

OPSM 3830-002 OPERATIONS MANAGEMENT

Instructor Contact

Name: Steven M. Gaa, Ph.D.
Pronouns: He/Him
Office Location: BLB 312A
Phone Numbers: Office (940) 565-3113
Mobile (817) 807-1606
Classroom: BLB 070-Tuesdays 6:30pm to 9:20pm
Office Hours: By Appointment through Zoom
Email: steven.gaa@unt.edu

Communication Expectations: This is a face-to-face class. All course communication will be through the Canvas platform. For personal concerns or questions, please email me at steven.gaa@unt.edu. When sending an email to my UNT address, please be sure to include the course number and section number (3830-002) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for LearnSmart Assignments and quizzes are available immediately upon completion of the assignments. Exam grades with feedback are available approximately 2 hours after the exam window closes.

Welcome to UNT!

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

Course Description

OPSM 3830 Operations Management is the management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management.

Course Structure

OPSM 3830-002 is a face-to-face course. The course materials will be covered in approximately 16 weeks from August 29, 2022 to December 16, 2022. There are 16 modules to the course, plus four exams which will be administered online through McGraw-Hill Connect.

Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a junior level course. As such, you are expected to have a working knowledge of the topics covered in the freshman and sophomore level courses. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. Additionally, you should have a working knowledge of the internet, Canvas LMS, Microsoft Office, Zoom, McGraw-Hill Connect, and the Respondus Lockdown browser.

Course Objectives

By the end of this course, students will be able to:

1. Identify the various components of Organizational Operations
2. Describe the models associated with various facets of Operations Management
3. Apply these models to solve quantitative and qualitative problems
4. Depict the appropriate operational activity throughout the supply chain
5. Explain Supply Chain Management in terms of global flow of goods and services

Materials

Text. (Connect Access with eBook) Operations Management, 14th edition, William J. Stevenson, McGraw-Hill.

- Stevenson Connect Online Access, Operations Management 14th edition ISBN: 9781264344963 (Net price \$91 if purchased online through McGraw-Hill).
- Stevenson Connect Access Card, Operations Management 14th edition ISBN: 9781264344963 (if purchased at the bookstore)

Please go to Canvas McGraw-Hill Connect to receive a 30% discount for Connect. MH Connect includes the ebook, so you *do not need to purchase a hardcopy*. Please be aware that the bookstore may have an additional markup on the price of the access card.

Here is a video about connecting your Canvas classroom with McGraw Hill Connect:

<http://video.mhhe.com/watch/4q72PpEpzkXAd3hW4o52c8?>

All other course materials will be available through Canvas.

PROFESSIONAL DEVELOPMENT

The Center for Logistics & Supply Chain Management provides multiple opportunities for students to connect to business experts and acquire useful insights beyond the classroom. The Executive Lecture Series and the Onboarding Program speaker events will be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented this semester in both in-person and virtual formats. Hosted by IANA, The Business of Intermodal Continues Program speaker events will be offered virtually only and at various days/times. For all events, registration is required. Registration closes at 12:00 noon on the day before the event. Virtual meetings will be recorded, and post-event attendance reports will be sent to the professors. Reports include a list of registered participants, and what times each participant arrived and left the event.

Students must register online to attend all events. Registration closes at 12:00 noon on the day before the event. Students will immediately receive an email confirmation to the email address provided on the registration form. The in-person classroom location and the link to the virtual event will be sent to the same email address one day before the event. The class number entered on the registration form will be the class for which the student receives the attendance credit. Students have the ability to change the class number for a registered event by logging in and clicking 'edit' in the event they have registered for. Students also have the ability to cancel registration for a registered event by logging in and clicking 'cancel' in the event they have registered for. If a student has registered for an event and is not be able

to attend, they should cancel their registration no later than 24 hours before the start time of the event. The registration system will allow students to register for an event until capacity restrictions have been met (In-person = 50, Virtual = 300). Students should register early in the semester as events fill up very quickly!

