

OPSM 3830-002 OPERATIONS MANAGEMENT

Instructor Contact

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

Communication Expectations: This is a face-to-face course through Canvas, 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 (3830-007) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for SmartBook reading assignments and quizzes are available immediately upon completion of the assignment. Exam grades with feedback are available approximately 2 hours after the exam window closes.

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.

The course addresses a broad array of topics included under the umbrella of Operations Management. Topics, planning for changing/new operational systems including financial implications of operational changes; supply chain impacts, including sourcing, making and delivery decisions; customer management; strategy and change management including new product design/launch; project management; supply chain analytics; and the impact of technology. The goal is to examine operations as an integral part of the supply chain network, emphasizing demand-driven value networks.

Course Structure

OPSM 3830-002 is a face-to-face course. We will be meeting in room BLB 070 on Tuesdays at 6:30pm. All assignments, including readings, quizzes and tests are accessed through Canvas.

The course materials will be covered in approximately 15 weeks from August 21, 2023 to December 10, 2023. There are 16 modules to the course covering 20 chapters and chapter supplements, four exams and four simulation modules. A final exam (not comprehensive) is scheduled on Tuesday, December 12, 2023.

SCHEDULING DISCLAIMER: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. Changes will be announced via Canvas.

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, MH Connect, Microsoft Office, and Zoom.

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 Irwin. ISBN: 9781264344963. You may purchase it directly through Canvas/Connect or by purchasing an Access card through the bookstore. For the best deal and to ensure you get all of the material, order through Canvas using the McGraw-Hill Connect link. We will be using Connect in this class.

MH Connect includes the eBook, so you do not need to purchase a hardcopy.

All other course materials will be available through Canvas.

Teaching Philosophy

OPSM 3830-002 is a face-to-face course. All materials, readings, quizzes, and exams are provided within the Canvas shell. 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 immediately should a grade not appear.

The course is straightforward but contains a lot of material. 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 lectures and problem-solving videos to go along with various chapters (thank you Dr. Savoie!). While these do not cover all the problems assigned, they do provide detailed explanations for solving problems where previous courses had difficulty. As always, please reach out to me should you have any questions or concerns regarding the course.

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: (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

Course Requirements

Week	Chapter/Topic	SmartBook Assignment	Quiz
August 22	Course & Semester Overview		
August 29	Chapter 1 – Introduction to Ops Management Chapter 2 – Competitiveness, Strategy, & Productivity	Chapter 1 Chapter 2	Ch 2
Sept 5	Chapter 3 – Forecasting	Chapter 3	Ch 3
Sept 12	Chapter 4 – Product and Service Design	Chapter 4 Chapter 4s	Ch 4
Sept 19	Section 1 Exam Tuesday, Sept 19 12:01am-11:59pm		
Sept 26	Chapter 5 – Strategic Capacity	Chapter 5 Chapter 5s	Ch 5
Oct 3	Chapter 6 – Process Selection and Facility Layout Chapter 7 – Work Design and Measurement	Chapter 6 Chapter 7	Ch 6 Ch 7
Oct 10	Chapter 8 – Location Planning and Analysis	Chapter 8	Ch 8
Oct 17	Section 2 Exam Tuesday Oct 17 12:01am-11:59pm		
Oct 24	Chapter 9 – Management of Quality Chapter 10 – Quality Control	Chapter 9 Chapter 10	Ch 9 Ch 10
Oct 31	Chapter 11 – Aggregate Planning & Master Scheduling Chapter 12 – Inventory Management	Chapter 11 Chapter 12	Ch 11 Ch 12
Nov 7	Chapter 13 – MRP and ERP	Chapter 13	Ch 13
Nov 14	Section 3 Exam Tuesday Nov 14 12:01am-11:59pm		
	Thanksgiving Break Nov 20 - 26		
Nov 28	Chapter 14 – JIT and Lean Operations Chapter 14 Supplement - Maintenance	Chapter 14 Chapter 14s	Ch 14 Ch 14s
Dec 5	Chapter 15 – Supply Chain Management Chapter 17 – Project Management	Chapter 15 Chapter 16 Chapter 17	Ch 15 Ch 17
Dec 8	Practice Operations Modules & Professional Development	due by 11:59pm, Thursday, December 8	
Dec 12	Section 4 Exam Tuesday Dec 12 12:01am-11:59pm		

*** No late work is accepted.**

Grading

Assignment	Points Possible	Percentage of Final Grade
SmartBook – additive out of 220 possible	<i>200 points</i>	<i>20%</i>
Quizzes – additive out of 240 possible	<i>200 points</i>	<i>20%</i>
Exam 1	<i>100 points</i>	<i>10%</i>
Exam 2	<i>100 points</i>	<i>10%</i>
Exam 3	<i>100 points</i>	<i>10%</i>
Exam 4	<i>100 points</i>	<i>10%</i>
Professional Development • 2 Events @ 50 points ea.	<i>100 points</i>	<i>10%</i>
Practice Operations Modules (20 pts each)	<i>100 points</i>	<i>10%</i>
Total Points Possible	<i>1000 points</i>	<i>100%</i>

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 220 and 240 points respectively that may be earned throughout the semester. You need a total of 200 points in the readings and 200 in the quizzes to receive full credit.

