OPSM 4820-501 MANUFACTURING PLANNING AND CONTROL

Fall 2025, UNT Frisco FRLD 410
Wednesdays, 2:00p to 5:00p

Instructor Contact

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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 (4820-501) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours.   In general, grades for SmartBook Assignments, Quizzes, and Exercises are available immediately upon completion of the assignments. Exam grades with feedback are available approximately 3 hours after the exam window closes.

Course Description

OPSM 4820 Manufacturing Planning and Control is an in-depth coverage of the function of production planning and control, including such topics as forecasting, materials requirements planning, capacity planning, master production scheduling, forecasting, production activity planning, quality control, lean processes, control and project management. The class will cover physical goods manufacturing and service processes. Students will learn and apply analytical skills, as well as solve problems in teams. Prerequisites(s): OPSM/MGMT 3830.

Course Structure

OPSM 4820 is taught in senior seminar format. Participation is key in a senior seminar. Thus, attendance and participation are a major portion of your grade. Simply reviewing the course material is not enough. You are expected to contribute your ideas to the course and back them up with external sources, views, and commentary. The course materials will be covered in approximately 16 weeks, from week 1 to week 16 of the semester. There are weekly modules in the course, as well as case studies. Each student will make multiple presentations as a member of a team. Students will also prepare and present a PowerPoint presentation for each case study. Students have the opportunity to earn Certificates of Completion through LinkedIn Learning for completion of certain tasks.

Course Prerequisites or Other Restrictions

Prerequisite(s): OPSM 3830. Additionally, you are expected to have working knowledge of the topics covered in the first three years of a typical undergraduate business or engineering degree. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. You should also have working knowledge of the internet, Canvas LMS, Microsoft Office, and Zoom; and be comfortable presenting your work in front of others.

Course Objectives

1) Introduce students to a broad array of topics that fall under the umbrella of manufacturing planning and control; this includes an exposure to the terminology, concepts, principles, etc. associated with the area.
2) Develop a basic understanding of traditional planning techniques used by tactical and operational managers in real-world organizations.
3) Learn and apply core analytical principles in manufacturing planning and control.
4) Learn and apply problem-solving principles as an individual and as a team.
5) Introduce students to new approaches for planning and control.

Materials

REQUIRED - **We will use the CONNECT** version of Jacobs, F. R., & Chase, R. B. (2024). Operations and Supply Chain Management. (17th ed.). McGraw Hill.

For the best deal and to ensure you get all of the material, order through Canvas using the McGraw-Hill Connect link.

Please Register for Connect to complete assignments in this course by clicking on the first assignment and logging in with your existing account or creating a new one. Use this link to view the registration process: Connect Registration through Canvas LTIA

McGraw Hill offers two apps that will be helpful for you if you choose to use them.
· ReadAnywhere App- this app is your mobile eBook where you can access the book offline and complete your adaptive reading assignments on the go: Video | Link
· Sharpen. https://app.studysharpen.com/ or download Sharpen from app store on your device. Sharpen is a new study app that goes with our textbook. You will use it to study, take practice quizzes, and stay on track. It's fast and easy to use. Register using your school email address After registering on this site, you can download Sharpen in the App Store (iPhone) or Google Play (Android) to study on-the-go. (The basic version of Sharpen is free. To unlock more content, subscribe and gain access to over 100 titles, thousands of quiz questions, practice problems, and flashcards. OPTIONAL: use code STUDYVIBES to upgrade your Sharpen experience.

If you need Support when using Connect- tech support, trouble shooting, etc. Use the resources below:
Find helpful videos, articles and more about using Connect at https://www.mheducation.com/highered/support/student/connect.html
Student Support
  * Support Site: https://mhedu.force.com/CXG/s/
  * Phone: 800-331-5094
Sunday: 12 PM to 1 AM EST, Monday-Thursday: 8 AM to 1 AM EST, Friday: 8 AM to 9 PM EST, Saturday 10 AM to 8 PM EST

REQUIRED - We will also utilize Linkedin which is provided to you at no charge via UNT. See HTTPS://AITS.UNT.EDU/SUPPORT/LINKEDINLEARNING for information on how to enroll or link to LinkedIn Learning courses.

CSCMP Supply Chain Foundations: Manufacturing and Service Operations Professional Certificate (https://www.linkedin.com/learning/paths/cscmp-supply-chain-foundations-manufacturing-and-

service-operations-professional-certificate?u=74650474). This professional certificate has four courses in the learning path: Process Improvement Foundations; Lean Six Sigma Foundations; Learning Industrial Automation; and Excel: Value Stream Mapping. You must complete all courses and upload your certificate to get class credit.

