OPSM 4810-001 - PURCHASING AND MATERIALS MANAGEMENT

Instructor Contact

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**Phone Numbers: Office (940) 565-3113**

**Mobile (817) 807-1606**

**Classroom: Sage 116 (Denton) – Mondays 6:30pm-9:20pm Office Hours: Mondays 6:00pm or by appointment**

**Email:** steven.gaa@unt.edu

**Communication Expectations:** Since this is a blended 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 (4810-001) 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.

Course Description

Every organization in both the public and private sector is in varying degrees dependent on materials and services supplied by other organizations. No organization is self-sufficient. Purchasing and supply management is, therefore, one of the key business processes in every organization. This course is designed to provide an introduction to the field of purchasing and supply management. It covers topics such as how supply is organized within organizations, the standard acquisition process, purchasing- related information systems, cost management tools, negotiation strategies, supplier selection, metrics, purchasing capital goods, purchasing services, outsourcing, buyer-supplier relationships, and purchasing strategies.

Course Structure

OPSM 4810-001 is a blended course. The course materials will be covered in approximately 16 weeks from August 23, 2021 to December 10, 2021.. A mid-term exam is scheduled on Monday, October 11, 2021. A final exam (not comprehensive) is scheduled on Monday, December 6, 2021.

Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a senior-level course. As such, you are expected to have 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 working knowledge of the internet, Canvas

LMS, McGraw-Hill Connect, Microsoft Office, Zoom and the Respondus Lockdown browser.

Course Objectives

The main goal of the course is to provide students in business administration and other relevant disciplines an in-depth understanding of the key activities involved in buying and utilizing materials as well as their impact on an organization’s performance. The secondary objective is to develop the students’ skills in communication, teamwork, and critical thinking through classroom discussions and group projects.

Materials

Text: Johnson, P. F. (2020). *Purchasing and supply management* (16th ed.). McGraw-Hill. ISBN: 978-1-

259-95760-4. Must be ordered through Canvas using the McGraw-Hill Connect link.

All other course materials will be available through Canvas.

Teaching Philosophy

OPSM 4810-001 is a blended course. We will be meeting weekly and all materials, readings, quizzes, and exams are provided in class or within the Canvas shell.

The material is primarily presented in a case-based discussion format with dialogue encouraged on the issues. Student preparation of assigned readings and homework prior to class is essential for full participation and comprehension.

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 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.

• 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 Succee d 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-](https://community.canvaslms.com/docs/DOC-10554-4212710328)

[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](file:///C%3A/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/Registrar) (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/)](http://writingcenter.unt.edu/%29)

