| | UNIVERSITY OF NORTH TEXAS |
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| | *G. Brint Ryan College of Business* |
| | MGMT 3880, Business Ethics and Social Responsibility |

## COURSE INFORMATION

- MGMT 3880 / Business Ethics and Social Responsibility
- Fall 2020

This course is offered as a fully online course, with a synchronous class meeting during the scheduled period on Thursday's from 9:30 – 10:50 am.

### Professor / Instructor Contact Information

- Tracy L. Dietz, Ph.D., Associate Dean for Assessment & Academic Reporting
- BLB 290F (working from home regularly due to COVID-19 precautions)
- 940-565-3534 (voice); 940-565-4930 (FAX)
- Face-to-Face Zoom Office Hours are Monday from 9:30 am until 10:30 am.  I am also available most other days by appointment.
- tracy.dietz@unt.edu

### About the Professor / Instructor

*I earned a doctorate in Sociology from UNT in 1995.  Upon completion of the doctorate, I accepted a position as a post-doctoral research fellow at the University of New Hampshire to study scale development (metrics creation).  I remained at UNH from January 1996 through July 1997.  In August 1997, I began as a tenure-track professor in the Sociology and Anthropology department at the University of Central Florida and was tenured in 2003.  In 2006, I accepted a position in the Office of the Provost at UCF where I managed our state mandated academic program assessment, worked on compliance issues related to both SACS (Southern Accreditation of Colleges and Schools) and program assessment (business, nursing, engineering, etc).  I also served as chair of the IRB to ensure compliance with federal policies related to the treatment of human subjects in research protocols at the university.  I came to UNT as Associate Dean in the College of Business in August 2009, where I oversee accreditation and academic reporting (U.S. News and World Report, for instance) and am a tenured associate professor in the Department of Management.*

## Materials – Text, Readings, Supplementary Readings

- You are required to have CONNECT account associated with the following text:

Lawrence & Weber, Business and Society: Shareholders, Ethics, Public Policy (16<sup>th</sup>) edition.  This is available through McGraw-Hill.  The Connect Account and Text are paired with the Canvas page.

- Additional required readings are available electronically through the course Canvas page.

## Course Description

- This course will give students an understanding of the strategic purposes of the firm as both an economic and social entity within society.  The course is presented in a completely online format.   Corporate Social Responsibility, and Stakeholder Management In-Depth.  A case-based approach is used which applies ethical frameworks and theory to a wide range of business behaviors in the real world.

- Course is delivered remotely with half of the course delivered online in an asynchronous, self-paced format.  The other half of the course will be delivered synchronously via ZOOM.   The synchronous Zoom meetings will rely heavily on discussions related to the topic of the week.  Please be prepared to participate in those discussions.

## Learning Objectives

### I.	Business Ethics

Students are introduced to the types of ethical conflicts that occur in the workplace, the reasons behind these conflicts, and methods for resolving them.  The profile of a sound corporate ethics program is introduced.  Students will be challenged to analysis current ethical conflicts highlighted in the press.  Ethical conflicts in the workplace are analyzed using the stakeholder management framework.  Objectives for this section include:

1.	The ability to identify an organization's stakeholders.
2.	The ability to recognize and present alternatives to ethical conflicts in the workplace.
3.	The ability to present an argument for the strategic advantages of good business ethics.
4.	The ability to recognize a well-developed corporate ethics program.
5.	The ability to recognize and analyze current events in the business world related to ethics.

## II.      Corporate Social Responsibility

Students will develop an understanding of the concept of corporate social responsibility or "corporate citizenship."  Social auditing or accountability for reporting a company's social performance, in addition to financial performance, is introduced.  Practical management, focusing on four key groups will enlighten students to the types of stakeholder challenges in the modern work environment.  Objectives for this section include:

1.      The ability to present an argument for the strategic advantages of good corporate citizenship.
2.      The ability to "social audit" or evaluate a company's performance in relation to stakeholder responsiveness and management.
3.      The ability to recognize the need for change in corporate citizenship strategies and the profile of a firm with a progressive approach.
4.      The ability to identify the influence of an issue/policy/ program/decision on each of a firm's key stakeholder groups.