OPTIONAL - Additional LinkedIn courses you may want to take:

Production Management Foundations. (https://www.linkedin.com/learning/?u=74650474)
Job Skills: Supply Chain and Operations. (https://www.linkedin.com/learning/job-skills-supply-chain-and-operations/seeing-the-big-picture-of-a-supply-chain?u=74650474)
Supply Chain Foundations: Sales and Operations Planning (S&OP)
(https://www.linkedin.com/learning/supply-chain-foundations-sales-and-operations-planning-s-op/sales-and-operations-planning-s-op-for-supply-chain-governance?u=74650474)
While these and many other LinkedIn Learning courses will be useful, the Optional course will not count towards your grade in this class.

Teaching Philosophy

OPSM 4820 is an in-person senior seminar focused on expanding your understanding of Lean Manufacturing. It utilizes in class discussions and presentations. All materials, readings, quizzes, and cases are provided within the Canvas shell.

The course is designed to provide you with a detailed overview of the principles of manufacturing planning and control. Each module is self-contained. Assignments and preparation will be required prior to the beginning of class. Cases are to be completed individually or in a group, as directed by the professor. You will be expected to present your case findings during class on the dates noted in the syllabus (dates may be adjusted at the discretion of the professor). Completing all the assignment readings in the required time window will prepare you for the class discussions and the issues you will find in the cases.

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)

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) 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).

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)

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness- center/services/psychiatry)
- 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)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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

Course Requirements

Week	Chapter/Topic/SmartBook		In-Class Exercise
Week 1 Aug 20	Course, Syllabus, Semester Overview, Expectations, & Form Groups		
Week 2 Aug 27	Chapter 1 – Introduction to Operations and Supply Chain Management Chapter 5 – Strategic Capacity Management	Chapter 1 Quiz Chapter 5 Quiz Chapter 5 Analytics Exercise	Case: Shoulderdice Hospital (p. 127)
Week 3 Sep 3	Chapter 7 – Manufacturing Process	Chapter 7 Quiz Chapter 7 Analytics Exercise Application-Based Activities (ABA)	Case: Circuit Board Fabricators, Inc. (p. 183)
Week 4 Sep 10	Chapter 8 – Facility Layout	Chapter 8 Quiz Chapter 8 Analytics Exercise ABA	Paper Airplane Simulation
Week 5 Sep 17	Chapter 9 – Service Processes	Chapter 9 Quiz ABA	Case: South Beach Pizza (p. 245)
Week 6 Sep 24	EXAM 1		Wednesday, September 24 12:01am - 11:59pm
Week 7 Oct 1	Chapter 12 – Quality Management	Chapter 12 Quiz Chapter 12 Analytics Exercise ABA	Tennis Ball Game
Week 8 Oct 8	Chapter 13 – Statistical Quality Control	Chapter 13 Quiz Chapter 13 Analytics Exercise ABA	Bears in Space Activity
Week 9 Oct 15	Chapter 14 – Lean Supply Chains	Chapter 14 Quiz Chapter 14 Analytics Exercise ABA	Drawing a Pig - Standard Work
Week 10 Oct 22	Chapter 15 – Logistics and Distribution Management	Chapter 15 Quiz Chapter 15 Analytics Exercise ABA	TBD

Week	Chapter/Topic/SmartBook	Quiz/Exercise	
Week 11 Oct 29	Chapter 18 – Forecasting	Chapter 18 Quiz Ch 18 Analytics Exercise ABA	TBD
Week 12 Nov 5	EXAM 2		Wednesday, November 5 12:01am - 11:59pm
Week 13 Nov 12	Chapter 19 – Sales & Operations Planning	Chapter 19 Quiz Ch 19 Analytics Exercise	CSCMP Supply Chain Foundations: Manufacturing and Service Operations Professional
Week 14 Nov 19	Chapter 21 – Material Requirements Planning	Chapter 21 Quiz Ch 21 Analytics Exercise	TBD
Nov 24 – 30	Thanksgiving Break-NO CLASS		
Week 15 Dec 3	Chapter 22 – Workcenter Scheduling	Chapter 22 Quiz Ch 22 Analytics Exercise	TBD
Week 16 Dec 10	Final Exam		Wednesday, December 10 12:01am - 11:59pm

Assignments	Points	Percentage ofFinal Grade
Chapter Quizzes(13 x 15 pts)	195 points	19.5%
Chapter Analytical Exercises (11 x 15 pts)	165 points	16.5%
SmartBook (13 x 15 pts)	150 points	19.5%
Application Based Activities (8 x 15 pts)	120 points	12%
CSCMP Supply Chain Foundations: Manufacturing	100 points	10%
Exams	300 points	30%
Total Points Possible ()	1030 points	100%

Grading (points)

A = 900-1000   B = 800-899   C = 700-799   D = 600-699   F = 500-599

Use of Artificial Intelligence in this Class

In this course, the use of Artificial Intelligence (AI) tools is permitted for academic purposes, provided that proper citation and acknowledgment are practiced in accordance with academic integrity guidelines (see page 10). If acknowledged, AI can be used for assignments and projects. AI cannot be used for exams or quizzes. While the use of AI is permitted in this class, it is up to each instructor to either allow it or not. This means that students are not allowed to use AI in other classes unless the instructor explicitly allows them to.

