


UNT University College of Business Undergraduate Course Syllabus
BUS 3710 -SPRING 2021- 100% online - asynchronous
Class begins on Jan 11th 8am and ends on Apr. 27th 11:59:00pm ct

Get to know your instructor and how to reach her:

Name of the Instructor: Tina C. Mims, Ph.D, IES® (Pronouns: just Dr. Mims please)
 Title: Visiting Assistant Professor
 Email:  **call or text me- 469-951-3200 or email: 4699513200@tmomail.net (text or calling is preferred method of contact)**
 Office Location: Happy to schedule virtual appointments!
 Office Hours: Feel free to reach me between Every Tues. between 1pm and 4pm these are virtual hours available each week
 Course Dates: No meeting face to face required – 100% online via CANVAS
 Course Credits: 3 hours- This course has two Prerequisites

Course Description

Course Prerequisites: MKTG 3710 is a Junior-level class. MKTG 3650 (Principles), DSCI 2710 (Stat 1), and very solid knowledge of word processing, spreadsheet, and PowerPoint software.
Course Catalog Description: Examination of marketing information technologies and marketing research. Students learn why and when to do marketing research, the types and sources of primary and secondary data available, methods for collecting data, the construction of data gathering instruments (e.g. questionnaires), the use of measurement scales, basic sampling, and data analysis techniques. Class emphasizes the use of secondary data sources, especially online, electronic sources of marketing information.

Student Course Learning Objectives:

Upon successful completion of this course, students are to:



1. Identifying a market or marketing problem
2. Defining the problem, both in terms of Market planning and Marketing Research (as opposed to symptoms),
3. Identifying and collecting relevant information or data (secondary and primary),
4. Analyzing and interpreting data gathered by primary or secondary methods,
5. Interpreting the data to arrive at conclusions, and
6. Communicating the findings of analyses to the relevant stakeholders
7. Practice writing, analyzing, and professional reporting

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 100% on-line class there are **weekly required activities** that may include any combination of these: Quiz, Discussion, Assignments, Challenges, or Labs. Note: Quiz also means Test or Exam. Here is a summary of the graded tasks this semester:

5 Learning Checks unlimited attempts			
5 Discussions			
8 Lab assignments			
3 Exams- each w/ Lockdown Monitor-3 attempts			
13 chapter quizzes - unlimited attempts			

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, using UNT's virtual private network to access required SPSS software, does not teach any MS word or excel technology nor APA style guide or library resources.

Materials (what you'll need)

REQUIRED TEXTBOOK:

TITLE: Marketing Research

AUTHOR: Burns, Veeck and Bush

EDITION: Seventh (8e) COPYRIGHT YEAR: 2017 ISBN: 9780134167404 (other ISBN's for other formats exist)

IBM SPSS Statistic, – MS Excel – MSWord

See Canvas for details.



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. A free copy of the textbook may be available online

Skills Needed for Success

Being Prepared for Success in this Class by having the following skills (if you do not have these skills – consider dropping the course:

Prerequisite skills for this course-MKTG 3650, and DSCI 2710-complete these before taking this course.

Expectation is that students have the following skills/abilities for average or higher performance:

1. Can read, write, and perform math at a undergraduate sophomore or higher level
2. Open and use MSExcel to use Functions in Excel as well as build calculations
3. Specifically, can add, subtract, multiply and divide
4. Sufficient study skills
5. Sufficient time management skills
6. Knowledge of CANVAS its uses, and technical requirements
7. Knowledge of accessing UNT's virtual private network to use SPSS
8. Ability to research using UNT Library databases and other credible resources
9. Ability to prepare for exams
10. Demonstrate adequate understanding of material
11. Utilize the grading rubrics made available
12. Profit from **all** materials made available to the student
13. Participate in the online class on a daily basis- activity by day is monitored
14. Ability to meet deadlines, which are the 'due' dates in this course



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 and times in the course schedule, understand that each module contains its own unique combination of graded tasks.

The first two modules are opened the first day of the course, students are encourage to Move Ahead! Each Module builds on the previous, therefore as a student completes the requirements in the 1st module, the 2nd module becomes available. Instructor will announce will additional modules open.

