

## Basic Information

### UNT University College of Business Undergraduate Course Syllabus MKTG 3650 –Dr. Mims Course Begins Tuesday August 24<sup>th</sup>, 2pm Course Ends Sun. Dec. 5th This course is Face to Face this semester – see meeting schedule

#### Get to know your instructor and how to reach her:

Name of the Instructor:	Tina C. Mims, Ph.D, IES®, GAC, ASB
Title:	Faculty
Contact:	call or text me- 469-951-3200 or 4699513200@tmomail.net ( <i>text or calling is preferred method of contact</i> ) <b>do not email me course questions</b>
Office Location:	This semester is virtual -I'm available by appointment at many times during the week.
Office Hours:	This semester is virtual- I am a Breast Cancer survivor that must take precautions.
Course Credits:	3 hours- This course is for Junior classified students or higher.

#### Course Description: MKTG 3650 - Foundations of Marketing Practice

**Course Prerequisite:** Must be at a Junior classification or higher for this course.

**Course Catalog Description:** Survey of marketing concepts and practices and overview of the range of activities performed by marketing managers. Topics include the identification of market opportunities, strategic marketing planning, product/service development and management, price setting and management, establishing and managing distribution channels, and structuring promotional programs.

#### Student Learning Objectives:

Upon successful completion of this course, students are to:

1. Identifying how marketing is useful to a company and to society
2. Obtain a working knowledge of basic marketing terminology and concepts. Exams emphasize a basic understanding of the major terms and concepts to ensure that students know the "language of marketing."
3. Explain the elements in the marketing mix and how each of these impact planning
4. Determine where marketing plans fit within the business planning process and strategic planning process in larger firms
5. Describe the scope of the job faced by marketing managers in today's complex and highly competitive global business environment

Each of the above student learning outcomes must be performed at an appropriate level as stated in each course assignment requirements, grading scale or rubric.

**Methods of instruction:** In this course there is a combination of activities to do **each week** that may include any of these: Quizzes (or tests), Exams, Discussions, Assignments, Labs, Research, Learning Checks or Writing Assignments. All work submitted in this course is for an individual grade, *but students are encouraged to work together/study together*. Studying together is encouraged especially for 'lab/research/writing assignments'. There are no group projects this semester. Please, make no assumptions for extensions, or incompletes for this course- UNT policies prevail at all times. [See Late Policy.](#)

**\*\*This course does not include instruction on using CANVAS, any MS technology, APA style guide or library resources.\*\***

#### MATERIALS REQUIRED:

TEXTBOOK required:

- Foundations of Marketing, 8<sup>th</sup> edition
- Publisher -Cengage
- Authors- Pride & Ferrell
- ISBN – varies based on if you desire eprint, spiral bound, hard bound.



**HARDWARE required:**

A computer with a Webcam (Please research support services at UNT if you need to check out a laptop)

**SOFTWARE required:**

MSOffice Word, Excel, PowerPoint, Adobe

**APPS required:**

Respondus – Lockdown Browser using MONITOR with Webcam

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. Be aware that the same textbook may also be available from an independent retailer, including an online retailer.

**SKILLS YOU NEED FOR SUCCESS:**

**This course does not include instruction in using Canvas, using Office software, nor how to use University of Texas Library resources and databases.**

Prerequisite skills for this course-Junior level classification

Expectation is that students have the following abilities for performance:

1. Can read, write, and perform math at a undergraduate sophomore or higher level
2. Specifically, can add, subtract, multiply and divide
3. Sufficient study skills
4. Sufficient time management skills
5. Knowledge of CANVAS its uses, and technical requirements
6. Ability to research using UNT Library databases and other credible resources
7. Ability to prepare for exams
8. Demonstrate adequate understanding of material
9. Utilize the grading rubrics made available
10. Profit from all materials made available to the student
11. Participate/attend/or watch Zoom meetings.
12. Follow and use the APA in-text citations style and the APA Reference list style



Expectation is that students will apply their own judgment to the course material when preparing their responses on any required graded task. Some questions may require application of required reading and viewing material; therefore, expect to use your best judgment to apply course information.