AI technologies offer valuable resources for learning and research, but it is imperative to use them responsibly and ethically. When utilizing AI, students are required to cite the AI tool used and include a clear reference to any outputs or insights obtained through its use.

Furthermore, any queries posed to AI platforms must be documented within assignments, discussions, or presentations. These questions should be framed with clarity and relevance to the course material, and their utilization should enhance understanding or contribute to academic inquiry. By including the questions or queries posed to AI, students demonstrate transparency in their research process and allow for the evaluation of their engagement with AI technologies as part of their academic endeavors.

It is important to remember that while AI can augment learning experiences, critical thinking, and problem-solving skills, it is not a substitute for independent thought and analysis. As such, students are encouraged to engage critically with AI-generated content and to exercise discernment in interpreting and utilizing AI-generated insights within their academic work.

Any instances of plagiarism or unethical use of AI technologies will be subject to the university's academic integrity policies and may result in disciplinary action. As responsible scholars, we uphold the principles of honesty, integrity, and respect for intellectual property in all academic endeavors, including the use of AI tools.

By adhering to these guidelines, students can harness the benefits of AI while upholding the highest standards of academic integrity and ethical conduct in our learning community.

Reference
(Gaa, S., 2024, February 27). Write a syllabus statement about AI use in the classroom. Retrieved from
https://chat.openai.com/

Course Policies

Assignment Policy
All assignments are due by 11:59pm on the night of the assigned date. These assignments should be completed and/or uploaded to the appropriate assignment tab in Canvas. You are expected to approach each assignment with the professionalism required in the "business" world. Poor grammar and/or presentation formats will result in point deductions. **Late assignments are not accepted without prior authorization from the instructor**.

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. Notwithstanding concerns regarding system availability, if you wait until the

11:59pm deadline to upload your work (i.e. wait until the last minute), late work will not be accepted. 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

There will be three online examinations each may consist of problems, short answer questions, matching, essay questions, and/or multiple choice. Exams will come from class lectures and discussions, assigned readings, and other materials covered in the course (overhead slides, hand-outs, readings, cases, videos, etc.). There will be no make-up exams. Exams are not cumulative. *The final will not be given prior to the scheduled time in accordance with UNT final exam schedules.

Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. Please do not come to class if you have tested positive for COVID or suspect you have COVID. COMMUNICATE WITH THE PROFESSOR IN ADVANCE OF CLASS FOR AN EXCUSED ABSENCE!

Class Participation

You are expected to be prepared for each class and participate in class discussions. This includes completing all required readings and finding additional information on the topic to be covered. Active participation in class is required, and the amount and quality of your participation effort will affect your grade.

Outside Readings, Videos or Podcasts

Outside readings, videos or podcasts provide different perspectives on the class topics. The readings are meant to provide a foundation for in-class discussion and to broaden the students' understanding of the topics. A complete list of the readings, cases and recommended references are included at the end of this syllabus.

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. No exception. 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.

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.

By enrolling in a Department of Supply Chain Management (SCM) course, you promise to promote the integrity of learning and embrace the core values of trust and honesty. As such, you agree to adhere to the University of North Texas policy on Student Academic Integrity. Academic Integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University.

The Department of SCM aims to ensure the ethical pursuit of knowledge in coursework, research, scholarship and creative activity. Therefore, it is required that all students enrolled in a Department of SCM course read, understand, and abide by the University of North Texas policy on Student Academic Integrity (Policy number: 06.003).

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.

Course 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 to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

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.

UNT Policies

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 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) 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).

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/) 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

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.

Recommended References

For additional insights beyond the scope of this course, I recommend the following:

The Improvement Guide: A Practical Approach to Enhancing Organizational Performance
Gerald Langely, et al
Jossey Bass
ISBN: 978-0470192412

Lean Thinking: Banish Waste and Create Wealth in your Corporation

James P. Womack, Daniel T. Jones
Simon & Shuster
ISBN: 978- 0743249270

Learning to See: Value Stream Mapping to Create Value and Eliminate MUDA
Mike Rother
Lean Enterprise Institute
ISBN: 978-0966784305

The Hitchhiker's Guide to Lean
Jamie Flinchbaugh, Andy Carlino
Society of Manufacturing Engineers
ISBN: 978-0872638310

Six Sigma Handbook, Fourth Edition
Thomas Pyzdek, Paul Keller
McGraw Hill
ISBN: 978-0071840538

The Cartoon Guide to Statistics
Larry Gonick, Woollcott Smith
Harper Perennial
ISBN: 978-0062731029

Even You Can Learn Statistics
David Levine, David Stephan
FT Press
ISBN: 978-0137010591

The Goal: A Process of Ongoing Improvement
Eliyahu Goldratt
North River Press
ISBN: 978-0884271951