Expectation is that students have or know how to download free 'readers' for reading/using MSOffice2007/2010 applications or PDF file formats. Expectation is that student have or know how to access IBM SPSS Statistics software

through the UNT virtual private network. 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 940-565-2324, **hours posted on UNT web**. Denton and Frisco campus also have computer labs for student use of necessary equipment for this course.

Other materials students need: video/audio player.

Technology Agreement with Students



This course does not include instruction on using CANVAS, the UNT library, or MSWord or MS Excel, nor does this course teach how to access remotely the UNT network to use IBM SPSS Statistics. Please re-review the objectives of the course and course description for the instruction provided.

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 course on 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 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



Each module has its own unique combinations of requirements. Students can expect an 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. The following scale describes the assessment of the student's performance. Students encouraged to read the grading rubrics and grade samples provided in CANVAS. Students must keep track of their points

Total possible graded points in the course = 1150

Greater than 1035 points = A for the Course

Between 920 and 1034 = B for the Course

Between 805 and 919 = C for the Course

804 and under D and lower.

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



Grading Rubrics available in CANVAS explain expectations for TYPES OF TEST QUESTIONS, WRITTEN ASSIGNMENTS/CHALLENGES/LABS AND DISCUSSIONS. 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, LYNDIA, Helpdesk, Write Cite, to name a few.

There are NO group grades and NO group assignments in this course. Students are encouraged to collaborate freely on assignments, challenges, labs – but be clear – only individual submissions and individual grades are issued =). Students found sharing test information are reported to the Dean of Students.

ACCEPTABLE FILE FORMAT:

This course uses APA 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 spaced, 12 point font please:

MSWord (.doc or .docx)

PDF

ZEROS ISSUED FOR:

1. Emailing any graded requirement to the instructor or the assistant,
2. Failing to complete all graded tasks on time as per the schedule in this syllabus,
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. Posting quiz content on any external site (this is unlawful under U.S. Copyright!)
8. Using references that are from wiki’s or crowd sources,
9. Plagiarizing,
10. Failing to upload files in CANVAS for all Graded assignments,
11. 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 information or help, contact the Help Desk if you are unfamiliar with attaching / submitting 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 twice a week are available to students for communication with the professor. Finally, Students are asked to make use of the General Q & A discussion area to collaborate with each other.



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 deemed the posting is deemed inappropriate or fails to follow acceptable professional decorum. My hope is this class is N-Etiquette perfect!

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 ends at 11:59:00p.m.
3. Every week has requirements, to keep up, meeting weekly requirements is necessary to reduce student stress and adequately absorb the material.
4. Every quiz has forced time limit.
5. Every quiz must be completed on the first attempt.
6. Every quiz attempt must be ***the student's best effort***.
7. Unlimited attempts available on all multiple choice, multiple answer, essay and true/false chapter and syllabus quizzes/tests, highest grade prevails.
8. **Absolutely No resets of tests**-contact Help Desk if you had a technical issue ***before*** making a second (or another) attempt on a quiz/test.
9. 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.

The Official course schedule of activities is (and subject to change based on this cohort's capabilities- and any changes the instructor sees as needed) on the next page and also found, in Canvas under Start Here module and also each Module has a snippet image of that Module's official schedule:

