LTEC 4000: Principles of Training and Development
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INSTRUCTOR: Dr. Tai-Yi Huang

Use CANVAS Inbox for all communications

Course Description

LTEC 4000 - Principles of Training and Development is a three-credit course for upper-level undergraduate students. This course takes place 100% online. LTEC 4000 students investigate the design, delivery and evaluation of training and development programs. The relationship of modern technology and training theories are addressed within the course readings, assignments and discussions. In order to be successful in this course you will need to:

- Apply the theory and strategies of training and learning development professionals,

- Cite sources, giving credit to where you obtain information.

- Network with others and utilize tact when offered differing perspectives.

- Make the commitment to spend at least 10 hours a week reading the assignments, reflecting on the material covered, and participating in other activities throughout the course.

Course Objectives

After completing this course, the learner should be able to:

- Analyze workplace forces and organizational strategy to explain when and why training is (or isn't) an appropriate solution.

- Describe key roles and responsibilities of training and development professionals, including how the training function may be organized (e.g., centralized vs. decentralized) and the trade-offs of each approach.

- Conduct training needs assessment by selecting appropriate data-collection methods and justifying the strengths and limitations of each.

- Perform a task analysis and translate job tasks into clear performance expectations and learning requirements.

- Apply learning and performance principles (how learners receive, process, store, and use information) to support effective learning and transfer to the job.

- Design training programs for transfer by selecting instructional and workplace elements that promote both near and far transfer.

- Select and justify training delivery methods (presentational, hands-on, group/team-based, on-the-job training) based on learner needs, content, context, and constraints.

- Recommend and evaluate the use of training technologies by comparing technology-based and traditional approaches and explaining how technology can enhance learning and transfer.

- Choose an evaluation approach by comparing evaluation designs, identifying their strengths/limitations, and matching a design to organizational purpose and priorities.

- Plan employee development strategies by using assessment information (e.g., personality, work behavior, performance), job experiences, mentoring, and onboarding to support growth.

- Facilitate training effectively by selecting appropriate facilitation strategies and activities and evaluating one's own facilitation strengths and areas for improvement.

- Develop a training curriculum using curriculum design processes and frameworks (e.g., Backward Design and 4MAT), including desired results, evidence of learning, and learning experiences.

Late Policy

Late work (after the due date and time) will have a point value of 0 (zero). This policy is strict and does not allow for any late submissions. A final version of your assignment is due on the due date on the syllabus. Students must ensure all tasks have been successfully delivered. It is best to submit work early! If you are given the opportunity to revise and resubmit your paper after the due date, you could risk having 25% deducted or receiving a lower grade.

The course is a 100% online course; therefore, regular attendance and participation in the class will be based on the completed tasks. Please review UNT's policies for **Student Attendance and Authorized Absence**. An exception may be made if you provide documentation that shows a valid personal emergency on a case-by-case basis! If you are overwhelmed or feeling behind, please contact the instructor before the assignment is due to discuss options. Students are encouraged to submit assignments early and not to get behind!

Examination Policy:

This course has nine quizzes that are meant to Reinforce Your Knowledge. Each quiz draws 10 questions from the knowledge bank. You can complete the quiz using your book, online resources, or other references to help you. These are meant to reinforce your knowledge from the chapters presented and practiced in this module. There is unlimited time to complete the quiz. You have three attempts to complete the quiz. The gradebook will retain the highest score of your three attempts. If you earn 10 points on the first or second attempt, you are not required to complete all three attempts. If you have less than 10 points on your first attempt, you are encouraged to complete the quiz again until you have completed the three attempts or have earned a score for which you are satisfied.

Plagiarism:

Plagiarism is a very serious offense at UNT. Even if you do not intend to plagiarize, you can still commit academic dishonesty. Once you are admitted to UNT, you are expected to adhere to our policies and the Standards of Academic Integrity (as defined in the university's Code of Student Conduct). Plagiarism cases require a report to be filed, and major violations can result in expulsion from the university, and UNT has numerous resources to help students ensure their work does not involve violations, one of which is UNT libraries.
https://guides.library.unt.edu/plagiarism/home
For details on Student Academic Integrity, please review https://policy.unt.edu/policy/06-003
All submitted materials must be original work created specifically for this course. You may not submit work that has been previously submitted for credit in another course or context without explicit permission from the instructor.

