

## COURSE ID AND TITLE

BUSI 4940 – Business Policy  
Section 001 - Spring 2022 - Face-to-Face Class

## INSTRUCTOR CONTACT INFORMATION

**Name:** Professor Michael Sexton  
**Office:** 385a Business Leadership Building  
**Phone:** 940-565-4925 Office; 940-565-3803 Fax  
**Email:** [Michael.sexton@unt.edu](mailto:Michael.sexton@unt.edu). Please do **NOT** contact me through Canvas.  
Email checked daily except Sunday.  
**Office Hours:** **Monday: 2:00 pm – 4:00 pm., Wednesday: 12:00 pm – 2:00 pm.,**  
**Tuesdays and Thursdays: 11:00 am – 1:00 pm.** Other times available by appointment.

## COMMUNICATION EXPECTATIONS

Assignment and Exam due dates will be clearly stated on the course schedule, under each online category, and within the module system. You can expect returned grades and comments (if any) within seven days.

Online communication with other students (if any) is expected to be respectful and bias-free. Please follow the tips expressed in this link. <https://clear.unt.edu/online-communication-tips>.

I will communicate with you using Canvas course Announcements and Messages to your default email account such as [EUID@unt.edu](mailto:EUID@unt.edu), [EUID@my.unt.edu](mailto:EUID@my.unt.edu), or [EUID@students.unt.edu](mailto:EUID@students.unt.edu). You can expect a response within 24 hours. It is your responsibility to check your default e-mail account three times weekly. Remember, I do not have administrative access to change your default e-mail account. Only you can make changes. Please consider the following example.

To: [Michael.Sexton@unt.edu](mailto:Michael.Sexton@unt.edu)  
From: [Good.Student@my.unt.edu](mailto:Good.Student@my.unt.edu)  
Title: BUSI 4940.001 Question About the Industry Assignment.

Dear **Mr. S** or **Mr. Sexton**:

May I use Porter's Generic Model of Competition to position my project?  
Best, G.S.

## 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.

## COURSE DESCRIPTION

Business Policy (BUSI 4940) is a capstone course that focuses on Strategic Management supported by a strong emphasis on case studies. The class takes the perspective of the CEO or President of a company, and essentially helps the students understand the types of activities and decisions needed to successfully run a business. The students will learn to examine and understand both the external environment (outside of the company) and the internal environment (cross-functional understanding of the company itself) to determine a course of action that maximizes the chances the company will survive and thrive in a competitive marketplace.

## COURSE STRUCTURE

This course will be taught face-to-face during a traditional long semester. We will cover the content as outlined on the course schedule. Modules in the course will be conducted using the textbook, research, videos, articles and cases. Articles and cases will deal with issues related to strategic problems. Recognize that each article/case is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

## COURSE PREREQUISITES OR RESTRICTIONS

Completion of all other business foundation courses with a grade of C or better and senior standing. It is intended to be taken during the last term/semester of course work.

## COURSE OBJECTIVES

At the end of the course, the student should be able to:

1. Integrate knowledge and skills acquired in the business foundation courses across disciplines.
2. Practice skills at working collaboratively with a multidisciplinary team.
3. Develop skills needed to analyze real world business situations and offer recommendations for solutions that will allow an organization to survive and then hopefully gain a sustainable competitive advantage.
4. Develop and refine critical thinking, business writing, and presentation skills.
5. Demonstrate how to deal effectively as strategic consultants.

## REQUIRED ACCESS TO TEXTBOOK AND SOFTWARE

Hitt, M.A., Ireland, R.D., & Hoskisson, R.E. (2020). Strategic Management: Competitiveness & Globalization. (13th edition). Boston, MA.: Cengage Learning Inc. (Additional readings, cases, and exercises will be distributed in class). MyLab is \*NOT\* required. I recommend renting the textbook.

**Microsoft Office Suite®, Adobe PDF Reader, and Grammarly.com are the official software packages for this class.** You are enrolled in a College of Business class therefore; you may obtain a free-of-charge copy of MS Office Suite at: <https://cob.unt.edu/students/microsoft-campus-licensing-agreement>. In addition, there are free-of-charge versions of Adobe PDF Reader and Grammarly available on the Internet. Do not send me assignments in PDF, HTML, Pages®, Word Perfect®, linked to Microsoft 365®, linked to Sharepoint.com®, linked to One Note®, or linked to Google Docs®.