See Next Page

OFFICIAL SCHEDULE MKTG 3710 - SP 2021 v 09Jan2021							
Module:	Week	Tasks to complete:	Due day/date*, missing=absent & Late	Module Close date**	Point Value		
MODULE 1	Week 1	Start Here Survey Bonus	Wednesday, January 13, 2021	Sunday, January 24, 2021	5 BONUS		
		Discussion-Due	Sunday, January 17, 2021	Sunday, January 24, 2021	25		
		Syllabus Exam (Respondus Monitor-3 attempts)	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-Due	Wednesday, January 20, 2021	Sunday, January 24, 2021	25		
		Ch 2 quiz	Sunday, January 24, 2021	Sunday, January 24, 2021	10		
MODULE 2	Week 3	Discussion-Due	Wednesday, January 27, 2021	Sunday, February 7, 2021	25		
		Ch 3 quiz-Research process	Sunday, January 31, 2021	Sunday, February 7, 2021	10		
	Week 4	Learning Check - Supplemental Material	Wednesday, February 3, 2021	Sunday, February 7, 2021	50		
		Ch 4 quiz-Research design + Lab 1-Due	Sunday, February 7, 2021	Sunday, February 7, 2021	60		
MODULE 3	Week 5	Ch 5 quiz-Secondary Data	Wednesday, February 10, 2021	Sunday, February 21, 2021	10		
		Lab 2- Secondary Data-Due	Sunday, February 14, 2021	Sunday, February 21, 2021	50		
	Week 6	Learning Check- Supplemental Material	Wednesday, February 17, 2021	Sunday, February 21, 2021	50		
		Ch 6-quiz-Qualitative research	Sunday, February 21, 2021	Sunday, February 21, 2021	10		
MODULE 4	Week 7	Discussion - Due	Wednesday, February 24, 2021	Sunday, March 7, 2021	25		
		Ch 7 -quiz-Data Collection Methods	Sunday, February 28, 2021	Sunday, March 7, 2021	10		
	Week 8	Midterm prep & Lab 3 Due	Wednesday, March 3, 2021	Sunday, March 7, 2021	50		
		MidTerm Exam (Respondus Monitor -3 attempts)	Sunday, March 7, 2021	Sunday, March 7, 2021	100		
MODULE 5	Week 9	Lab 4- Due	Sunday, March 14, 2021	Sunday, March 21, 2021	100		
		Ch 8-quiz-Measurements	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 9 &10 quiz-Sampling	Sunday, March 21, 2021	Sunday, March 21, 2021	20		
MODULE 6	Week 11	No Classes April 2nd -Remember - NO SPRING BREAK only this one Holiday					
		Discussion - Due	Wednesday, March 24, 2021	Sunday, April 4, 2021	25		
	Ch 11 quiz-Sample ERROR	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-Descriptive Stat	Sunday, April 4, 2021	Sunday, April 4, 2021	10		
		Lab 5-Data entry & Descriptive Stat	Sunday, April 4, 2021	Sunday, April 4, 2021	50		
MODULE 7	Week 13	Ch 13- Diff Tests	Wednesday, April 7, 2021	Sunday, April 18, 2021	10		
		Lab 6-Diff tests	Sunday, April 11, 2021	Sunday, April 18, 2021	50		
	Week 14	Ch 14-Association tests	Wednesday, April 14, 2021	Sunday, April 18, 2021	10		
		Lab 7-Association tests	Sunday, April 18, 2021	Sunday, April 18, 2021	50		
MODULE 8	Week 15	Ch 15 no quiz -Last Lab 8 regression & Final Exam Prep	Wednesday, April 21, 2021	Tuesday, April 27, 2021	50		
	Week 16	Final Exam Opens - Sat. Apr. 24th at 12:00:00am (Respondus Monitor- 3 attempts)	Tues. April 27 @11:59:00PM	Tuesday, April 27, 2021	110		
COURSE CLOSSES FOR GRADING AT MIDNIGHT April 27th. SEE SYLLABUS for FINAL GRADE REPORTING							
					Total Points Possible	1150	



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:

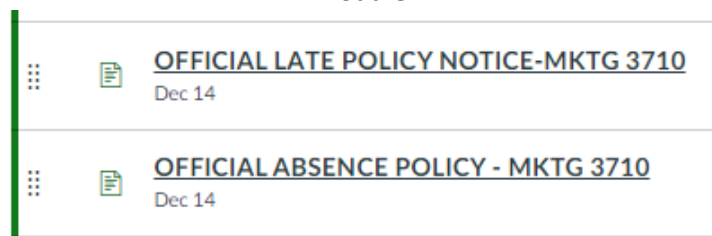
DUE DATE/TIME IS LOCATED IN THE OFFICIAL COURSE SCHEDULE. ANY LATE SUBMISSION RECEIVES A 25% DEDUCTION EACH DAY LATE.

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 should 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 is monitored. Anytime any student is LATE they are 'absent'. **More than 2 absences causes a report to the Dean of Students to investigate to see if you are okay.**

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

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) 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 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>.

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 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 (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*