pm

**Telephone Availability:**

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

**Laptop Checkout:** 8am-7pm ;

For additional support, visit Canvas Technical Help

( <https://community.canvaslms.com/docs/DOC-10554-4212710328> )

**13. Rules of Engagement.**

The Rules of Engagement establish expectations for professional, respectful, and inclusive interactions among students and between students and the instructor—both in-person and in online environments.

The following guidelines apply to all forms of communication in this course:

- a) **Respect and Inclusion:** While freedom of expression is a fundamental right, any form of communication that includes discriminatory, derogatory, or demeaning language—whether based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other characteristic protected by law—will not be tolerated.
- b) **Professional Courtesy:** Always communicate respectfully with your instructor and classmates, whether in class discussions, emails, or online forums, especially when perspectives differ.

- c) **Names and Pronouns:** Make every effort to correctly use your instructor's and classmates' preferred names and pronouns. Doing so demonstrates respect and professionalism.
  - d) **Personal Perspective:** Share your own experiences and viewpoints using "I" statements. Avoid generalizing or speaking on behalf of others.
  - e) **Constructive Dialogue:** Use critical thinking to engage with and challenge ideas—never individuals. Focus on the topic, not the person.
  - f) **Digital Communication Etiquette:**
    - i. Avoid using all capital letters, which may be interpreted as shouting.
    - ii. Be mindful of tone; sarcasm or humor can be easily misunderstood in written form.
    - iii. Refrain from using informal "text-talk" unless your instructor has explicitly allowed it.
    - iv. Proofread messages and verify the accuracy of information and sources before sharing.
    - v. Remember that digital content is often permanent—think carefully before posting or sending.
  - g) **Email Policy:** All course-related emails must be sent from your official UNT email account. Emails from external domains (e.g., Gmail, Yahoo) may not receive a response.
  - h) **Classroom Conduct:** Cell phones must be silenced during class sessions. Please avoid using your phone unless it is for an urgent or emergency matter.
  - i) For additional best practices and tips on effective communication, please review the UNT Online Communication Guidelines.( <https://clear.unt.edu/online-communication-tips> ).
12. **Academic Integrity Standards and Sanction for Violations:** 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. Any violation of academic honesty in an exam or assignment will result in a grade of zero and a report to <https://facultysuccess.unt.edu/academic-integrity>.
13. **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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).
14. **Exam Protocol:**
- To uphold academic integrity and provide a consistent, fair testing environment, the following policies will be strictly enforced during all examinations:
- **Personal Items:** All electronic devices (including cell phones and laptops), books, class notes, and personal belongings must be placed on the floor along the perimeter of the room (front, back, or side). These items **must not** be kept in your pockets or on your person during the exam. It is strongly recommended that you avoid bringing unnecessary items on exam day. Use of a cell phone during an exam will result in an automatic zero.
  - **Seating Assignments:** A seating chart may be created, and the instructor reserves the right to assign seats prior to the start of the exam.

- **Restroom Policy:** Students are not permitted to leave the room during an exam for any reason, including bathroom breaks. Please use the restroom before the exam begins. Once a student leaves the room, their exam will be collected and considered complete.
  - **Identification Requirement:** Students must present their official UNT student ID for verification prior to the start of the exam.
  - **Arrival and Setup:** Students should arrive early to properly store their belongings, locate their assigned seat, and prepare for the exam.
  - **Exam Materials:**
    - Unless otherwise announced, all exams are **closed book and closed notes**; no reference materials are allowed at your desk.
    - **At the instructor's discretion**, some exams may be designated as **open-portfolio**, in which case students are permitted to use their organized and up-to-date course portfolios during the exam. Students will be notified in advance if an exam is open-portfolio.
    - Calculators may be used, but cell phones or other multifunctional devices are not permitted as substitutes.
    - Scratch paper will be provided as needed.
    - A formula sheet may be included with the exam, where applicable.
  - **Exam Overview:** The instructor may briefly review the exam format or instructions before it begins. Questions about exam content will not be answered once the exam is in progress.
  - **Academic Integrity:**
    - Talking, sharing materials, looking at another student's exam, or any form of communication is strictly prohibited during the exam.
    - Any suspicious behavior will be noted and may result in disciplinary action under university academic integrity policies. The testing environment may be video recorded.
  - **During and After the Exam:**
    - Students who complete the exam early must remain seated and silent until the entire testing session ends.
    - All exams will be collected at the same time; no early submissions or departures will be permitted unless approved by the instructor.
  - **Exam Return and Recordkeeping:**
    - Graded exams will be returned during class within 7 calendar days, typically in the next scheduled session.
    - Exams will **not** be distributed outside of class.
    - All graded exams must be retained in the student's official course portfolio (binder).
    - A scanned copy of each graded exam must be uploaded to Canvas within three (3) calendar days of return.
15. **Access to Information- Eagle Connect:** Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/).
16. **ADA Statement:** UNT makes reasonable academic accommodations 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 for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu).

17. **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.
18. **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 records; however, information about students' 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.
19. **Student Perceptions of Teaching Effectiveness (SPOT):** Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu). Students are highly encouraged to participate in the SPOT evaluation. It helps the instructors tremendously in improving their teaching effectiveness.

### **Academic Support & 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-andwellness-center) (<https://studentaffairs.unt.edu/student-health-andwellness-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-wellnesscenter/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellnesscenter/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>)

**Chosen Names:** A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**Pronouns** (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

#### Additional Student Support Services

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

#### Academic Support Services

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