Writing Skills:

This is a writing intensive course, and students should prepare accordingly. Students must write grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent manner. Submissions must include complete sentences, correct punctuation and capitalization, and avoid using abbreviations and acronyms without proper clarification. Consider getting support for this course with your writing at the UNT Writing Lab (http://writinglab.unt.edu) and UNT Career Center (https://studentaffairs.unt.edu/career-center)

Discussions:

Discussion Board: Discussions include two parts: 1). each student will submit an initial discussion, and 2). respond to fellow students' discussions. You must submit your initial discussion item first (before Saturday night) in order to respond to other students. Students are encouraged to develop communication networks with other class members via electronic communication vehicles, discussion or chat postings containing responses such as *"I agree", "You are right on track", "I could not agree more", "I disagree"*, etc. will not receive any credit. Your postings must actually add value to the discussion. You can still use these phrases in your posts but if this is the only response posted, no credit will be given. You should respond based on your fellow students' posts and not just use the same responses applied to everyone. Instructors will not grade assignments put in discussion areas. The discussion area is not a place to ask the instructor questions, and please use the *Canvas Inbox Message* for all communication with the instructor.

Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you must notify your instructor at the time of your medical problem. Medical notes must be received during week 1 or 2 of the medical emergency and the documents will not be accepted after that. Requests for an INC or to drop the course must come at the time of the medical emergency

A student is responsible for requesting a medical note, which must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. All requests must comply with standard university policy. Please review UNT's policies for Student Attendance and Authorized Absence.

Required Textbook:

- **Employee Training & Development 8th Edition or newer edition.**
    - **Author –** Raymond Noe
    - **Publisher -**McGraw-Hill Education
    - ISBN: ISBN10: 1260043746 ISBN13: 9781260043747
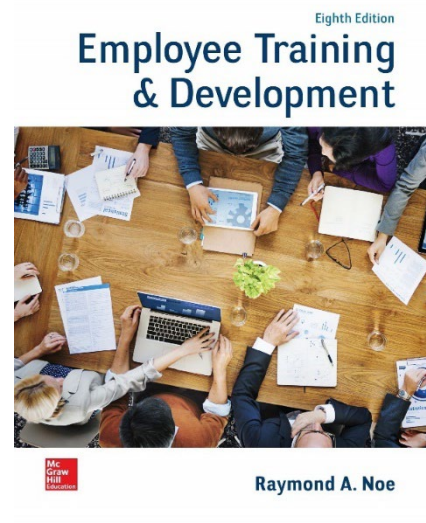
Assignments and Due Date

==All submitted materials should be original and should not have been submitted to other places (or courses) before==

Module	Assignments & Discussion Forums	Possible Points	Due Dates
	Introduction Introduce Yourself ==(1-2 minutes video)==	50	01/18
	Quiz-Syllabus	50	01/18
1	**Introduction to Training, Development, and Strategic T&D Process** • Chapter 1: Introduction to Employee Training and Development • Chapter 2: Strategic Training		
	1st Assignment-A summary report of the interview	100	01/25
	Discussion #1	40	01/25
	Reinforce your knowledge Quiz- Chapter 1	10	01/25
	Reinforce your knowledge Quiz- Chapter 2	10	01/25
2	**Determine Training Needs** • Chapter3: Needs Assessment		
	2nd Assignment Need Assessment Plan	100	02/01
	Discussion #2	40	02/01
	Reinforce your knowledge Quiz- Chapter 3	10	02/01
3	**Learning and Transfer of Training** • Chapter 4: Learning and Transfer of Training		
	3rd Assignment Style of Learning	100	02/08
	Discussion # 3	40	02/08
	Reinforce your knowledge Quiz- Chapter 4	10	02/08
4	**Program Design** • Chapter 5: Program Design		
	4th Assignment Classroom Critique and Improvement Recommendations	100	02/15
	Discussion # 4	40	02/15
	Reinforce your knowledge Quiz- Chapter 5	10	02/15
	==Final Project Topic Approval==	==0==	==02/15==
5	**Training Evaluation** • Chapter 6: Training Evaluation		
	5th Assignment - Evaluation Case Study	100	02/22
	Discussion #5	40	02/22
	Reinforce your knowledge Quiz- Chapter 6	10	02/22