## TEACHING PHILOSOPHY

I treat BUSI 4940 as a professional development course. My team-based approach to teaching is through advanced theory, application, and requiring a structured business project. Students will be guided through industry research and will use financial modeling (budgets and pro-forma statements) to create a business project. I will teach you practical skills sets that transfer to employment.

## COURSE TECHNOLOGY AND SKILLS

You will also need access to a **Windows or Apple compatible PC/ Tablet/ Smartphone** connected to an electrical source and the Internet. Additional requirements include a screen, web cam, microphone, keyboard, mouse, speakers, printer, and video codec software. Most computers less than five years old have the necessary codec software. Campus access labs (Perches) are also fully equipped.

Course-specific technical skills learners must have to succeed in the course include:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Uploading completed Word and Excel assignments to Canvas

## 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:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto: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

## RULES OF ENGAGEMENT

Rules of engagement refer to the way students are expected to interact with each other, the instructor, and the TA (if any). Here are some general guidelines:

- 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.
- We don’t steal ideas from others.

## COURSE REQUIREMENTS

Your grade in this course will be determined by your performance on a business assessment, writing assessment, first destination survey, three exams, three integrative team submissions, and a final project presentation. Your grade will be calculated by adding the points earned (not percentage). The point distribution will be as follows:

Element	Points
Individual Business Assessment (Mandatory, -10 if late)	0, Fail
Individual Writing Assessment (Mandatory, -10 if late)	0, Fail
Individual Destination Survey (Mandatory, -10 if late)	0, Fail
Integrative Team Project (3 parts @ 100)	300
Final Project Presentation	100
Exams (3 each @ 200)	600
Maximum Points Possible	1000

Final	Grade
900 to 1000	A
800 to 899.9	B
700 to 799.9	C
600 to 699.9	D
599.9 and below	F

## COVID-19 POLICY AND CLASS ATTENDANCE

An attendance policy is required for every UNT syllabi. Visit the [University of North Texas' Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more. You are required to attend class. **Three absences will result in you being dropped from class.**

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

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

## STATEMENT ON FACE COVERINGS

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability,

please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor. I have permission to wear a face shield during lecture.

## EXAM POLICY

**Three non-cumulative examinations will be administered in the classroom.**

However, we may be forced online by administration. I will provide guidance if we are transitioned online. Each exam may consist of multiple choice, calculations, and true-false questions.

## INDIVIDUAL ASSIGNMENTS

### **REQUIRED: UNDERGRADUATE BUSINESS KNOWLEDGE ASSESSMENT (Mandatory, -10 points if late).**

The College of Business would like to test how much you have learned and retained from your business classes at UNT. As a result, they have asked that the instructors of BUSI 4940 administer an assessment (test) that covers most of the disciplines you were required to complete prior to this capstone course.

- The assessment is administered completely through Canvas.
- The assessment is required by the college to pass the course and for graduation. Let me repeat that. You must take the assessment to pass this course and graduate.
- Your grade on the assessment does not affect your grade in BUSI 4940, unless you don't take the assessment.
- Any student who fails to take the assessment on-time may have 10 points deducted from their total class score for BUSI 4940.
- To help you prepare for the assessment, an outline of relevant content and example questions are provided in Canvas. The assessment includes 50 questions and will take approximately 75 minutes to complete. You are welcome to use a calculator, but the assessment is an individual assignment.
- Any student who scores below a 35% may be asked to retake the assessment, so please give it your full attention and do your best.

### **REQUIRED: INDIVIDUAL WRITING ASSIGNMENT: COVER LETTER (Mandatory, -10 points if late).**

This assignment is required by the Dean's office, so it is mandatory to complete the assignment. Each student will write a formal cover letter to the fictional strategic planning department of the firm in response to a job opportunity in the strategy department. *(We are not actually sending anything to the firm. This is just the format for the writing sample).* A fictional job description can be found in Canvas to use as a guide to help you write your cover letter. The letter should be no longer than one page. This is a good chance for you to practice your writing skills as well as your job acquisition skills.

We will provide you guidance on the due date and formatting in Canvas. Please do not attach a real resume to your submission but add the word “enclosure” at the bottom of the one-page letter as if you were attaching a resume.

