OPSM 4880-501 MANAGEMENT OF PROJECTS AND SYSTEMS

Instructor Contact

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Welcome to UNT!

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

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 (4880-501) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours. Team Assignments will be graded within 72 hours of the due date. Project Presentation grades with feedback are available within a week of presentations.

Course Description

OPSM 4880 Management of Projects and Systems involves the investigation and study of the role of projects in contemporary organizations. This course is a team-based project that includes presentations of the technical aspects pertaining to the management of complex projects and systems starting with conceptual design and advanced development, and continuing through detailed design, production, and termination. Emphasis is placed on integrative concepts rather than isolated methodologies.

Course Structure

OPSM 4880-501 is a face-to-face course. The course materials will be covered in approximately 16 weeks from January 12 to May 8, 2026. There are 14 quizzes, 13 modules to the course, plus two group presentations, a Certificate, and a Final Exam. The group presentations must be made **in person, and the entire team must be present**. Failure to attend will result in a zero for the assignment. If you must present virtually, twenty percent will be deducted from your starting grade. Reading assignments are due prior to the class when the material will be discussed. A group quiz will be handed out for each chapter. Team assignments will be due on the Sunday following class.

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

Prerequisite(s): OPSM 3830.

This is a senior-level course. As such, you are expected to have a working knowledge of the topics covered in your prior years of study. This prerequisite material includes, but is not limited to, statistics, forecasting, regression, supply chain management & logistics, and marketing/customer relationship management. We will not address material already covered in your earlier courses. Additionally, you should have a working knowledge of the Internet, Canvas LMS, Microsoft Office, Zoom and online video recording methodologies.

Course Objectives

The objectives of the course are to:

1.   Introduce the student to the area of project management; this includes an exposure to the terminology, concepts, techniques, etc. associated with the area.
2.   Develop a basic understanding of the techniques used by project managers in real world organizations.
3.   Apply an experiential learning environment that allows for understanding the management of projects.

Materials

Text. Project Management: The Managerial Process, 8th ed. Erik W. Larson and Clifford F. Gray. McGraw-Hill Education. ©2021. You can purchase a used or new hardbound, softbound, or an eBook. **Canvas.** Course materials, assignments, and outside readings will be available within Canvas (https://unt.instructure.com). You can learn more about Canvas by reviewing the online guides available by clicking on the help link.

Outside readings: Outside readings may be required for some class sessions.

Internet Software: You will need Internet access. Course materials and assignments will be distributed through Canvas. You will be responsible for accessing Canvas to obtain all course materials. Adobe Acrobat Reader will be required to read some of these materials. Acrobat Reader is available free from the Adobe web site: www.adobe.com. Many of the printed materials required for this course will be in stored in PDF. This format is common for materials published throughout the web and for full-text articles obtained on-line from the UNT library.

Class PowerPoint Presentations: PowerPoint slides will be made available on Canvas. You may find these useful when studying for the quizzes and working on your project and presentations.

Teaching Philosophy

OPSM 4880-501 is a team-based, project-based course. All basic course materials are provided in the Canvas shell. The course is straightforward. It has been designed to provide you with a detailed overview of the Management of Projects and Systems, which your team will use to design a detailed project plan for a project of your choosing. Each class is divided between general knowledge for all

students, and meetings with individual teams to discuss specific project issues. Please reach out to me should you have any questions or concerns regarding the course.

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. <u>AI cannot be used for exams or quizzes</u>. 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/

Technical Requirements & 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 McGraw-Hill Connect
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Recording live presentations

Rules of Engagement
- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

  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)

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	Reading Assignment/Quiz	Team Assignment (Due on Sunday)
1 Jan 13	Course/Semester Overview & Introductions	Reading	
2 Jan 20	Chapter 1 – Modern Project Management Chapter 2 – Organization Strategy & Project Selection	Chapter 1 Chapter 2	
3 Jan 27	Chapter 10 – Being an Effective Project Manager Chapter 11 – Managing Project Teams	Chapter 10 Chapter11	Assignment 1
4 Feb 3	Chapter 3 – Organization: Structure & Culture	Chapter 3	Assignment 2 Assignment 3
5 Feb 10	Chapter 4 – Defining the Project	Chapter 4	Assignment 4
6 Feb 17	Chapter 5 – Estimating Project Times & Costs Chapter 6 – Developing a Project Schedule	Chapter 5 Chapter 6	Assignment 5 Assignment 6
7 Feb 24	Chapter 7 – Managing Risk	Chapter 7	Assignment 7
8 Mar 3	Interim Group Project Presentations	Must be uploaded by Mar 3 @ 6:30pm Peer Evaluations due on Mar 4 @ 11:59pm	
Mar 9-15	Spring Break 2026	No Class	
9 Mar 17	Chapter 8 – Scheduling Resources & Costs	Chapter 8	Assignment 8 Assignment 9
10 Mar 24	Chapter 9 – Reducing Project Duration	Chapter 9	Assignment 10
11 Mar 31	Chapter 12 – Outsourcing: Managing Interorganizational Relationships	Chapter 12	Assignment 11
12 Apr 7	Chapter 13 – Progress & Performance Measurement & Evaluation	Chapter 13	Assignment 12
13 Apr 14	Chapter 14 – Project Closure	Chapter 14	Assignment 13
14 Apr 21	Final Group Presentations	Must be uploaded by Apr 21 @ 6:30pm Peer Evaluations due Apr 22 @ 11:59pm	
15 Apr 28	Flex Week (Study for Final and Complete Certificate)		
16 May 5	Final Exam (Chapters 2 – 11)	Tuesday, May 5 12:01am - 11:59pm	