Expectation is that students will manage their own schedule, be aware of the due dates, late policy and times in the course schedule, understand that each module contains its own unique combination of graded tasks.

Announcements are posted when Modules are opened. The entire course is face to face, therefore, Modules are opened when students are expected to prepare for class. It is best if students read the chapter material at least once before attending the course. Students can see, move ahead, **but may not fall behind** when Modules become open. PLEASE READ THE LATE POLICY. Once Modules close – no additional submission are accepted or possible without a university excused absence. Students must complete work in sequential order to move through the course.

Every effort for accuracy is applied to present the content of this syllabus and CANVAS. **Any typos are unintentional.** The syllabus and the official course schedule is “the guide” for any concerns or any confusion that may arise. Please provide a courteous heads up to Dr. Mims if there are any typos and broken links to repair=).

Expectation is that students have or know how to download free ‘readers’ for reading/using MSOffice2007/2010 applications or PDF file formats. Contact Help Desk at <https://it.unt.edu/helpdeskfaq> for any assistance. The instructor for the course uses MSOffice 2013, Office 365, Adobe XPro and Adobe XIPro.



**TECHNOLOGY** UNT provides students with support via the UNT web (information available 24/7) and the helpdesk (940) 369-7394, **hours posted on UNT web**. Campuses also have computer labs for student use of necessary equipment for this course. UNT has limited number of laptops to check out that meet the technology requirements for this course. Students, the instructor cannot help acquire equipment necessary to complete this course.

Other materials students may need: video/audio player as well as a video/audio recorder, mobile applications.



This course **does not** include instruction in using Canvas, using MSOffice software, nor how to use UNT Library resources, databases, VMWare nor APA citation styling even if required in the course. Please review the learning objectives of the course and course description for the instruction provided during the semester to understand the reason the course does not include instruction on these peripheral items.

Here is the technology expectation from the instructor with every student:



You, the student, are responsible for obtaining and maintaining any equipment and ancillary services needed to connect to or access the CANVAS. You, the student, are responsible for obtaining and maintaining any equipment and ancillary services needed to connect to or access any materials provided in the course by the instructor.

You, the student, are responsible for your access, including without limitation, working hardware, software, internet service, cable, modems, or telecommunication capacity necessary to attend the course online or face-to-face. You shall be solely responsible for ensuring that the equipment you choose to use and ancillary services are compatible with the CANVAS, the UNT website, UNT library site, any course materials provided and software required.

This instructor has a zero-tolerance policy for technology excuses. Reasons that support this zero tolerance policy is: 1) sufficient resources are available to check the system the student chooses to use, 2) it is the student's decision when, where and how they desire to access course materials, 3) the student agrees before beginning any test in CANVAS they understand *there are no resets*, and 4) the *student has an obligation to fix* any technology issues *before making additional test attempts* at any time – this requires time management skills on the part of the student.

For more technical information or help, contact the Help Desk if you are unfamiliar with attaching a file in CANVAS when asked for a written assignment, or if you need help finding, and participating in the discussion board (if required in the course) or any other technical support question such as the exam freezing up, browser incompatibility, format types etc.

## GRADING

**A+**

Each module has its own unique combinations of requirements. Students can expect an entire module to be graded a week after the module closes.

**There is no curving in this course.** Students encouraged to read the grading rubrics in CANVAS, use these grading rubrics and ask questions about the grading rubrics for any clarification.

Students may expect a grade relative to their accuracy, demonstration of meeting learning objectives, contribution to course, meeting syllabus/rubric/assignment/university requirements and results from peer assessments.

To earn an A, students must earn 90% of graded points, for a B, students must earn 80% of grading points, and for a C, students must earn 70% of the grade points. I request ALL students keep track of their OWN Points during the semester. Reason: Canvas is an unreliable source of your grade when you consider any bonus points issued during the semester.