## III.     Stakeholder Management In-Depth

This final section of the course goes into depth on issues and management challenges with key stakeholder groups while operating in a globalized world.  Students will learn methods for managing these issues proactively to maintain good corporate citizenship.  Objectives for this section include:

1.      The ability to identify the influence of an issue/ policy/program/decision on each of a firm's key stakeholder groups.
2.      Recognition of the importance of business/government relations.
3.      The ability to understand a public or social issue and the influence it can have on a firm, its reputation and operations.
4.      The ability to recognize and respond to issues that are important to various stakeholder groups, including consumers, employees, and the community.
5.      The ability to identify strategies for managing an issue and/or crises, including media relations.
6.      The ability to understand current complex public issues like environmental affairs.

## Teaching Philosophy

*Content in the module presentations are closely linked to the readings with the inclusion of additional supplementary materials used to enhance understanding of the material or to bring focus to a specific issue with respect to employment.  Discussion topics are based upon material found in the readings and online modules, often based upon the application of what you have learned.  Similarly, assignments will require the same application and critical thinking.*

## TECHNICAL REQUIREMENTS / ASSISTANCE

The following information has been provided to assist you in preparation for the technological aspect of the course.

UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
Please visit https://community.canvaslms.com/community/answers/guides/ for more information on browser and system requirements.

### Minimum Technical Skills Needed:

*Using the learning management system*
*Using email with attachments*
*Creating and submitting files in commonly used word processing program formats*
*Copying and pasting*
*Using Zoom*

## STUDENT TECHNICAL SUPPORT

The University of North Texas UIT Student Helpdesk provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Our hours are:
- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

## ACCESS & NAVIGATION

### Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Canvas. To get started with the course, please go to access the course through your My.UNT page.

You will need your EUID and password to log in to the course.  If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Resources

As a student, you will have access to these resources:

- The Student Helpdesk is available at https://it.unt.edu/helpdesk

- If you have not used Canvas before, please consider reviewing materials found at https://clear.unt.edu/canvas/student-resources.  The Canvas Getting Started and Canvas Student Guide can be used to answer most questions

Student Academic Support Services

Links to all of these services can be found on the Academic Support tab within Canvas.

- **Academic Resource Center**: buy textbooks and supplies, access academic catalogs and programs, register for classes, and more.
- **Center for Student Rights and Responsibilities**: provides Code of Student Conduct along with other useful links.
- **Office of Disability Accommodation**: ODA exist to prevent discrimination on the basis of disability and to help students reach a higher level of independence.
- **Counseling and Testing Services**: CTS provides counseling services to the UNT community as well as testing services; such as admissions testing, computer-based testing, career testing and other tests.
- **UNT Libraries**: online library services
- **Online Tutoring**: chat in real time, mark up your paper using drawing tools and edit the text of your paper with the tutor's help.
- **The Learning Center Support Programs**: various program links provided to enhance the student experience.
- **Supplemental Instruction**: program for every student, not just for students that are struggling.
- **UNT Writing Lab**: offers free writing tutoring to all UNT students, undergraduate and graduate.
- **Math Tutor Lab**: located in GAB, room 440.
- **Succeed at UNT**: how to be a successful student information.

Being a Successful Online Student

-What Makes a Successful Online Student?
-Self Evaluation for Potential Online Students

## How the Course is Organized

The course is structured into 15 modules. The modules will include a presentation of related material and an online, synchronous class meeting each week. Students will be expected to actively participate in these discussions using webcam and Zoom. Students will also be required to complete three exams. These exams will be objective, multiple-choice/true false, essay, and short-answer exams. Exams will be timed. Students will be required to use a webcam and lockdown browser for exams. In addition, students will complete one individual paper due near the end of the semester as well as reading and answering questions about a case for each module and some short assignments, labeled "Quick Report" throughout the semester.