**REQUIRED: FIRST DESTINATION SURVEY (Mandatory, -10 points if late).**

See Instructions in Canvas. This is basically a straight-forward survey about your job status and job plans. This assignment will assist the Ryan College of Business with collecting data through our First Destination Survey. The First Destination Survey is a tool that enables the Ryan College of Business to better understand the post-graduation plans of upcoming graduates at the time of graduation – and on average it takes fewer than ten minutes to complete. Even if you are still in a decision-making process or are still job searching your response is valuable, so please take a few minutes to report your status. Your participation in this survey is greatly appreciated because it:

1. Contributes to improved rankings by publications such as US News and World Report
2. Is a requirement for UNT's Ryan College of Business accrediting agency
3. Assists RCOB to better participate in national rankings for MBA programs Spring 2022
4. Provides benchmarks that many prospective students and families are researching as they make decisions about where to attend school.

In short, your participation matters because it contributes in a positive way to the well-being of Ryan College of Business and ultimately increases the value of your degree!

## TEAM ASSIGNMENT POLICY

### TEAM Project Submissions

Three (3) written assignments and a final project presentation (1) are required this term. These should be key boarded utilize the American Psychological Association (APA) citation format (excluding exhibits, tables and appendices). A professional report that (a) demonstrates a command and understanding of the topic, (b) uses sound presentation logic and well thought through justifications, and (c) displays a use of *appropriate* graphs, charts and tables, is expected. Submit your **Microsoft Word** and **Excel**, and **MP3** files to Canvas for submission to [www.turnitin.com](http://www.turnitin.com). *All submissions will be graded as to following instructions, content, punctuation, grammar, citations, and sentence structure.* I expect university level writing. Late submissions will not be accepted (unless covered by university policy). I will have more details in Canvas.

## TEAM PEER EVALUATION POLICY:

**PEER EVALUATIONS** (This is important because it can significantly affect your overall individual grade)



Your involvement and interaction in team activities and contribution to assignments will be evaluated by your peers using a Peer Evaluation process. Team member assessments will be based on, a) Your ability to foster team spirit and display initiative while working on the project, b) Your timely attendance at scheduled meetings (likely virtual meetings), c) Your participation in group discussions, and d) Your completion of assigned work and contribution to project completion (content quality and timeliness).

Peer evaluations will be completed at the end of EACH TEAM PROJECT. The peer evaluation will include the evaluation of the student's own contribution and that of every other team member. Each student will submit a copy of his/her Peer Review into Canvas. If the average peer score for an individual falls below 95%, that team member's overall score will be reduced proportionately (see below). The peer evaluations will be due the same day that the assignment is due. Team grades will not be posted until the peer evaluations have been submitted. If someone receives an average score below 95%, the scores of each team member will be made known to the rest of the team so there is transparency regarding the scores provided by the team.

The peer evaluation does not count as a grade on its own, but the professor may deduct 5 points for every time you do not submit a peer evaluation on time.

### **HOW PEER EVALUATIONS CAN AFFECT YOUR INDIVIDUAL GRADE**

If your peers award you a 100% average across all the evaluation metrics, you will receive the full grade for the assignment awarded to the team. However, if your peers award you a lower percentage, that percentage is multiplied by the team grade to reflect your own grade portion for that specific team assignment.

**Example:** Assume the team grade is 100 points. You're awarded 100% by your peers. Your grade is 100 points. Assume the team grade is 100, but you are awarded 75% by your peers. Your grade is only 75 points.

**NOTE:** Any team member may request that the instructor arbitrate team ratings. If arbitration is requested, it will only be conducted when a majority of relevant team members are available to meet, and the decision of the instructor will be final.

### **WORKING OUT PROBLEMS WITH TEAM DYNAMICS**

It is very important that you communicate openly with your teammates during the peer review process and try to resolve problems before you give someone else a lower score. These scores can significantly affect someone's grade, so do not take this responsibility lightly. Lower peer scores should only be given if the situation has not been resolved and further efforts need to be taken to raise awareness that changes in behavior are needed. **Remember, this is not a confidential process.** The point of giving lower peer scores is to help communicate with team members that they are not



contributing to the level expected by the rest of the team so that behaviors can be modified. In other words, the point is not to be punitive but to learn how to communicate regarding difficult situations where a change of behavior and improved team dynamics are the objective.

If teams cannot work out behavioral problems by themselves, then they should contact the instructor for a final resolution. But be aware that the instructor reserves the right to ask one or more of the team members to leave the team and be responsible for a different case study from scratch by him or herself. This is a very difficult and time-consuming path that students generally prefer not to pursue, so we highly suggest you learn how to maintain good and harmonious team interactions.