Grading Scale	
" A "	= earning 90% or more of all required points possible
" B "	= earning 80% - 89% all required points possible
" C "	= earning 70% - 79% all required points possible
" D "	= earning 60% - 69% all required points possible
" F "	= earning 59% or less all required points possible

Commented [TM1]: Replace

Grading Rubrics available in CANVAS explain expectations for Written Assignments, Tests of any kind and Discussion Forums. Students are expected to make use of and profit from the materials provided in this course, and University support services such as online learning courses, LYNDA, Helpdesk, Write Cite, to name a few.

### ACCEPTABLE FILE FORMATS:

This course uses **APA in-text and reference section citation style**. Please note that the only acceptable file **types** for any written assignment submitted for grading are single (1) or space and one-half (1.5) 12-point font please:



- MSWord (.doc or .docx)
- PDF
- MS PowerPoint
- MPEG4

### ZEROS ARE ISSUED FOR:

1. Under no circumstance email any work in Canvas or via any emailing method- emailing assignments earns a zero- Canvas is the Only depository for work,
2. Failing to complete all graded tasks on time *by the end of the Module*,
3. Failing to exit the tests by the allotted time provided,
4. Failing to make best effort on each test attempt,
5. Making a copy or "print screen" of any test questions,
6. Sharing quiz content with classmates or posting quiz questions or answers on any third-party site,
7. Using references that are from wiki's or crowd sources,
8. Plagiarizing, plagiarizing is a serious civil and criminal offense under Title 17 U.S. Law,
9. Failing to upload files as required in file formats asked,
10. Missing the Module deadline for all activities required in the Module, and
11. Using a cell phone during any 'EXAM' that has limited number of attempts and requires Lockdown Browser with Monitor.



**EVERY GRADED DEADLINE IS AT 11:59:00 PM CENTRAL TIME**

### Communication Expectations:

Primary forms of Communication are texting Dr. Mims with content questions. Additionally, virtual Office Hours are available to students to meet with the professor, however the professor encourages students to text her for a quick reply. Finally, Students are asked to make use of the General Q & A discussion area to collaborate with each other.



**N-ETIQUETTE:** Students must always provide a professional approach with classmates and instructor. The instructor reserves the right, through UNT policy for acceptable behavior, to remove any posting or reply in a discussion board if the posting is deemed inappropriate or fails to follow acceptable professional decorum. My hope is this course our N-Etiquette perfect! Etiquette is explained in your UNT Student Handbook.

## COURSE SCHEDULE & LIST OF ACTIVITIES

Below are general rules for this class. The class is constructed into "modules". Each module contains a unique combination of tasks. Students are expected to manage their own time to participate on time in this course. To that end, a simple schedule is maintained:

1. Each module deadline is Central Time (USA).
2. Each deadline/every deadline closes at 11:59:00p.m.
3. Every week has requirements, to keep up in the course, meeting the weekly requirements is necessary to reduce student stress and adequately absorb the material.
4. Every module contains a unique combination of activities due by that module's due date.
5. Students must move through Modules in sequential order, only after completing requirements in the first Module may a student access and complete the next Module in order, and so forth.
6. Every test in Canvas has forced time limit.
7. Every test in Canvas must be completed on the first attempt.
8. Every test in Canvas attempt must be **the student's best effort**.
9. **Unlimited attempts available on all chapter quizzes in Canvas highest grade prevails**
10. All 'EXAMS' require Lockdown Browser with Monitor, 3 attempts, students may use notes, books, but be aware it is essential to be in front of the camera to maintain proctoring.
11. **Absolutely No resets of tests** quiz/labs in Canvas -contact UNT Help Desk if you had a technical issue **before** making a second (or another) attempt on a quiz/test/lab in Canvas.
12. Unlimited uploads are provided for any assignment that requires an upload. All uploads must be completed before the "due" date/time.

