PRCH 4810-001 - PURCHASING AND MATERIALS MANAGEMENT

Instructor Contact

Name: **Steven M. Gaa, Ph.D.**
Office Location: **BLB 312A**
Phone Numbers: **Office (940) 565-3113**
Mobile (817) 807-1606
Classroom: **BLB 010 (Denton) – Mondays 6:30pm-9:20pm**
Office Hours: **Mondays 6:00pm or by appointment**
Email: steven.gaa@unt.edu

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 (4810-001) in the subject line. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for SmartBook Assignments are available immediately upon completion of the assignments. Individual quizzes will be graded within 72 hours of submission; group quizzes are graded in class. Case analyses will be graded within a week. Exam grades with feedback are available approximately 3 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

PRCH 4810-001 is a face-to-face course. The course materials will be covered in approximately 16 weeks from January 12, 2026 to May 8, 2026. A mid-term exam is scheduled on Monday, March 2, 2026. A final exam (not comprehensive) is scheduled on Monday, May 4, 2026.
SCHEDULING DISCLAIMER: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. Changes will be announced via Canvas.

Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a senior-level course. As such, you are expected to have a working knowledge of the topics covered in the freshman and sophomore level courses. This prerequisite material includes statistics, forecasting, and regression. We will not address material already covered in those courses. Additionally, you should have a working knowledge of the internet, Canvas LMS, 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 and other relevant disciplines with 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: (Connect Access with eBook) Johnson, P. F. (2024). *Purchasing and supply management* (17th ed.). McGraw-Hill. **We will be using Connect in this class.**

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

All other course materials will be available in class or through Canvas.

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 9). 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/

Teaching Philosophy

PRCH 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 paper quizzes are handed out in class. All electronics must be put away during quizzes and shall not be accessed until the Group Quiz has been submitted. The midterm and final exams will be online.

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.

Supply Chain Management Professional Development

As part of your journey in completing a Supply Chain Management course, you will actively participate in professional development activities that are focused on preparing you for a successful career. Your task is to build a **Professional Development Portfolio** that documents your engagement, reflects on your learning, and connects your experiences.

In each Supply Chain Management course you are enrolled in (courses beginning with LSCM, OPSM, LGAV, and PRCH), you must complete Professional Development activities to earn a required number of points in Professional Development.

These activities are designed to help you prepare for a professional career, expand your network, and optimize your knowledge. By participating in events and completing activities, you will earn digital badges to showcase on your LinkedIn and Resume, all while gaining valuable experience that sets you apart.

The first step is to download the Suitable App.

Scan the QR Code to download the app or search, "Suitable" in your app store.

Logged in

Log in using this email format: EUID@untsystem.edu. For example: jld0426@untsystem.edu. (DO NOT use your my.unt.edu email address. Be sure to use the email format listed in this step. It will take you to your UNT single sign-on page.)

Allow Notifications

This will ensure that you receive push notifications for events, activities, and pop-up badges. Also, make sure to give Suitable access to your camera, this is to make sure you can scan QR Codes for events.

SCM Professional Development Events

Supply Chain Management Speaker Series

A series of weekly lectures offered by the Department of Supply Chain Management. Attend at least **one Supply Chain Management Executive Lecture.** Events are held on Wednesdays from 5:00 to 5:50 p.m. in BLB 180. ***These are in-person only, and you will need to use the Suitable app to participate***.

Career Coaching 1:1

A SCM Career Coach for helping students clarify, plan, and achieve their career goals. These services are

offered through the Wilson Jones Career Center. They include: Resume and Cover Letter, LinkedIn Profiles & Branding, Interviewing/Mock Interviewing, and Networking & Elevator Pitch. ***These are in-person or virtual, and you will need to register through the Navigate360 Student app:*** https://navigate.unt.edu/access.html ***Your Career Coach is Jenny Garcia.***

In addition, there are two SCM coaching workshops/events, which will allow 40 students per event. These new Spring Workshops are tagged and EDGE Creditable.

Build, Boost, and Brand: Resume & LinkedIn Workshop
January 26th 2:00pm – 3:30pm
https://unt.joinhandshake.com/events/1864202/share_preview

Build, Boost, and Brand: Resume & LinkedIn Workshop
February 3rd   2:00pm – 3:20pm
https://unt.joinhandshake.com/events/1864215/share_preview

Eagle City Business Ready Series

Wilson Jones Career Center events are aligned with career activities in the RCoB and UNT. They include: Workplace Wednesdays, CHATS Series, Experiential Learning, and Networking Workshops. ***You will need to use Handshake to participate, and they will be linked to Suitable app.***

See the Wilson Jones Career Center for more details on opportunities:
https://careercenter.unt.edu/channels/business/

Networking and Training

Networking: A structured gathering designed to help build connections, exchange information, and create opportunities. They include: Industry Conferences, Summits & Expos, Alumni Networking Events, Professional Association Meetings, and SCM Student Organization Meetings.

Training: A structured learning experience designed to develop specific skills, knowledge, or behaviors in participants, often aligned with organizational or professional goals. They include: workshops and seminars, simulations and role-plays, webinars and online courses.

These are events not organized by the Wilson Jones Career Center and will NOT use the Suitable app. Participation in these events needs prior approval from your professor.