Students need to abide by all the following policies to receive professional development credit: Participation in an event will count towards only one course, mentioned by the student during registration. Students receive professional development credit for registering, arriving on time, and staying for the duration of the event. Failure to register, validated from the attendance report generated after the event, will prevent students from receiving credit for professional development. Failure to participate at least 66% of the scheduled time of the event, will prevent students from receiving credit for professional development. Failure to attend an event, after prior confirmed registration, will lead to loss of points from the student's final grade, unless the student cancels the registration at least 24 hours before the start time of the event. Such loss of points may not be recovered by participating in other professional development events.

To access event registration, here are the links to the event pages:

- Executive Lecture Series: <https://cob.unt.edu/logistics-center/executive-lecture/speakers>
- Onboarding Program: <https://cob.unt.edu/logistics-center/onboarding-program/speakers>
- The Business of Intermodal Continues Program: <https://cob.unt.edu/logistics-center/business-of-intermodal-continues/speakers>

Teaching Philosophy

OPSM 3830-002 is a face-to-face class with meetings on Thursdays at 5:00pm. All materials, readings, quizzes, and exams are provided within the Canvas shell/McGraw-Hill Connect. The course is integrated with McGraw-Hill Connect, which is required for the course. Please note that accessing Connect directly to do assignments may result in grades not transferring into the Canvas gradebook. **Therefore, please access all assignments through Canvas.** You are responsible to keep track of your grades in the Canvas gradebook and notify me should a grade not appear.

The course is straightforward. It has been designed to provide you with a detailed overview of the Operations Management of an organization. Each module is self-contained. Completing all the assignments in the required time window will prepare you for the exams. I have provided problem-solving videos to go along with various chapters. While these do not cover all the problems assigned, they do provide detailed explanations for solving problems where previous courses had difficulty. Finally, as always, please reach out to me should you have any questions or concerns regarding the course.

Technical Requirements & Skills

Minimum Technology Requirements

- Internet-enabled computer with video camera (required for Respondus lockdown browser)
- Reliable internet access
- Speakers

- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

- Using Canvas
- Using McGraw-Hill Connect
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Rules of Engagement

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

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

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. Most notably, time management. The course is designed so that you can complete the assignments per module and prepare for the exams. Falling behind will not only cause you to fail to receive the points for that module's assignments, it will also jeopardize your preparedness for the exams. Here is a link to help you succeed as in your online classes, ["How to Succeed as an Online Student"](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

Getting Help

Technical Assistance

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

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

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

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

Student Support Services

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

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

Other student support services offered by UNT include

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

Academic Support Services

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

Course Requirements

Assignment	Points Possible	Percentage of Final Grade
<i>SmartBook – additive out of 200 possible</i>	<i>150 points</i>	<i>15%</i>
<i>Quizzes – additive out of 200 possible</i>	<i>150 points</i>	<i>15%</i>
<i>Exam 1</i>	<i>150 points</i>	<i>15%</i>
<i>Exam 2</i>	<i>150 points</i>	<i>15%</i>
<i>Exam 3</i>	<i>150 points</i>	<i>15%</i>
<i>Exam 4</i>	<i>150 points</i>	<i>15%</i>
<i>Professional Development</i> <ul style="list-style-type: none"><i>• 2 Events @ 50 points ea.</i>	<i>100 points</i>	<i>10%</i>
<i>Total Points Possible</i>	<i>1000 points</i>	<i>100%</i>

Grading

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Grades are based on total points earned during the semester. The SmartBook assignments and quizzes have approximately 200 points each that may be earned throughout the semester. You need a total of 150 points in each grading element to get full credit. Additional points above the 150 are used at the end of the semester to determine if you qualify for a higher grade.