6	**Traditional Training Methods**		
	• Chapter 7: Traditional Training Methods		
	6th Assignment-Reflection on Traditional Training Methods Experience	**100**	**03/01**
	Discussion # 6	**40**	**03/01**
	Reinforce your knowledge Quiz- Chapter 7	**10**	**03/01**
7	**Technology-Based Training Methods**		
	• Chapter 8: Technology-based Training Methods		
	7st Assignment- Technology-based Training	**100**	**03/08**
	Discussion #7	**40**	**03/08**
	Reinforce your knowledge Quiz- Chapter 8	**10**	**03/08**
8	**Employee Development and Career Management**		
	• Chapter 9: Employee Development and Career Management		
	8th Assignment- Career Development Plan	**100**	**03/22**
	Discussion # 8	**40**	**03/22**
	Reinforce your knowledge Quiz- Chapter 9	**10**	**03/22**
9	**Facilitation Strategies**		
	9st Assignment-Development Plan	**100**	**03/29**
	Discussion #9	**40**	**03/29**
10	**Curriculum Design and Development**		
	Submit draft project for peer-review	**20**	**04/12**
	10th Assignment- Peer Review	**145**	**04/19**
	Final project- 4-hour Training Session	**210**	**04/26**
	Final Project Presentation	**100**	**04/26**
	Discussion # 10	**50**	**05/03**
	TOTAL	**1975**	

Tasks	%
▪ Final Project	**24**
▪ Discussions	**23**
▪ Assignments	**46**
▪ Quiz	**7**
Total	**100%**

Assignment 10 Peer-Review draft Project (Three fellow students)

Assessment Criteria	Points Available
The names of the authors and titles of the courses	15
Main page • 3 impressed • 3 suggestions for each Student o At least 300 words for a student	 30 90 10
Total	**145**

Final Presentation

Assessment Criteria	Points Available
Presentation • 10-15 minutes (no more than 15 minutes) • At Least 12 slides (Excluding the introduction and reference slides)- submitted in a PPT file or word document • URL links to the presentation video (YouTube) or MP4	 10 30 60
Total	**100**

	Presentation Slides Criteria
Requirements	At least 12 slides (Excluding the first introduction slide and the final reference slide)
Introduction	First slide: ✓ Topic of your presentation ✓ Presenter name ✓ Presenter title
Body	✓ Each slide normally contains around 25-35 words, unless it is a quote. ✓ Writing clearly, concisely, and grammatically ✓ Logical progression of ideas and supporting information ✓ Providing clear sense of the main idea ✓ Overall content with appropriate use of headings and subheadings. ✓ The fonts are easy to read and font size varies appropriately for headings and texting ✓ Use of italics, bolds, and indentations enhances readability ✓ Text appropriate for length ✓ Text on each slide is legible (color contrast, font size, quantity of text) ✓ Text is grammatically correct/consistent and is spelled correctly

Graphics, images	✓ Consistent visual themes ✓ Using graphics, sound, and animation to assist with overall themes and the enhancement of concepts, ideas and relationships ✓ Using the proper size and resolution of an image enhances the content and the overall experience.
Reference	One slide contains your reference list (resources). You should always give credit for your sources and resources to avoid the plagiarism issue.

Formatting for all paper submissions
- **Most assignments are in _(Word document)_.**
- All papers should be completed by the assigned due date.
- **Plagiarism** will cause seriously issues in terms of academic dis-honest. Check UNT website on cases of Plagiarism. Any suspicious cases are found, your final grade will be "F" and will be reported to the Department / College and University for further actions.

Course Evaluation Scale   Evaluation
- **A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% or below**
- **Grades: If you have questions regarding your grades,** Please understand that I believe it is very important to treat all students under the same criteria.

1. Please first-review the comments section of each assignment to discover why and which areas you have lost points.
2. Second, please review the grading rubrics
3. If you still have questions, please contact your grading teaching assistants with specific questions.
4. The final step - Please contact me via the Canvas Inbox if you would like to discuss.