## What Should Students Do First?

*To begin the course, start with the first module. Modules for the next week will be opened automatically at 10:50 am following the synchronous class meetings on Thursday. The only exception is that the first module will be opened at 8 am on Monday, August 24, 2020. All assignments are due on the Thursdays we discuss the material for that module.*

## How Students Should Proceed Each Week for Class Activities

*Completion of modules should begin by the student reading the required content module and referenced reading and supplemental materials. In the module, make sure to review any videos, readings included in the module, and websites linked in the text of the presentation. After reviewing all related materials, students should complete the assigned case analysis and/or short assignments contained in the module. Rubrics are provided for more detail on how discussions and assignments will be evaluated.*

COURSE REQUIREMENTS

1. The student will access and follow all course instructions found in the weekly/unit content area of the Canvas course.

2. The student will review all material provided in the module.

3. The student will complete the assigned online exams/quizzes by accessing the 'assessment' tool in the Canvas course. *These occur at the end of Module 5, Module 10, and Module 15.*

4. The student will respond to posted online course discussion questions using the Canvas discussion tool.

5. The student will complete short reports described in the modules.

6. The student will complete a short term paper and submit through Canvas.

COMMUNICATIONS

*Information about the communication tools in the course and how they will be used:*
*- Announcements*
*- Email / Messages*
*-Discussions*

**Interaction with Instructor and Other Students Statement**: *Students are encouraged to contact me about individual matters or questions through my UNT email address,* [tracy.dietz@unt.edu](mailto:tracy.dietz@unt.edu). *I will respond to other communication methods but typically have access to the above address most of the day and I may respond more quickly to the above.*

*Students are encouraged to engage in PROFESSIONAL communication behaviors in this course. Remember that you can never foretell who may be your superior or someone you might want to work with on something in the future. Please remain courteous. This is not to say you should refrain from being critical or debating. But that critique and debate should always remain on a professional plane. Remember that in the electronic environment we cannot evaluate body language or paralanguage (how something is said rather than the meaning of the individual words). Before hitting send/submit reconsider what you have said to make sure it accurately reflects your sentiment and is not likely to be misinterpreted. If you are reading something that seems offensive, you should take a moment to reflect on whether there may be a*

*miscommunication problem. From my experience, students rarely are trying to be offensive or overly critical of one another but sometimes it gets interpreted that way.*

*Some helpful tips for professional communication online:*

- *Don't use all caps – it is intended to designate shouting.*
- *Respect other's privacy by maintaining confidentiality and being ethical.*
- *Use the "Would I say it in person" question before hitting submit.*
- *Remember that you are not the only one in the class and others may need/want to participate.*
- *When sending emails, don't reply all unless it is important to all.*
- *Don't engage in flaming.*
- *Try to use proper grammar, spelling, etc. Again, remember you never know who may be reading your postings.*
- *Remember that there is a difference between substantiated facts and opinions. Don't confuse the two in your postings.*
- *Remember that the students in the course may come from different professional backgrounds and be at different stages in their education. Please be considerate when using acronyms. It is helpful to include the spelled-out phrase/name.*

## ASSESSMENT & GRADING
### Assessments
*This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc. The online portion of each new week's module will be available to you at* 10:50 am on Thursday.

1. Examinations: You will have three exams. Each exam covers the material for that unit and will consist of multiple choice, short answer and/or essay questions covering information from the class discussions and readings, including the cases from the modules. Each examination will be worth 200 points toward your final grade. They will be a timed tests. Learning Objectives Assessed: I-1, I-5, II-1, II-3, II-4, III-1, III-2, III-5

2. Case Analyses: You will be expected to complete a case analysis for each module.  These consist of the review of material related to a relevant case for the module and answering some questions about the case.  These cases are found at the end of chapters in your book.  For each case, you will complete a quiz online at the end of the module.  Each analysis will be worth 15 points (Total of 15 Cases).