Class on	Chapter/Topic	SmartBook Assignment*	Quiz
Week 1 Aug 30	Course & Semester Overview Chapter 1 – Introduction to Ops Management Chapter 2 – Competitiveness, Strategy, & Productivity	Chapter 1 Chapter 2	Ch 2 Due Sep 4
Week 2 Sep 6	Chapter 3 – Forecasting	Chapter 3	Ch 3 Due Sep 11
Week 3 Sep 13	Chapter 4 – Product and Service Design Chapter 4 Supplement – Reliability	Chapter 4 Chapter 4s	Ch 4 Ch 4s Due Sep 18
Week 4 Sep 20	Section 1 Exam Tuesday, September 20 12:01am–11:59pm		
Week 5 Sep 27	Chapter 5 – Strategic Capacity Chapter 5 Supplement – Decision Theory	Chapter 5 Chapter 5s	Ch 5 Ch 5s Due Oct 2
Week 6 Oct 4	Chapter 6 – Process Selection and Facility Layout	Chapter 6	Ch 6 Due Oct 9
Week 7 Oct 11	Chapter 7 – Work Design and Measurement Chapter 8 - Location Planning and Analysis	Chapter 7 Chapter 8	Ch 7 Ch 8 Due Oct 16
Week 8 Oct 18	Section 2 Exam, Tuesday, October 18 12:01am–11:59pm		
Week 9 Oct 25	Chapter 9 – Management of Quality Chapter 10 – Quality Control	Chapter 9 Chapter 10	Ch 9 Ch 10 Due Oct 30
Week 10 Nov 1	Chapter 11 – Aggregate Planning & Master Scheduling Chapter 12 – Inventory Management	Chapter 11 Chapter 12	Ch 11 Ch 12 Due Nov 6
Week 11 Nov 8	Chapter 13 – MRP and ERP	Chapter 13	Ch 13 Due Nov 13
Week 12 Nov 15	Section 3 Exam Tuesday, November 15 12:01am-11:59pm		
Week 13 Nov 22	Chapter 14 – JIT and Lean Operations Chapter 14 Supplement - Maintenance	Chapter 14 Chapter 14S	Ch 14 Ch 14S Due Nov 27
Week 14 Nov 29	Chapter 15 – Supply Chain Management	Chapter 15	Ch 15 Due Dec 4
Week 15 Dec 6	Chapter 17 – Project Management PD due by 11:59pm May 8	Chapter 17	Ch 17 Due Dec 11
Week 16 Dec 13	Section 4 Exam Tuesday, December 13 12:01am - 11:59pm		

* No late work is accepted. *

Course Evaluation

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

Course Policies

Attendance Policy

OPSM 3830-002 is a face-to-face course. While there is no class attendance required as part of the course, you are, however, expected to complete all assignments by the stated due dates

Assignment Policy

- All SmartBook Assignments and Quizzes are due by 11:59pm on Sunday night of the week assigned. No late assignments will be accepted.
- Professional Development assignments are due by 11:59pm, Sunday, December 11, 2022. No late assignments will be accepted. Professional Development points are awarded for any live webinar, live virtual event, or in-person networking event offered through UNT. Please upload a file with the time, date, location or URL address, and purpose of the event along with a screen shot of the event attended (or a business card of the presenter if an in-person event) to the appropriate PD assignment tab in Canvas. These should be “live” events. Please do not submit previously recorded events that you simply listened to online. One option is to check for upcoming events at The Center for Logistics and Supply Chain Management Onboarding Program: <https://cob.unt.edu/logistics-center/onboarding-program>
- Exams are scheduled from 12:01am to 11:59pm on the date assigned in the syllabus. Once started, you have 120 minutes to complete the exam. Due to the extended time window on the exam date, no alternative dates will be allowed for exams. Please plan accordingly.

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

Examination Policy

Exams are open-book and open notes. You may not use other websites (especially those with exam questions) to help solve the exam problems. Exams are individual assignments. Working together on an exam is cheating and will be dealt with in accordance with university policy.

Should you lose Internet connection during an exam, please email me immediately and try and reconnect to the exam. In general, the exam will allow you to reconnect. If it doesn't, please contact

the Student Helpdesk and document the remedy ticket number and then contact me by text message. I can reset the exam for you to retake it as long as you are within the available time window for the exam.

There are no make-up exams so please plan accordingly.

Instructor Responsibilities and Feedback

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

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

Late Work

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

Class Participation

Participation is measured by assignments completed. Please monitor and maintain an active interest in the course so all assignments are completed by the stated due date. No late assignments are accepted.

Syllabus Change Policy

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

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability,

genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

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

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

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

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

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

University of North Texas Compliance

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

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

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

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

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

Student Verification

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

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

Use of Student Work

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

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

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

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

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

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

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](#)

**UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

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/)