## CANVAS LEARNING SYSTEM AND OUTAGES

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, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto: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.

## STUDENT ATHLETES

Student athletes have the difficult task of maintaining grades and high levels of physical performance. Due to these simultaneously competing values, I ask student athletes to identify themselves to me via email message and provide a game schedule. This will help me support you when needed.

## CANVAS LEARNING SYSTEM GRADES AND ANNOUNCEMENTS

Grades posted in the Canvas Learning System are unofficial. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning System and destruction of grade reports. Official grades and Canvas Learning System grades should be equivalent (match). Please contact me to discuss discrepancies. Check your grades and announcements weekly.

## SUNDOWN RULE

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades weekly in the Canvas Learning System.

## EUID ACCESS AND PASSWORDS

Enterprise User Identification numbers (EUID's) and passwords are required to access this course. It is the student's responsibility to maintain a current EUID number and password. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at <https://ams.unt.edu>.

## USE OF PERSONAL COMPUTERS

The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. Help Desk Support Services are available to help solve personal computer issues and is located at <http://it.unt.edu/helpdesk>. You may call them at 940-565-2324. The help desk web page has contact information and hours of operations displayed. In addition, ISP issues will be dealt with on an individual basis and will require documentation. Please modify pop-up blocker software.

## USE OF THE CANVAS LEARNING SYSTEM

The student assumes ALL responsibility for conducting class, taking exams, and uploading assignments within the Canvas Learning System. Tutorials are located at [Student Guide - Canvas Community \(canvaslms.com\)](http://Student Guide - Canvas Community (canvaslms.com)).

## DROPPING THE COURSE

If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the *2021-2022 Schedule of Classes – the University of North Texas*.

## PANDEMIC AND DISASTERS POLICY

The word "Pandemic" refers to health related emergencies as declared by the proper authorities. The word "Disaster" refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. We will continue to operate through normal Internet connections (Canvas). Course timing and due dates adjustments will be made as required. I will contact you via telephone, through Canvas, and Eagle Connect email platforms.

## INCOMPLETE GRADES

Professors in the College of Business must seek authorization to grant incomplete grades. Requests must go through the Professor's department and be approved by both the Chair and the Dean. After approved by the Dean, an incomplete grade may be entered into the Registrar's grade repository. In addition, the terms and conditions under which an incomplete grade may be granted are extremely narrow. Please consult the student handbook for more information.

## SITUATIONS NOT COVERED BY UNIVERSITY POLICY

Faculty grade books are monitored by the University, AACSB International, the State, and Federal agencies. However, every semester a student will ask me for a deal that is not available to all students. A common mistake is to ask to extend deadlines for assignments and/or exams. Under no circumstances will I grant such a request (unless covered by university policy) for it is unfair to other students. Missed assignments are assigned a 0. And the most unethical mistake is to ask for a higher grade at the end of the course when you did not earn it. There are points available in the course. In effect, act professionally.

## NON-CONFIDENTIAL EMPLOYEES

Due to changes in Texas state law, faculty and staff are now considered **non-confidential** employees. Individuals/ students sharing that they suffer from depression, are contemplating suicide, involved in sex trafficking (Sugar Babies), or are victims of crimes (to include domestic violence) must be referred to the proper UNT office. Faculty and staff that fail in this requirement are subject to criminal prosecution and termination.

## COLLEGE EMERGENCY EVACUATION PROCEDURES (F2F)

**Severe Weather.** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

**Bomb Threat/Fire.** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

## RCOB STATEMENT ON ACADEMIC HONESTY

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.

## HOW TO STUDY FOR EXAMS

Due to the quick timing of the course, I have a few suggestions to prepare you for the exams. Let's acknowledge that most of us have never met and I don't know your learning style. Let me offer the following.

1. Read the chapter.
2. Look at the PPT slides.
3. Read the Canvas lesson material.
4. Now, reread the chapter and outline on paper by hand. Use the same chapter (paragraph) headings for content.
5. View the chapter videos and PDFs.
6. Transfer your hand written notes over to a computer for printing.
7. (Consider) recording your notes to a Mp3 file for playback.

## UNIVERSITY POLICIES

### Academic Integrity Policy

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

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term **cheating** includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university. This also includes taking pictures of or posting exam questions on the Internet (i.e., social media).