Next page shows the Official Course Schedule with a list of graded tasks, point value and DUE DATE and MODULE CLOSE DATE when no additional submissions are accepted:

OFFICIAL SCHEDULE MKTG 3650 - v08-22-2021						
Module #:	Date Module Closes*See Late policy	Class meeting dates: 2:00 - 4:50 PM Frisco Hall Park B 124	Tasks to complete:	No.#of Attempts/ Uploads	When the Graded Task is Due - the Due date: SEE LATE POLICY	Point Value
MODULE 1	Sun, Sept 5	<i>Course Objective 1: Identifying how marketing is useful to a company and to society &amp; 4: Determine where marketing plans fit within the business planning process and strategic planning process in larger firms</i>				
		Tuesday, August 24, 2021	Discussion-Graded	Unlimited Attempts	Sunday, August 29, 2021	25
			Syllabus Exam (Respondus Lockdown Browser w/ Monitor)	THREE ATTEMPTS	Sunday, August 29, 2021	25
		Tuesday, August 31, 2021	Ch 1 quiz-Customer-driven marketing	Unlimited Attempts	Sunday, September 5, 2021	10
		Ch 2 quiz-Planning, Implementing & Evaluating	Unlimited Attempts	Sunday, September 5, 2021	10	
MODULE 2	Sun, Sept 19	<i>Course Objective 5: Describe the scope of the job faced by marketing managers in today's complex and highly competitive global business environment</i>				
		Tuesday, September 7, 2021	Assignment 1	Unlimited Uploads	Wednesday, September 8, 2021	10
			Part 1 - Chap 3 quiz-Marketing Environment & Social responsibility	Unlimited Attempts	Sunday, September 12, 2021	10
Tuesday, September 14, 2021	Learning Check -Exam on our In Class & Supplemental Material on Canvas	THREE ATTEMPTS	Sunday, September 19, 2021	50		
MODULE 3	Sun, Oct 3	<i>Course Objective 2: Obtain a working knowledge of basic marketing terminology and concepts. Exams emphasize a basic understanding of the major terms and concepts to ensure that students know the "language of marketing."</i>				
		Tuesday, September 21, 2021	Assignment 2	Unlimited Uploads	Wednesday, September 22, 2021	10
			Chapter 4 - quiz-Marketing Research & Information Systems	Unlimited Attempts	Sunday, September 26, 2021	10
		Tuesday, September 28, 2021	Chapter 5- quiz-Target Markets & Segmentation	Unlimited Attempts	Sunday, October 3, 2021	10

<b>MODULE 4</b>	Sun, Oct 17	Course Objective 2: Obtain a working knowledge of basic marketing terminology and concepts. Exams emphasize a basic understanding of the major terms and concepts to ensure that students know the "language of marketing." 5: Describe the scope of the job faced by marketing managers in today's complex and highly competitive global business environment				
		Tuesday, October 5, 2021	Ch's 6 & 7 one quiz - Buyer Behavior Assignment 3	Unlimited Attempts Unlimited Uploads	Sunday, October 10, 2021 Sunday, October 10, 2021	20 10
		Tuesday, October 12, 2021	Chapter 8 - quiz-Global Markets Graded -MidTerm Exam (Respondus Monitor) Opens Friday 12am	-no chapter quiz just review <b>THREE ATTEMPTS</b>	Sunday, October 17, 2021	75
<b>MODULE 5</b>	Sun, Oct 31	Course Objective 3: Explain the elements in the marketing mix and how each of these impact planning				
		Tuesday, October 19, 2021	Chapter 9 - Digital Assignment 4 - GAC Certificate	Unlimited Attempts Unlimited Uploads	Sunday, October 24, 2021 Sunday, October 24, 2021	10 25
		<b>No Class Meeting Tues Oct 26th</b>	Chapter 10 & 11- Product/Services	Unlimited Attempts	Sunday, October 31, 2021	10
<b>MODULE 6</b>	Sun, Nov 14	Course Objective 3: Explain the elements in the marketing mix and how each of these impact planning				
		Tuesday, November 2, 2021	Chapter 12 - Pricing Assignment 5	Unlimited Attempts <b>In Class</b>	Sunday, November 7, 2021 <b>Must attend to earn points</b>	10 10
		Tuesday, November 9, 2021	Learning Check -Exam on our in Class & Supplemental Material on Canvas Chapter 13 & 14 Channels	<b>THREE ATTEMPTS</b> Unlimited Attempts	Sunday, November 14, 2021 Sunday, November 14, 2021	50 20
<b>MODULE 7</b>	Sun, Nov 28	Course Objective 3: Explain the elements in the marketing mix and how each of these impact planning				
		Tuesday, November 16, 2021	Assignment Inclass- Evaluating Promotion Plan Proposals	<b>In Class</b>	<b>Must attend to earn points</b>	10
		<b>No Class Meeting for Tuesday, November 23</b>	Chapter 15 & 16 - Promotion Chapter 17- Selling & Sales promotion	Unlimited Attempts Unlimited Attempts	Sunday, November 21, 2021 Sunday, November 28, 2021	20 10
<b>MODULE 8</b>	Sun, Dec 5	<i>Demonstrating your retention of Course Objectives</i>				
		<b>Last in class meeting Tues. Nov 30</b>	Final Exam Scheduled to be announced, likely Sat. Dec 4 and Sun. Dec 5th	<b>THREE ATTEMPTS</b>	Sunday, December 5, 2021	150
		<b>Course disappears Mon, Dec. 6th</b>				
<b>Total Grade Points Possible</b>					<b>600</b>	

