


**UNT University College of Business Graduate Course Syllabus
MKTG 5150 Marketing Management – Section 501 Dr. Mims
Class begins August 24th ends December 6th**

A Face to Face course, meets on Tuesday-See Official Course 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 (texting is preferred method of initial contact)
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 Graduate students only

Course Description: MKTG 5150 Marketing Management

Catalog Description: Application of concepts, tools and procedures employed by practicing marketing managers. Specific attention is given to product development and management, promotion development and management, channel selection and management, physical distribution management, and price setting and management. Students acquire skills in the essentials of case analysis and written as well as oral presentation of their analysis. Oral presentations may be made using electronic media. Groups may be required.

Prerequisite(s): MKTG 3650 or MKTG 5000; ACCT 5020; or consent of department.

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
6. Practice building an actionable Marketing Plan



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 class there is a combination of activities to do each week that may include any of these: Quizzes (or tests), Exams, Discussions, Assignments, Labs, Writing Assignments. There are or may be in class quizzes, writing assignments, activities, research or reports. There is one (1) course project for students to demonstrate their knowledge of marketing. As with any working group, students are expected to conduct themselves with their group as a fully participating group member. An individual student's grade **WILL** be negatively impacted by peer review reports indicating a lack of participation by any group member. The instructor reserves the right to remove students from groups or assign students to groups.

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



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

Materials (what you'll need in this course)

REQUIRED TEXTBOOK:

TITLE: Framework for Marketing Management

AUTHOR: Kotler and Keller

EDITION: 6e

YEAR: 2016

PUBLISHER: Pearson



Software & Mobile app suggestions for success: MSWord, MS PowerPoint, MS Excel, GroupMe, GoogleDocs, CANVAS, Respondus Lockdown browser

This course does not include instruction in using Canvas, Office software, or how to use University of North Texas Library resources and databases.

Be Prepared for Success in this Class:

COURSE PREPARATION REQUIREMENTS

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 10th grade 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 in the online and face to face classroom (when/if this class meets in person)
12. Follow and use the APA in-text citations style and the APA Reference list style



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

This course meets face to face, but for small group meetings – Zoom is used. Students must complete the work in sequential order. Students receive an announcement online when a Module opens. If and when you have access to additional modules students can, move ahead, **but may not fall behind**. The course is opened on a controlled release to align with face-to-face meeting agendas.

Every effort for accuracy is applied to present the content of this syllabus and CANVAS. **Any typos are unintentional**. The syllabus is our guide for any concerns 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.

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 Office software, nor how to use University of North Texas Library resources, databases, 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. Please use University resources to appropriately address your questions on areas not covered in the course objectives.

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 or group communication applications. 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 particular 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.

GRADING

There is no curving in this course. The following scale describes the assessment of the student's performance. Students encouraged to read the grading rubrics in CANVAS.

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

Grading Rubrics available in CANVAS explain expectations for Written Assignments/Projects and Discussion Forums and tests. 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, LYNDAs, Helpdesk, Write Cite, to name a few.

There are GROUP GRADES in this course. Students' individual grade can be negatively impacted by the survey results of a poor peer review.

ACCEPTABLE FILE FORMATS:

This course uses **APA in-text and reference section citation style**. A cover sheet is only required on the project(s). Please note that the only acceptable file **types** for any written assignment submitted for grading are single or double spaced, 12-point font please:



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

Caution: GRADES OF ZERO ARE ISSUED TO STUDENTS ON REQUIRED ACTIVITIES BY:

1. Emailing any graded requirement to the instructor, under no circumstance email any work
2. Failing to complete all graded tasks on time *by grade closing dates provided in Canvas*
3. Failing to exit the tests by the allotted time provided,
4. Failing to make best effort on each and every test attempt,
5. Making any copy or "print screen" of any test questions,
6. Sharing quiz content with classmates,
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,
10. Missing the Module deadline for all activities required in the Module, and
11. Failing to submit their work in the acceptable file formats listed above when asked.



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

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, 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.