Assignment	Points Possible	Percentage of Final Grade
Quizzes-14 @ 20 points each	280 points	*28.0%*
Team Assignments 13 @ 25 points	325 points	*32.5%*
Interim Project Presentation	75 points	*7.5%*
Interim Peer Evaluations (Individual Grade)	50 points	*5.0%*
Final Project Presentation	75 points	*7.5%*
Final Project Peer Evaluations (Individual Grade)	50 points	*5.0%*
Project Management Certificate	50 points	*5.0%*
Final Exam	100 points	*10.0%*
Total Points Possible	1000 points	*100%*

Grading (Points)

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = below 600

Grades are based on total points earned during the semester.

Numeric grades are not rounded up to the next high letter grade.

FINAL GRADES:

I will not post final grades beyond what is available on Canvas. You are responsible for ensuring Canvas accurately reflects points earned in the class. If you have a question regarding your grade, please email me directly.

GRADE APPEALS, WITHDRAWALS, & INCOMPLETES:

Please refer to the UNT Graduate Catalog for policies governing these actions. If you have any questions, please contact me for clarification. Please note: I only use an incomplete for extraordinary circumstances. An incomplete grade will not be used simply to provide more time to complete the course requirements.

ASSIGNMENT GRADE APPEALS:

If you disagree with how any assignment was graded, you must submit a written appeal by email or letter before the start of the next class period. The email or letter must clearly state the rationale for the appeal and provide evidence to support your position. For example, you may cite text references, PowerPoint slides, or outside readings to support your position—these must be clearly referenced by title and page number. The rationale should be objective in nature and should not include subjective opinions. Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.

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.

Course Policies

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.

OPSM 4880-501 is a face-to-face course. A paper quiz or quizzes will be completed by you and your group during each non-presentation class. You can only earn points on the quiz if you are in class when it is administered. You are responsible for all material covered during class, including changes to the syllabus, course schedule, and course materials. I will not supplement missed lecture material. If you must miss a class, you need to make the necessary arrangements to obtain any missed material or lecture notes from other students in the class. Quizzes cannot be made up.

Assignment Policy

Team Assignments: Team Assignments should be completed with input from every member of the group. They will be due on the Sunday following class. Only one team member should submit the document. Team assignments are worth 25 points for a total of 325 points.

Quizzes: The course includes reading assignments with quizzes for each chapter. Quizzes are worth 20 points for a total of 280 points. All quizzes are to be completed in class by your group.

Presentations: Groups are assigned on the first day of class. It is your responsibility to connect with your team members and arrange for mutual times and dates to meet. Collaboration tools are provided in Canvas, including Microsoft365 and Zoom video conferencing. There will be two presentations worth 75 points each.

Your first assignment as a team is to pick someone to be a liaison with the professor. This person is the only person who can contact the professor on behalf of the team regarding team questions. The purpose of this is to prevent confusion should multiple people ask similar questions regarding the case. **Please note: This does not prohibit any student from contacting the professor with individual questions regarding the class.**

Peer Evaluations: As part of your course assignment, you are required to evaluate your teammates. A downloadable Word document of the form is included in the Peer Evaluation module in Canvas. Please note that this form may not be submitted prior to the submission of your team presentation. There will be two evaluations worth 50 points each.

LinkedIn Learning Project Management Certificate: This is an individual assignment to earn a certificate in project management. It is worth 50 points.

Examination Policy

There will be one Final Exam covering Chapters 2 through 11. The exam will be administered on Tuesday, May 5 from 12:01am until 11:59pm. The exam is open-book and open-notes. You will have 120 minutes to complete the exam.

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.

Class Participation

Participation is measured by your teammates via peer evaluations and by assignments completed. Please complete all assignments by the stated due date so you are able to intelligently participate in your team discussions.

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.

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 (including AI generated material), 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.

UNT Policies

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/).

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) 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 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.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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/). 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).

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.

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)
- 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)

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 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 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?

- o [How do I use pronouns?](#)
- o [How do I share my pronouns?](#)
- o [How do I ask for another person's pronouns?](#)
- o [How do I correct myself or others when the wrong pronoun is used?](#)
  Additional Student Support Services
- [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/)