   Learning Objectives Assessed: I-2, I-3, I-5, II-2, II-3, II-4, III-3, III-4, III-6

3. Discussions:  Throughout the semester we will engage in a group discussion during the synchronous zoom sessions.  You are expected to participate in these discussions. These discussions will be worth 10 points each. (Total of TEN Discussion Postings).  The first week's discussion will be a "getting to know each other" session and will be ungraded.

   Learning Objectives Assessed: I-2, I-3, I-4, I-5, II-3, III-3, III-4

4. Quick Reports:  Throughout the semester you will be asked to complete some short assignments/written papers that will be submitted online through Canvas.  These assignments will be worth 20 points each.  (Total of FIVE assignments).

   Learning Objectives Assessed: I-3, I-4, I-5, II-1, II-2, II-4, III-3, III-5, III-6

5. *Individual Paper:  Students will select one relevant current or recent (within last 5 years) case of where a company demonstrated poor ethical decision-making and will write a brief discussion of that case.  More information about the components of that paper are available in the online module.  This paper will be worth a total of 125 points.*

   *Learning Objectives Assessed: Because this assignment allows students the flexibility to select their own case for analysis, the precise learning objectives assessed may be unique to each student.  However, the assignment is designed to allow the student to demonstrate the ability to identify a case of poor ethical decision-making, analyze the circumstances around it and develop an integrated response.*

6. *All seminar participants should follow all rules regarding academic integrity.  Any student who violates this standard will be prosecuted to the fullest extent of the UNT regulations.  Do not cheat and do not plagiarize.  Doing so will result in my filing a formal complaint with the appropriate dean and failing you for the semester or assignment.  If you quote exactly from a source, you must use quotation marks and reference precisely (including page number) and if you paraphrase you must reference appropriately.  Failure to do so equates to plagiarizing and can result in your failure of the course and dismissal from the university with disciplinary*

notations on your transcript. However, you should note that using any material that is not common knowledge or your own independent, original thought must be referenced. For more information please go to http://owl.english.purdue.edu/handouts/research/r_plagiar.html.

Grading
  Total Points Possible for Semester = 1150

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| 1035-1150 = A |
| 920-1034 = B |
| 805-919 = C |
| 690-804 = D |
| Below 690 = F |

## The Week

Due dates and times are noted in the course schedule. Late assignments will not be accepted unless you have made arrangements with the instructor.

## Assignment Submission Instructions

*To access and submit exams, you will go to the "assessment" section after completing Module 5, Module 10 and Module 15. Exams will be completed and submitted online. Each quiz is timed and can be accessed only one time within the scheduled time window. Please read the on-screen instructions carefully before you click "Begin Assessment". After each quiz is graded and released, you may go back to the Assessments page and click "View All Submissions" to review your exam results.*

*Papers should be constructed in a word processing program and submitted as either a Word or PDF file through Canvas through the assignment page. Papers will be reviewed by TurnItIn.*

*Follow instructions provided in modules for the activities.*

ACADEMIC CALENDAR/COURSE DESIGN

| Mod # | Module Title | Assignments/Activities | Due |
|---|---|---|---|
| 1 | The Corporation and Its Stakeholders; Managing Public Issues and Stakeholder Relationships | Read Chapters 1 & 2 Review Content Module | |
| | | Participate in Discussion 1 (ungraded) | 9:30, Thurs., August 27 via Zoom |
| | | Case Analysis 1 | 9:30, Thurs. August 27 via Canvas |
| 2 | Corporate Social Responsibility and Citizenship | Read Chapter 3 Review Content Module | |
| | | Participate in Discussion 2 | 9:30, Thurs., September 3 via Zoom |
| | | Case Analysis 2 | 9:30, Thurs, September 3 via Canvas |
| 3 | Business in a Globalized World | Read Chapter 4 Review Content Module | |
| | | Submit Quick Report | 9:30, Thurs, September 10, via Canvas |
| | | Case Analysis 3 | 9:30, Thurs, September 10, via Canvas |
| | | Participate in Discussion 3 | 9:30, Thurs, September 10, via Zoom |
| 4 | Ethics and Ethical Reasoning | Read Chapter 5 Review Content Module | |
| | | Case Analysis 4 | 9:30, Thurs, September 17, via Canvas |
| | | Participate in Discussion 4 | 9:30, Thurs, September 17 via Zoom |
| 5 | Organizational Ethics | Read Chapter 6 Review Content Module | |
| | | Submit Quick Report | 9:30, Thurs, September 24, via Canvas |
| | | Case Analysis 5 | 9:30, Thurs, September 24, via Canvas |
| | | Exam 1 | BEGINS at 9:30, Thurs, September 24, via |

