


## UNT University College of Business Undergraduate Course Syllabus MKTG 3650 –Dr. Mims

**Course begins online Jan 11th and ends on Apr 27<sup>th</sup>-  
No Spring Break-This is a 100% online asynchronous**

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

Name of the Instructor:	Tina C. Mims, Ph.D, IES®, GAC, ASB
Title:	Lecturer
Contact:	 call or text me- 469-951-3200 or 4699513200@tmomail.net ( <b>text or calling is preferred method of contact</b> )
Office Location:	This semester is virtual only
Office Hours:	Every Tuesday 1 to 4 pm or Text me, or arrange appointment by Zoom, Messenger, Skype®, or by phone
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:

MSoftware 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.

Students move through available modules/tasks sequentially. As the Instructor opens the remainder of the course modules announcements are posted. Students can see, move ahead, **but may not fall behind**. 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 MSoftware2007/2010 applications or PDF file formats. Contact Help Desk at <https://it.unt.edu/helpdeskfaq> for any assistance. The instructor for the course uses MSoftware 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, but is the student knows if they need this equipment and acts upon their needs immediately.

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 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

**A+**

Each module has its own unique combinations of requirements. Students can expect and entire module to be graded a week after the module closes. However, we will make every attempt to issue grades weekly. Ms. Wojno is your contact for grade questions.

**There is no curving in this course.** 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 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.

4 Learning Checks	Unlimited Attempts	
5 discussions		
5 lab assignments		
3 exams- each with Lockdown Browser with Monitor	3 attempts only	
13 chapter quizzes - unlimited attempts		

Grading Rubrics available in CANVAS explain expectations for Written Assignments/Projects 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. Emailing any graded requirement to the instructor, under no circumstance email any work in Canvas or via any emailing method.
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 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.

## Communication Expectations:

Primary forms of Communication are, emailing Ms. Wojno via canvas on grade questions and texting Dr. Mims with content questions. Additionally, Office Hours once week are available to students for communication 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 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 course our N-Etiquette perfect! Etiquette is explained in your UNT Student Handbook.

## COURSE SCHEDULE & LIST OF ACTIVITIES

Below is the course schedule 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 are new materials in the schedule available for you (In other words, as you complete requirements, new requirements turn themselves ‘on’).
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, 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:

**OFFICIAL SCHEDULE MKTG 3650 - v09Jan2021- SPRING**

Module:	Week	Tasks to complete:	Due day/date*, missing=absent & Late	Module Close date**	Point Value
<b>MODULE 1</b>	Week 1	Start Here & One Survey Bonus	Wednesday, January 13, 2021	Sunday, January 24, 2021	5 BONUS
		Discussion-Graded	Sunday, January 17, 2021	Sunday, January 24, 2021	25
		Syllabus Exam (Respondus Monitor)	Sunday, January 17, 2021	Sunday, January 24, 2021	25
		Ch 1 quiz	Sunday, January 17, 2021	Sunday, January 24, 2021	10
	Week 2	School is Closed Mon. Jan 18 - MLK			
		Discussion-Graded	Wednesday, January 20, 2021	Sunday, January 24, 2021	25
		Ch 2 quiz	Sunday, January 24, 2021	Sunday, January 24, 2021	10
<b>MODULE 2</b>	Week 3	Discussion-Graded	Wednesday, January 27, 2021	Sunday, February 7, 2021	25
		Part 1 - Chap 3 quiz	Sunday, January 31, 2021	Sunday, February 7, 2021	10
	Week 4	Learning Check - Supplemental Material	Wednesday, February 3, 2021	Sunday, February 7, 2021	50
		Part 2 - Chap 3 quiz	Sunday, February 7, 2021	Sunday, February 7, 2021	10
<b>MODULE 3</b>	Week 5	Lab 1 - Graded	Wednesday, February 10, 2021	Sunday, February 21, 2021	50
		Ch 4-quiz	Sunday, February 14, 2021	Sunday, February 21, 2021	10
	Week 6	Ch 5-quiz	Sunday, February 21, 2021	Sunday, February 21, 2021	10
<b>MODULE 4</b>	Week 7	Discussion - Graded	Wednesday, February 24, 2021	Sunday, March 7, 2021	25
		Ch's 6 & 7 one quiz	Sunday, February 28, 2021	Sunday, March 7, 2021	20
	Week 8	Midterm prep & Lab 2 Graded	Wednesday, March 3, 2021	Sunday, March 7, 2021	50
		MidTerm Exam (Respondus Monitor)	Sunday, March 7, 2021	Sunday, March 7, 2021	100
<b>MODULE 5</b>	Week 9	Lab 3- Graded	Wednesday, March 10, 2021	Sunday, March 21, 2021	50
		Ch 9 quiz (ch 8 is skipped)	Sunday, March 14, 2021	Sunday, March 21, 2021	10
	Week 10	Learning Check - Supplemental Material	Wednesday, March 17, 2021	Sunday, March 21, 2021	50
		Ch 10 quiz	Sunday, March 21, 2021	Sunday, March 21, 2021	10
<b>MODULE 6</b>	Week 11	No Classes April 2nd -Remember - NO SPRING BREAK only this one Holiday			
		Discussion - Graded	Wednesday, March 24, 2021	Sunday, April 4, 2021	25
		Ch 11 quiz	Sunday, March 28, 2021	Sunday, April 4, 2021	10
	Week 12	Learning Check - Supplemental Material	Wednesday, March 31, 2021	Sunday, April 4, 2021	50
		Ch 12 quiz	Sunday, April 4, 2021	Sunday, April 4, 2021	10
<b>MODULE 7</b>	Week 13	Lab 4	Wednesday, April 7, 2021	Sunday, April 18, 2021	50
		Ch 13 & 15 (skip 14) quizzes	Sunday, April 11, 2021	Sunday, April 18, 2021	20
	Week 14	Learning Check - Supplemental Material	Wednesday, April 14, 2021	Sunday, April 18, 2021	50
		Ch 16 & 17 quizzes	Sunday, April 18, 2021	Sunday, April 18, 2021	20
<b>MODULE 8</b>	Week 15	Last Lab 5 & Final Exam Prep	Sunday, April 25, 2021	Tuesday, April 27, 2021	50
	Week 16	Final Exam Opens - Sat. Apr. 24th at 12:00:00am	Tuesday, April 27, 2021	Tuesday, April 27, 2021	140
<b>COURSE CLOSSES FOR GRADING AT MIDNIGHT April 27th. SEE SYLLABUS for FINAL GRADE REPORTING</b>					
<b>Total Points Possible</b>					<b>1000</b>
<b>Notes: * Due Date - missing this due date incurs late penalty</b>					
<b>** When the module closes, no submission is possible, even with a late penalty.</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". CANVAS time stamp rules.**

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:

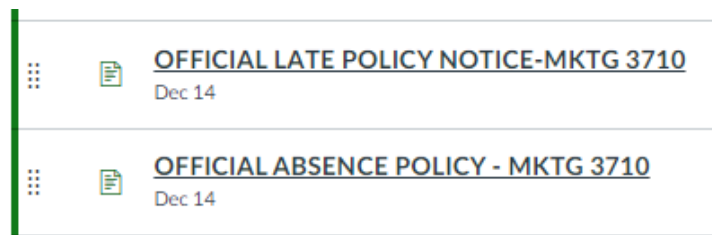
**DUE DATE/TIME IS LOCATED IN THE OFFICIAL COURSE SCHEDULE. ANY LATE SUBMISSION RECEIVES A 25% DEDUCTION EACH DAY LATE.**

Students can submit any work up until the Module Closes. Once the Module closes, not additional submissions are possible.

**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:**



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.



## 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 Impact on Attendance

**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>) 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.**

### Class Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

**Face coverings are required in all UNT facilities.**

### 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 an outline for this course in terms of its objectives, expectations, 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 particular cohort, the instructor reserves the right to change these plans, including adding/removing material, assignments, or assessments as well 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*