N-ETIQUETTE: Students should at all times 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 class is N-Etiquette perfect! Class-room etiquette is explained in your UNT Student Handbook.

OFFICIAL COURSE SCHEDULE AS OF AUGUST 22, 2021

➡ Please read detailed explanation of the "LATE" Policy and "ABSENCE" Policy for this Course in CANVAS.

Located in Canvas in this Module #	DATE MODULE CLOSES - See Late Policy	Class meeting dates: 6:30PM - 9:20PM Frisco Hall Park B 130	Graded Tasks to Complete in this Module before closing	Is this task an individual or group grade?	When the Graded Task is Due - the Due date: SEE LATE POLICY	Time of day the graded task is due:	Point Value		
MODULE 1	Sunday, September 5, 2021	Tuesday, August 24, 2021	<i>Course Objective 1: Identify how marketing is useful to a company & society. Objective 4: Determine where marketing plans fit within Business Planning process.</i>						
			Syllabus & Course Policies test - 3 attempts	Individual	Sunday, August 29, 2021	11:59PM	25		
			Chapter 1 test - unlimited Defining Marketing	Individual	Sunday, August 29, 2021	11:59PM	10		
			Discussion #1 - unlimited	Individual	Wednesday, September 1, 2021	11:59PM	25		
MODULE 2	Sunday, September 19, 2021	Tuesday, August 31, 2021	Chapter 2 test - unlimited-Develop & Implement Plans	Individual	Sunday, September 5, 2021	11:59PM	10		
			<i>Course Objective 2: Obtain a working knowledge of basic marketing terminology and concepts.</i>						
MODULE 2	Sunday, September 19, 2021	Tuesday, September 7, 2021	Discussion Forum #2	Individual	Wednesday, September 8, 2021	11:59PM	25		
			Chapter 3 test- unlimited-Forecasting Demand	Individual	Sunday, September 12, 2021	11:59PM	10		
		Tuesday, September 14, 2021	Self Enroll into a Group	Individual	Wednesday, September 15, 2021	11:59PM	25		
			Chapter 4 & 5 test - unlimited-Customer Relationships	Individual	Sunday, September 19, 2021	11:59PM	20		
			Version 1 -Situation Analysis-Internal Analysis	Group	Sunday, September 19, 2021	11:59PM	25		
MODULE 3	Sunday, October 3, 2021	Tuesday, September 21, 2021	Chapter 6-test unlimited-Target Segments	Individual	Sunday, September 26, 2021	11:59PM	10		
			Group presentation Draft 1	Group	IN CLASS Sept 21st		25		
		Tuesday, September 28, 2021	Chapter 7 & 8 tests- unlimited-Branding	Individual	Sunday, October 3, 2021	11:59PM	20		
			Version 2 - Situation Analysis-External Analysis	Group	Sunday, October 3, 2021	11:59PM	50		
MODULE 4	Sunday, October 17, 2021	Tuesday, October 5, 2021	Chapter 9 & 10 - unlimited-Product	Individual	Wednesday, October 6, 2021	11:59PM	20		
			Mid-term exam (Knowledge Check) 3 Attempts	Individual	Sunday, October 10, 2021	11:59PM	50		
		Tuesday, October 12, 2021	Chapter 11 - unlimited- Pricing				10		
			1st Peer Teammate rating/assessment-See how grade is calculated!	Individual	Wednesday, October 13, 2021	11:59PM	25		
			Version 3- SWOT Analysis	Group	Sunday, October 17, 2021	11:59PM	50		
MODULE 5	Sunday, October 31, 2021	Tuesday, October 19, 2021	Group presentation Draft 3			Group	IN CLASS Sept 21st	Bonus 25	
			Chapter 12 & 13 test - unlimited-Channels	Individual	Sunday, October 24, 2021	11:59PM	20		
		NO FACE TO FACE! - MEETINGS WITH INDIVIDUAL TEAMS VIA ZOOM	2nd Peer Teammate rating/assessment-See how grade is calculated!	Individual	Wednesday, October 27, 2021	11:59PM	50		
			ZOOM MEETING OFFERS ON CANVAS DISCUSSION LINK- Teams Sign up	Both Individual and Group	TO BE DETERMINED AND ANNOUNCED (likely Tues. Oct 26)		11:59PM	Bonus 25	
			Chapter 14 test- unlimited- IMC	Individual	Sunday, October 31, 2021	11:59PM	10		
		Version 4- Product & Target Description	Group	Sunday, October 31, 2021	11:59PM	75			