| | | | Canvas |
|---|---|---|---|
| 6 | Business-Government Relations; Influencing the Political Environment | Read Chapters 7 & 8 Review Content Module | |
| | | Participate in Discussion 5 | 9:30, Thurs, October 1, via Zoom |
| | | Case Analysis 6 | 9:30, Thurs, October 1 via Canvas |
| 7 | Sustainable Development and Global Business; Managing for Sustainability | Read Chapters 9 & 10 Review Content Module | |
| | | Participate in Discussion 6 | 9:30, Thurs, October 8, via Zoom |
| | | Case Analysis 7 | 9:30, Thurs, October 8, via Canvas |
| 8 | The Role of Technology; Regulating and Managing Technology | Read Chapters 11 7 12 Review Content Module | |
| | | Case Analysis 8 | 9:30, Thurs, October 15, via Canvas |
| | | Participate in Discussion 7 | 9:30, Thurs, October 15, via Zoom |
| 9 | Shareholder Rights and Corporate Governance | Read Chapter 13 Review Module Content | |
| | | Submit Quick Report | 9:30, Thurs, October 22, via Canvas |
| | | Case Analysis 9 | 9:30, Thurs, October 22, via Canvas |
| | | Participate in Discussion 8 | 9:30, Thurs, October 22, via Zoom |
| 10 | Consumer Protection | Read Chapter 14 Review Content Module | |
| | | Case Analysis 10 | 9:30, Thurs, October 29, via Canvas |
| | | Exam 2 | BEGINS at 9:30, Thurs, October 29, via Canvas |
| 11 | Employees and the Corporation | Read Chapter 15 Review Content Module | |
| | | Case Analysis 11 | 9:30, Thurs, November 5, via Canvas |

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|---|---|---|---|
| | | Participate in Discussion 9 | 9:30, Thurs, November 5, via Zoom |
| 12 | Managing a Diverse Workforce | Read Chapter 16 Review Module Content | |
| | | Submit Quick Report | 9:30, Thurs, November 12, via Canvas |
| | | Case Analysis 12 | 9:30, Thurs, November 12, via Canvas |
| | | Participate in Discussion 10 | 9:30, Thurs, November 12, via Zoom |
| 13 | Business and Its Suppliers | Read Chapter 17 Review Content Module | |
| | | Participate in Discussion 11 | 9:30, Thurs, November 19, via Zoom |
| | | Case Analysis 13 | 9:30, Thurs, November 19, via Canvas |
| 14 | The Community and the Corporation | Read Chapter 18 Review Content Module | |
| | | Submit Quick Report | 9:30, Thurs, November 26, via Canvas |
| | | Case Analysis 14 | 9:30, Thurs, November 26, via Canvas |
| 15 | Managing the Public and the Corporate Reputation | Read Chapter 19 Review Content Module | |
| | | Case Analysis 15 | 9:30, Thurs, December 3, via Canvas |
| | | Individual Paper Due | 9:30, Thurs, December 3, via Canvas |
| | | Final Discussion – wrap up (ungraded) | 9:30, Thurs., Dec. 3, via Canvas |
| 16 | FINAL EXAM | FINAL EXAM | BEGINS at 8:00 am, Thurs, December 10, via Canvas |

COURSE EVALUATION

*Course evaluations will be conducted at the end of the semester via SPOT.  The College asks that all students complete the course assessment.  If 85% or more of those enrolled complete the SPOT assessment, I will award an additional 10 bonus points to everyone's grade.*

## SCHOLARLY EXPECTATIONS

All works submitted for credit must be original works created by the scholar uniquely for the class.  It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor.