The term **plagiarism** includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The incident will be reported to the UNT Office of the Provost and the investigation will

follow the outlined "Academic Integrity Process" as referenced at <http://facultysuccess.unt.edu/academic-integrity>. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

**\*Please Note:** I will use a plagiarism detection service (i.e., Turnitin.com) to scan your final project. This will be done in full compliance with university policy.

## ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

## Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

## Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

## Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

## Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto: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](mailto: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](mailto: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](mailto: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 and 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.

## 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 presentation, 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 AND STUDENT SERVICES

### Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

## Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

## Academic Support Services

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

## BUSI 4940 Course Schedule\* – Spring 2022

Week	Date	Topic	Reading/ Assignment
1	Jan 17	- Dr. King Holiday	Text: Chapter 01 Reflect
2	Jan 24	- Strategic Management and Strategic Competitiveness - The External Environment - Business Assessment Event	Text: Chapter 01 Text: Chapter 02 <a href="http://www.Quickmba.com">www.Quickmba.com</a> <a href="http://www.investopedia.com">www.investopedia.com</a>
3	Jan 31	- Business Assessment - Writing Assignment - Confirm Teams - Q&A	Bring charged laptop <b>Due: In-class activity</b> <b>Due: Feb 04 @ 10:59 pm</b>
4	Feb 07	- <b>Exam 01 (Chaps. 1, 2, &amp; additional lectures)</b>	Bring charged laptop In-class activity
5	Feb 14	- Team Work Day	In-class activity <b>Due: Team project 01 on Feb 18 @ 10:59 pm.</b>

6	Feb 21	- The Internal Organization	Text: Chapter 03
7	Feb 28	- Fun With Spread Sheets - Additional Lecture Material - Work With Team	In-class activity
8	Mar 07	- Business Level Strategy - Work With Team	Text: Chapter 04 <b>Due: Team project 02 on Mar 11 @ 10:59 pm.</b>
9	Mar 14	- Spring Break!	Enjoy
10	Mar 21	- <b>Exam 02 (Chaps. 3, 4, spread sheets, &amp; additional lectures)</b>	In-class activity Bring charged laptop
11	Mar 28	- Corporate Level Strategy - Work With Team	Text: Chapter 06
12	Apr 04	- Implementation - Change Management	Additional Lecture
13	Apr 11	- Corporate Strategy	Text: Chapter 10 <b>Due: Team project 03 on Apr 15 @ 10:59 pm.</b>
14	Apr 18	- <b>Exam 03 (chaps. 6, 10, &amp; additional lectures)</b>	In-class activity
15	Apr 25	- Work With Team - Attendance Required	In-class activity required <b>Due: First Destination Survey on Apr 22 @ 10:59 pm.</b>
16	May 02	- Optional Team Work Day	<b>Due: Project 04 presentation on May 04 @ 10:59 pm.</b>
I wish you peace!			

\* This schedule is not absolute. While every effort will be made to follow the schedule as listed, changes may be made as needed. It is your responsibility to be aware of any announced changes.

UNIVERSITY OF NORTH TEXAS

Authorization to Release Assignments to Plagiarism Detection Service

Written assignments in this course may be provided to Turnitin, an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name, student identification number, or a team identifying code\*\*. If you do not sign the form, you must provide an identical copy of your assignment with personally identifiable information removed so that the material can be submitted to the service. This authorization is only to allow the instructor to more efficiently manage the course and will expire upon the issuance of a final grade. You are not required to sign this authorization and you will not be penalized if you do not sign the form.

Please print, sign and date the authorization form. Return the form to the instructor upon completion.

I, \_\_\_\_\_, hereby voluntarily authorize  
[Print Name of Student]  
the instructor in [MGMT 4100 Business Planning for Entrepreneurs] to disclose assignments that contain my name and/or student identification number to an internet-based plagiarism detection service.\*\*

**This authorization will remain in effect from the date it is signed until a grade is assigned in this course and does not apply to any other course in which I am enrolled at the University of North Texas.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*Note: I will code your submission and remove the report cover if group member names are listed. This is done to protect those going on to graduate school from team members that have plagiarized (whether intentionally or unintentionally).

UNIVERSITY OF NORTH TEXAS

Authorization to Photograph and Use Likeness

I, \_\_\_\_\_, hereby voluntarily authorize  
[Print Name of Student]  
The instructor or their designate, to take and distribute photographs of me for use in University of North Texas advertisements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date