Students are given Grading Rubrics for Graded activities. Questions on how grades are determined must be cleared up with Dr. Mims before the end of our Module 1 deadline.

**LATE POLICY and how "LATE" is defined, LATE is time stamped by CANVAS.**

**LATE is defined as "any graded requirement submitted after its due date and time due before the Module closes". CANVAS time stamp is used for any ruling on this decision.**

Based on student input from previous classes this LATE POLICY is essential to understand. It is essential students balance personal needs versus course requirements, therefore here is the LATE POLICY for this semester:

**DUE DATE/TIME IS LOCATED IN THE OFFICIAL COURSE SCHEDULE. ANY LATE SUBMISSION RECEIVES A 25% DEDUCTION EACH DAY LATE.**

Students can submit any work up until the Module Closes. Once the Module closes, not additional submissions are possible. Even being 1 minute late incurs this 25% penalty.

**ABSENCE POLICY and how "ABSENCE" is defined.**

**Any Due Date/Time missed = 1 absence each.**

**Read all the details about the LATE POLICY and the ABSENCE POLICY posted in CANVAS**

under the START HERE module

## ATTENDANCE



Attendance is expected- **and is taken at each class meeting**. Expectation is that students access and complete weekly requirements. Missing due dates is considered an "absence".

**After 2 missed due dates**, as per UNT policies, the student is reported to the "Dean of Students" to investigate all absences (for health, safety, concerns=).

Make no assumptions for extensions, or incompletes for this course- UNT policies prevail at all times

## STUDENT INDEPENDENCE, LOGIC, CRITICAL THINKING & RESOURCEFULNESS IS EXPECTED

Students must contact the instructor well in advance of a deadline to seek counsel or if they are having difficulty with understanding the content. This course does not include instruction on CANVAS, how to use the library, how to write at an 8<sup>th</sup> grade level (middle school), use APA citations, conduct or use databases for research, nor how to use technology required for the course such as Microsoft office applications or Respondus Monitor. Students have bountiful resources to rely upon via UNT to use if they need help with anything outside of the Course Objectives. Students expected to demonstrate their independence/resourcefulness as if they are in a 'work environment'. According to Payscale.com (2016) a report from over 60,000 hiring managers indicated their disappointment that undergraduates do not have critical thinking skills, are not resourceful/ take on individual responsibilities, cannot write at an adequate level. Consider these findings as you move through your degree plan. I am happy to help with understanding any material related to course objectives=).

Group work is a violation of academic integrity on any type of test question(s). Any such activity revealed that violates academic integrity on tests is immediately reported to UNT according to academic policy. Students that demonstrate intentional poor efforts on tests/exams to learn test content may be reported to the Dean of Students for academic integrity investigation. Students must be capable of using Respondus Lockdown Browser on all Multiple Choice (MC), True False (TF) and Multiple Answer (MA) test questions in this course. See Schedule & CANVAS for more detail.

## COURSE POLICIES – University Policies-Required of us all



### 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

Instructor's practice in this course is: All required assignments in this course may be checked for plagiarism using Turnitin.com, Dustball or other plagiarism checking tools. There is a zero tolerance for plagiarism. If plagiarism is found during the semester, the instructor may report the student to the Dean of Students for a violation of academic integrity investigation.