Grading

You must earn a total of 70 points for participation in Professional Development events. Forty of these points must be earned by attending one Supply Chain Management Executive Lecture. ***You may not count points earned in one Supply Chain Management course for another.*** The events have the following point values:

Event	Points	For each event you will need to submit to Canvas:
SCM Executive Speaker Series	40	Date and title of event
Career Coaching 1:1	15	Brief summary (100–150 words) of what you learned
Business Ready Series	15	Key takeaways related to supply chain careers
Networking and Training Events	15	

RCoB EDGE and SCM Badge

Completing the Professional Development activities that are associated with the Suitable app can lead you to career credentialing through the RCoB EDGE (Elevate. Distinguish. Grow. Equip) Program (https://cob.unt.edu/edge/index.html). As a Ryan College of Business student at UNT, you're already enrolled in the program! Just download the app as described above and start exploring! Participate in events, complete activities, and earn digital badges to showcase on your LinkedIn and Resume, all while gaining valuable experience that sets you apart.

In the future, you will be able to earn a Supply Chain Management Professional Development & Leadership digital badge, which demonstrates your unique competency in supply chain management and can be showcased on LinkedIn and your resume.

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 Succeed 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/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

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 Requirements

Week	Chapter/Topic	Textbook Assignment/Quiz	Case*
Week 1 Jan 12	Course, Syllabus & Semester Overview Expectations / Case Process	Student Academic Integrity Policy	Hansen Equipment (p. 25) In Class
Week 2 Jan 19	Dr. Martin Luther King Jr Day		NO CLASS
Week 3 Jan 26	Chapter 1 – Purchasing and Supply Management Chapter 2 – Supply Strategy	Chapter 1 Chapter 2	Stedmann Technologies (p. 43) In Class
Week 4 Feb 2	Chapter 3 – Supply Organization Chapter 4 – Supply Processes and Technology	Chapter 3 Chapter 4	Case 4-1: Llydican College (p. 119)-Due Feb 8
Week 5 Feb 9	Chapter 5 – Make or Buy, Insourcing, and Outsourcing Chapter 6 – Need Identification and Specification	Chapter 5 Chapter 6	Case 5-2: Marshall Insurance Company (p. 140) In Class
Week 6 Feb 16	Chapter 7 – Quality	Chapter 7	Case 7-1: RAS Technologies (p. 206) Group-Due Feb 22
Week 7 Feb 23	Chapter 8 – Quantity and Inventory	Chapter 8	No Case
Week 8 Mar 2	Mid-Term Exam-Chapters 1 through 8		Monday, March 2 12:01am - 11:59pm
Mar 9-15	Spring Break 2025		NO CLASS
Week 9 Mar 16	Chapter 9 – Delivery	Chapter 9	Case 9-2 Dhiman Electronics (p. 274) Group-Due Mar 22
Week 10 Mar 23	Chapter 10 – Price Chapter 11 – Cost Management	Chapter 10 Chapter 11	No Case

Week	Chapter/Topic	Textbook Assignment/Quiz	Case*
Week 11 Mar 30	Chapter 12 – Supplier Selection Chapter 13 – Supplier Evaluation and Supplier Relations	Chapter 12 Chapter 13	7-2 Caledon Concrete Mixers (p. 209) In Class
Week 12 Apr 6	Chapter 14 – Global Supply Management	Chapter 14	14-2 Sarin Pharmaceuticals Ltd. (p. 447) In Class
Week 13 Apr 13	Chapter 15 – Legal and Ethics	Chapter 15	Case 15-1: Kerry Volcko (p. 491) Group due Apr 19
Week 14 Apr 20	Chapter 16 – Other Supply Responsibilities	Chapter 16	17-2 Stewart Corporation (p. 554) In Class
Week 15 Apr 27	Chapter 17 – Supply Function Evaluations and Trends	Chapter 17	No Case
Week 16 May 4	Final Exam-Chapters 9 through 17		Monday, May 4 12:01am - 11:59pm

*** No late work is accepted**

Assignments	Points	Percentage of Final Grade
Individual Quizzes (17 x 10 pts)	150 points	15%
Group Quizzes (17 x 20 pts)	300 points	30%
SmartBook (17 x 6 pts)	100 points	10%
Team Case Analyses	180 points	18%
SCM Professional Development	70 points	7%
Mid-Term Exam	100 points	10%
Final Exam	100 points	10%
Total Points Possible (1131)	1000 points	100%

Grading (points)

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. I do not offer extra credit. The Individual Quizzes have 170 points that may be earned throughout the semester. The Group Quizzes have 340 points that may be earned throughout the semester. Along with the readings, professional development, two exams, and the case analyses, you could earn a total of 1,075 points.

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 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.

PRCH 4810-001 is a face-to-face course. Class attendance is required as part of the course. Quizzes will be a part of each class. If you miss class with an unauthorized absence, you will not be able to make up any in-class assignments such as quizzes. Please see UNT Student Attendance and Authorized Absences Policy (links to an external site). If you arrive late and your group has already started the Group Quiz, you will not be able to take the Individual Quiz.

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 – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment, or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

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 Team Case Analyses assignments are due by 11:59pm on Sunday night of the week assigned. No late

assignments will be accepted. Professional development assignments are due by May 3 at 11:59pm.

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.

Exams are scheduled on Monday from 12:01am to 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.

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.

Academic Integrity Policy

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

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

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

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

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

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

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:

- 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)

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:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- 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) (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/)