Letter Grade	Your points/ Possible Points Percentage Range	Descriptive Criteria
A	_90% -100%_	Outstanding, excellent work. The student performs well above the minimum criteria.
B	_80% - 89%_	Good, impressive work. The student performs above the minimum criteria.
C	_70% - 79%_	Solid, college-level work. The student meets the criteria of the assignment.
D	_60% - 69%_	Below average work. The student fails to meet the minimum criteria.
F	_59% and below_	Sub-par work. The student fails to complete the assignment.

Student Support- UNT IT Helpdesk

The UNT Helpdesk is a student technical support team dedicated to deal with issues or technical needs. Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.ht m) for updated hours.

Phone: 940.565-2324
Location: Sage Hall, Room 330
Email: helpdesk@unt.edu
https://aits.unt.edu/support/index.html

16-Week Important Deadlines

	Deadline
Classes Begin.	**01/12**
Census - Official Enrollment Determined Last day to drop a course section to no longer appear on the official transcript and to receive a full refund for the course section. *(Dropping courses may impact financial aid and degree completion. See advisors.)*	**01/24**
Drop with a Grade of W Begins Beginning this date students can drop a course with a grade of W. The course appears on the transcript with a grade of W and tuitions fees remain. *(Dropping courses may impact financial aid and degree completion. See advisors.)*	**01/25**
Last day to change to pass/no pass grade option (undergrads)	**02/20**
Last day for a student to drop a course or all courses with a grade of W	**04/10**
First day to request a grade of Incomplete	**04/11**
End of term.	**05/08**
Thanksgiving Break	**03/09 ~03/15**

https://registrar.unt.edu/registration/fall-academic-calendar.html

Incomplete Grade information

Please review https://registrar.unt.edu/grades/incompletes

University Policies https://policy.unt.edu/policy/06-003

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity (Links to an external site.), 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.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct (Links to an external site.). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.
The Dean of Students Office (opens in a new window) (Links to an external site.) enforces the Code of Student Conduct (Links to an external site.). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

ADA Accommodation

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 the 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 (Links to an external site.). You may also contact them by phone at 940.565.4323.

Emergency Notification & Procedures

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

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

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

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students Taking Distance Education Courses

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/). 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.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings. This course will not employ lecture capture technology to record class sessions. Students will not appear on video. No lecture recordings will be available to you for study purposes and nor reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Communication Parameters

Students should contact the instructor via the instructor's preferred communication (see above). Instructors will   attempt to respond to student emails within five working days. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ   from the parameters in

traditional campus-based classes. Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Canvas email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates. Please be aware that instructors will not be able to respond to "last minute" requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses

- Access course web page and initiate contact with instructor within the first week of the semester. In many cases, this will be BEFORE the first class meeting
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Complete UNT Student Tutorial prior to taking the first Canvas course
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account (Eagle mail and Canvas).
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Review Student Resources prior to taking the first Canvas course.
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines

Online Etiquette

Online etiquette, sometimes called Netiquette, takes special attention because it lacks the visual cues that we rely on to give meaning to communication. Included below are some points to keep in mind throughout the duration of the course.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended; then post the statement. Try to be as matter-of-fact and professional as possible. Avoid using all capital letters.

2. Keep writing to a point and stay on topic. Online courses require a lot of reading. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement. Also, it is important to stay focused and on topic.

3. Read first; write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.

4. An online classroom is still a classroom – be respectful. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructor is very important. Be respectful of each other's opinions at all times

Information for All LTEC Courses

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes all web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence   if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments

Honesty and Integrity

 The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence   upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic   material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in

academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

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

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

For students who have questions about academic planning, need to drop one or all courses, or learn more about academic dates and deadlines, please be sure to speak with your academic advisor/counselor and consult the following UNT resources for planning and guidance:

- **Advising @ UNT: http://advising.unt.edu/**
- **Counseling Services: http://studentaffairs.unt.edu/counseling-testing-services**
- **Dropping a class: https://registrar.unt.edu/registration/dropping-class**
- **Incomplete (I) grades: http://registrar.unt.edu/grades/incompletes**
- **Dean of Students Policies https://deanofstudents.unt.edu/policies**