### 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.

#### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. 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.

Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. An incomplete may be granted if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete remaining assignments after the semester. Pursuant to university policy, student must apply for a university excused absences, following the procedure of the Dean of Students. Failing to provide documentation of an excused absence will earn a zero.

#### **COVID 19 POLICIES as of AUGUST 2021:**

**In accordance with Governor Abbott’s Executive Order 36 Prohibiting Government Entities from Mandating Masks, face coverings are no longer required at UNT.**

**However, it is very important to recognize and follow these new policies regarding COVID:**  
**Mandatory Testing All students, faculty, and staff** will be required to have a COVID-19 test at designated intervals throughout the fall semester, with the first testing interval being Aug. 16 - Sept. 10. Additional testing intervals will be determined and announced. Vaccinated individuals can opt-out of the mandatory testing requirement by uploading proof of vaccination by Sept. 10.



Testing is available in the Union through Curative, as well as the Student Health and Wellness Center. More testing information can be found here (Links to an external site.). All on-campus tests will be automatically shared with UNT, but tests from off-campus sites must be uploaded.

If you have already uploaded vaccine information as part of the UNT Vaccine Incentive Program (Links to an external site.), you will soon receive an email asking permission to use your prior proof of vaccine to opt-out of the testing requirement. If you contracted COVID-19 in the past 90 days, you also will be allowed to opt-out from testing until the 90-day period expires, but you must upload your positive test result. Learn how you can receive one of the approved COVID-19 vaccinations and participate in the UNT Vaccine Incentive Program (Links to an external site.).

**Mandatory Self-Reporting Students, faculty, and staff** will continue to be required to report symptoms and exposure to COVID@unt.edu, quarantine as necessary, and cooperate with the UNT COVID-19 Contact Tracing Team. Learn more at healthalerts.unt.edu (Links to an external site.).

**Disciplinary Actions for Non-Compliance Students** who fail to comply with the mandatory COVID-19 testing and reporting requirements will go through the Student Conduct Process (Links to an external site.). This may result in being considered a student not in good standing. A status of "not in good standing" means a student is not fully eligible to participate in university activities and privileges or faces possible separation (i.e. suspension or expulsion) from the university.

**For On-Campus Students** All students living in on-campus housing have been instructed to develop an action plan in the event they are required to isolate or quarantine due to a positive COVID-19 diagnosis or exposure. Residents who test positive for COVID-19 will need to isolate at an off-campus location for 10 days. UNT is not providing a location for students to complete either quarantine or isolation and will not cover any associated expenses.

#### 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.

#### 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.

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This is not a legal contract. It is a set of course policies, university policies and expectations for this course in terms of its objectives, requirements, tasks and activities, schedule of class material requirement, assessment, and evaluation criteria. We will try to adhere to this as much as possible. However, depending upon the need of the cohort, the instructor reserves the right to change these plans, including adding/removing material, cancelling or modifying in-person meetings, assignments, or assessments as well as alter other policy requirements included in this document and/or announced in class.

Courtesy- Here is a List of Commonly used Support Services at UNT & phone numbers:

Main Switch Board- Denton	940-565-2000
Business Librarian, Yvonne Dooley	940-565-2013
UIT Help Desk: UIT Student Help Desk site ( <a href="http://www.unt.edu/helpdesk/index.htm">http://www.unt.edu/helpdesk/index.htm</a> )	
Email: <a href="mailto:helpdesk@unt.edu">helpdesk@unt.edu</a>	
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>)

## POSTING OF FINAL COURSE GRADES

**Each faculty member has the right to post or not post final course grades for each class to CANVAS. Final course grades provided to a student by a faculty member may not be relied upon as official.**

Students may only access **their official final grades online via the Registrar's Office**. According to FERPA, faculty may not provide interim or final grade information to students via telephone, email, posting or any other source which might compromise student confidentiality.

😊 'Repeating' a points, typos or complete goofs are unintentional. *As a courtesy please, let me know if you see something that does not seem just right. Gratefully, Dr. M*