At the end of the semester, if you have completed all required assignments, and are within 10 total points of the next higher grade (i.e. 890, 790, 690, 590), any points earned above the totals for readings and quizzes are used to determine whether to award you the higher grade. To be considered for a higher grade, you must have completed all the required assignments for the course. Grades are based on total points and are not rounded.

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

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Assignment Policy. All SmartBook Assignments and Quizzes are due by 11:59pm the Sunday of the week assigned. For example, Chapters 1 and 2 are assigned on August 29 and due by Sunday September 4 at
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11:59pm. No late assignments will be accepted. Please access all assignments through Canvas. Doing assignments directly in MH Connect may result in the grades not transferring into the Canvas gradebook. If I have to manually move grades from MH Connect to Canvas, there will be a 10% penalty imposed on each grade that has to be moved.

Professional Development assignments are due by 11:59pm, Thursday, December 8, 2022. No late assignments will be accepted.

The Center for Logistics & Supply Chain Management offers many opportunities for students to connect with business experts and executives to acquire useful insights beyond the classroom.

1. Logistics Executive Lecture Series events will be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented in-person at UNT. Topics and speaker information can be found on the registration webpage: <https://cob.unt.edu/logistics-center/executive-lecture/speakers>

2. Student Onboarding Program events will be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented in-person at UNT. There are only four of these specific speaker events each semester. After completing all four of these speaker events students will receive a Logistics Soft Skills Certificate which is a great addition to their resume! Topics and speaker information can be found on the registration webpage: <https://cob.unt.edu/logistics-center/onboarding-program/speakers>

3. The Business of Intermodal Continues Program, hosted and managed by IANA, offers various online webinars throughout the semester. Dates, times, topics and speaker information can be found on the registration webpage: <https://cob.unt.edu/logistics-center/business-of-intermodal-continues/speakers>

4. Group Tours with local logistics companies are scheduled throughout the semester. Attendees will be responsible for securing their own ride to and from the tour locations; transportation will not be provided. Dates, times, and location information can be found on the registration webpage: <https://cob.unt.edu/logistics-center/group-tours>

For all events, registration is required. Registration closes at 12:00 noon on the day before the event. Post-event attendance reports will be sent to the professors. Reports include a list of registered participants, and the arrival and departure times of each attendee.

The deadline to register for any event is 12:00 noon on the day before the event. Immediately after registering, students will receive a registration confirmation at the email address provided on the registration form. Students will choose which class to receive Professional Development attendance credit for by selecting the course number on the registration form. Students have the ability to change the course 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 by logging in and clicking 'cancel' in the event they have registered for. If a student has registered for an event and is not 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. Students should register early in the semester as events fill up very quickly!

For all speaker events hosted by the Center for Logistics & Supply Chain Management, an event reminder email with the specific location to the in-person presentation will be sent to the same email address provided on the registration form one day before the event. For speaker events hosted by IANA, reminder emails are sent to the same email address used during registration one week before the event. For Group Tours, it is important to retain a copy of the registration confirmation email to present to the tour guide if requested upon arrival at the facility. Without registration, participants will not receive attendance credit for participating in the tour.

Students need to abide by all the following policies to receive attendance credit for speaker events and group tours. Participation in any event will only count toward one class, selected by the student during registration. Students receive attendance 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 attendance credit. Failure to participate for at least 75% of the duration of the event will prevent students from receiving attendance credit.

Failure to attend an event, after prior confirmed registration, will lead to loss of points from the student's final accumulated credit, 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.

Some professors have additional requirements before students can receive attendance credit for Professional Development. All attendance credits are given at the discretion of the professor.

If you would like to request accommodations for any speaker event, please email Chris Peavy at the email address provided below.

For all questions regarding Logistics Executive Lecture Series, Student Onboarding Program, The Business of Intermodal Continues Program, and Group Tours not answered by content found in the class syllabus or on the Center for Logistics & Supply Chain Management website please send an email to:

Chris Peavy chris.peavy@unt.edu (she-her-hers)

Director, College of Business Programs; Center for Logistics & Supply Chain Management

Practice Operations Modules. There are four Practice Operations Modules included with the course.

Each module involves a simulation of the material we are learning in the course. Please note, however, that the modules do not fully align with the chapters, so you may need to look up some of the information on your own in order to complete each assignment. For each module, you'll have the opportunity to earn up to 25 points, so it is possible to earn up to 100 total points. The modules get harder as you progress, so be sure and earn as much credit as you can on the earlier ones! The modules are available from August 28 to December 8, and you have unlimited attempts at completing each. You can access the modules by clicking on the Assignments tab and going to the Practice Operations group.

Examination Policy

Exams are available from 12:01am (just after midnight) to 11:59pm on the date assigned in the syllabus. Once started, you have 90 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.

Exams are open-book and open notes. You may not use websites outside of Canvas (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 your 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 at helpdesk@unt.edu or 940.565.2324 and obtain a ticket number and then contact me. 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.

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.

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.

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.

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. Make sure to access all assignments through Canvas. You are responsible for ensuring your grades are entered correctly in the gradebook. Please contact me immediately if grades are missing.

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.

Course Technology & Skills

Minimum Technology Requirements

- Internet-enabled computer with video camera
- 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 email with attachments

- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using Zoom video conferencing
- Using MH Connect

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.

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)

UNT Policies

Academic Integrity Policy

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access

(ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

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 [insert administration dates] 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.

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/)