• [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

Course Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| ***Week of*** | ***Chapter/Topic*** | ***Textbook******Assignment\**** | ***Case\**** |
| Week 1Aug 23 | Course & Semester Overview Syllabus and Expectations Case ProcessChapter 1 – Purchasing and SupplyManagement | Chapter 1 | Brennan Bank (p. 24) In-Class |
| Week 2Aug 30 | Chapter 2 – Supply Strategy | Chapter 2 | Hansen Equipment (p.25) In-Class Stedmann Technologies (p. 44) Group-Due Sep 6 |
| Week 3Sep 6 | No Class – Labor Day |  |  |
| Week 4Sep 13 | Chapter 3 – Supply Organization Chapter 4 – Supply Processes and Technology | Chapter 3Chapter 4 | Kokko Foods (p. 76) In- ClassQmont Mining (p. 114) Group -Due Sep 20 |
| Week 5Sep 20 | Chapter 5 – Make or Buy, Insourcing, and OutsourcingChapter 6 – Need Identification and Specification | Chapter 5Chapter 6 | Alicia Wong (p. 135) In- ClassHaniff Machining (p.162) Group |
| Week 6Sep 27 | Chapter 7 – Quality | Chapter 7 | Caledon Concrete Mixers (p. 196) In- Class |
| Week 7Oct 4 | Chapter 8 – Quantity and Inventory | Chapter 8 | Lisa Caruso (p. 233) Group Due Oct 11 |
| Week 8Oct 11 | Mid-Term Exam-Chapters 1 through 8 |  |  |
| Week 9Oct 18 | Chapter 9 – DeliveryChapter 10 – Price  | Chapter 9Chapter 10 | Penner Medical (p. 259) In ClassCoral Drug (p. 299) Group Due Oct 25 |
| Week 10Oct 25 | Chapter 11 – Cost Management Chapter 12 – Supplier Selection | Chapter 11Chapter 12 | Kettering Industries Inc. (p. 365) Group Due Nov 1 |
| Week 11Nov 1 | Chapter 13 – Supplier Evaluation andSupplier Relations | Chapter 13 | Stern Aerospace (p.394) In-Class |
| Week 12Nov 8 | Chapter 14 – Global SupplyManagement | Chapter 14 | Sarin PharmaceuticalsLtd. (p. 434) Group Due Nov 15 |
| Week 13Nov15 | Chapter 15 – Legal and Ethics | Chapter 15 | Rocky Plains BrewingLtd. (p. 477) Group Due Nov 22 |
| Week 14Nov 22 | Chapter 16 – Other SupplyResponsibilities | Chapter 16 | Raleigh Plastics (p.504) In-Class |
| Week 15Nov 29 | Chapter 17 – Supply FunctionEvaluations and Trends | Chapter 17 | Randall Corporation(p.537) In-Class |
| Week 16Dec 6 | Final Exam Monday, Dec 612:00am - 11:59pm |  |  |

***\* No late work is accepted***

|  |  |  |
| --- | --- | --- |
| ***Assignments*** | ***Points******Possible*** | ***Percentage of******Final Grade*** |
| ***Individual Readiness Assessment Tests*** | *100 points* | *10%* |
| ***Team Readiness Assessment Tests*** | *150 points* | *15%* |
| ***Mid-Term Exam*** | *150 points* | *15%* |
| ***Final Exam*** | *150 points* | *15%* |
| ***Team Case Analyses*** | *250 points* | *25%* |
| ***Team Member Evaluation*** | *100 points* | *10%* |
| ***SmartBook (17 x 6pts)*** | *100 points* | *10%* |
| ***Total Points Possible*** | *1000 points* | *100%* |

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 Individual Readiness Assessment Tests have 170 points that may be earned throughout the semester. The top 15 scores will count towards the final grade. The Team Readiness Assessment Tests have 120 points that may be earned throughout the semester. The top 10 scores will count towards the final grade.

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

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Attendance Policy

OPSM 4810-001 is a blended course. Class attendance is required as part of the course.

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.

Assignment Policy

• All Assignments and Quizzes are due by 11:59pm on Sunday night of the week assigned. Therefore, for the week of January 11, all assignments are due by 11:59pm on Sunday, January 17. No late assignments will be accepted.

• Exams are scheduled from Monday 12:00am to Wednesday 11:59pm for the week 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. 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.

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 noted 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](https://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](file:///C%3A/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/no-reply%40iasystem.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/)](http://spot.unt.edu/%29) or email [spot@unt.edu.](file:///C%3A/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/spot%40unt.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](file:///C%3A/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/SurvivorAdvocate%40unt.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](file:///C%3A/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/oeo%40unt.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](http://www.ecfr.gov/%29)/). 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](https://policy.unt.edu/policy/07-002)

[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**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: 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.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

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:

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• [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](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)

• [UNT ID Card](https://sfs.unt.edu/idcards)

• [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO%3Bjsessionid%3DE4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)

• [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs 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](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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:

o [What are pronouns and why are they important?](https://www.mypronouns.org/what-and-why)

o [How do I use pronouns?](https://www.mypronouns.org/how)

o [How do I share my pronouns?](https://www.mypronouns.org/sharing)

o  [Ho w do I ask fo r ano ther perso n’s pro no uns?](https://www.mypronouns.org/asking)

o [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

*Additional Student Support Services*

• [Registrar](file:///C%3A/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/Registrar) (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/>)