MODULE 6	<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, November 2, 2021	Chapter 15 test - unlimited- Mass Communications	Individual	Sunday, November 7, 2021	11:59PM	10	
	Sunday, November 14, 2021	Tuesday, November 9, 2021		3rd Peer Teammate rating/assessment-See how grade is calculated!	Individual	Wednesday, November 10, 2021	11:59PM	75	
				Assignment-Google Certificate	Individual	Wednesday, November 10, 2021	11:59PM	25	
				Chapter 16 test - unlimited- Digital Communications	Individual	Sunday, November 14, 2021	11:59PM	10	
				Version 5- Target Estimate & Channels	Group	Sunday, November 14, 2021	11:59PM	100	
<i>Course Objective 6: Practice building an actionable marketing plan.</i>		Tuesday, November 16, 2021	Chapter 17 test unlimited-Personal Selling	Individual	Sunday, November 21, 2021	11:59PM	10		
MODULE 7	Sunday, November 28, 2021		Knowledge Check (Assessment to prep for Final Exam)	Individual	Sunday, November 21, 2021	11:59PM	50		
		HOLIDAY WEEK- NO FACE TO FACE! MEETINGS WITH INDIVIDUAL TEAMS VIA ZOOM	ZOOM MEETING OFFERS ON CANVAS DISCUSSION LINK- Teams Sign up	Both Individual and Group	TO BE DETERMINED AND ANNOUNCED (likely Tues. Nov 23)		11:59PM	Bonus 25	
			4th Peer Teammate rating/assessment-See how grade is calculated!	Individual	Sunday, November 28, 2021	11:59PM	100		
			Version 6 - Promotion- Final Version Copy	Group	Sunday, November 28, 2021	11:59PM	125		
<i>Reflection on learning experience, application of material and preparation for Final Exam - no new material- no new assignments</i>									
MODULE 8	Sunday, December 5, 2021	Tuesday, November 30, 2021, last face to face class meeting.	Final Exam Prep- Material Review- 3 attempts	Individual	to be announced likely the 4th and 5th of December	11:59PM	130		
		FINAL EXAM IS ONLINE AND WILL BE ANNOUNCED ACCORDING TO UNIVERSITY SCHEDULING -ESTIMATE IS BETWEEN DEC. 4TH AND 5TH.							
								<i>Total Grade Points Possible in the Course as of Aug 23rd</i>	1200

The detailed Course Schedule is published in CANVAS. 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 helps 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. Every quiz/lab in Canvas has a time limit.
6. Every quiz/lab in Canvas must be completed on the first attempt.
7. Every quiz/lab in Canvas must be **the student’s best effort**.
8. **Unlimited attempts** available on all chapter quizzes, highest grade prevails
9. **Three attempts** available on any ‘exam’ and ‘knowledge check’- these are clearly indicated in the schedule
10. **Absolutely No resets of tests** quiz/exams/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.
11. If and when additional modules are open, students may move ahead at their own peril, but missing MODULE deadlines, aka closing dates, for any or all activities in the Module means receiving a zero.

GRADING SCALE

Based on the total number of possible points for this class, this grading scale applies (recall no curving):

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

Students are given Grading Rubrics to review before any submissions. Questions on how grades are determined must be cleared up with Dr. Mims.

Students, please 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, conduct or use databases for research, nor how to use technology required for the course such as Microsoft office applications.

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.

ATTENDANCE



Attendance is expected- **and is monitored**. 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 any and all absences (for health, safety, concerns=).

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

COURSE POLICIES – 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

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) to get clarification before the one-week deadline.

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 (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>)

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*