RESOURCES

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Canvas on the "Academic Support" tab.

UNT Portal: http://my.unt.edu

UNT Canvas Student Resources: Technical Support: http://www.unt.edu/helpdesk/

UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students

UNT Academic Resources for Students:  http://www.unt.edu/academics.htm

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/  There is also a lab in the BLB.  In addition, computers may be checked out from the UNT Library.

COURSE POLICIES

Assignment Policy
*Due dates for assignments are located in the instructions for each assignment.  However, the general rule is that all assignments will be due at 9:30 am on the Thursday of that week's module. The next assignment will then open at that time.*

Examination Policy
*If you lose connectivity during the timed, mid-term exam immediately attempt to log back in and complete the exam.  If additional problems occur, please contact the Help Desk to obtain a record of the problem (obtain a remedy ticket number) and contact me via email immediately, providing that ticket number.  Failure to make these contacts will result in no remedy for the issue. Students are given one week to complete each exam and thus make-ups are generally not granted.  Only in EXTREME Circumstances will I allow a make-up exam.  Such circumstances will require appropriate documentation.  I do understand, however, that the circumstances surrounding COVID-19 and the need for increased connectivity there may be some technical*

*issues related to slow connections and the like.  We will just have to work through those as they arise.*

## 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.  Although this course is being taught remotely, it is important to let me know if you find you are unable to fulfill the responsibilities associated with the course.

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**

This course is designed as a remote, synchronous course.  Students will need access to a webcam and microphone to participate in fully remote portions of the class.  Students will need access to a reliable internet connection.  With the numbers of activities taking place remotely right now, there may be times when we all have slow or no internet connectivity.  If you are having difficulty with this, let me know as soon as possible.  If I am breaking up during synchronous sessions, please let me know.  It is ESPECIALLY IMPORTANT to let me know if this is occurring during a timed activity such as our exams.

Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

## Instructor Responsibilities and Feedback

- *My responsibility in the course is helping students grow and learn; responsible for providing clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, continually reviewing and updating course content, etc.;*

- *I will provide **feedback** within 24 hours during the work week and no later than Monday morning, 10 am, if you contact me over the weekend.  I will make every effort to have*

*discussion posting and assignments graded no later than Monday of the week AFTER they are due.*

### Late Work
*Late work will not be accepted except under extreme, documented circumstances.*

### Class Participation
*Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Synchronous portions of the course will rely heavily on group discussion of the topic that week.  Students are expected to actively participate in those discussions.  Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.*

### Virtual Classroom Citizenship
*The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.*

### Incompletes
*I generally do not award incompletes in courses.  Should a circumstance arise that you are unable to complete the course and it is after withdrawal deadline, please be prepared to provide documentation of why you cannot complete the course.*

### Copyright Notice
Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu.

### Syllabus Change Policy
*It should be anticipated that the syllabus will remain as provided.  Under extreme circumstance (recall the winter that UNT closed the entire week of finals), it may be necessary to alter the syllabus or timeline.  Given the uncertainty that COVID-19 has created, please understand these "extreme circumstances" could arise.  If I discover it necessary to alter the syllabus, you will be informed via email and an announcement on the course website.  While I hope there will be no*

*need to change any of these components, it is important for us to all be flexible and plan for the unplanned.*

### Policy on Server Unavailability or Other Technical Difficulties

*The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. Obtain a ticket number from the helpdesk and send to me. With this information, the instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.*

### UNT POLICIES

### Student Conduct and Discipline: *Student Handbook*.
*Please refer to the UNT Faculty Handbook or your department regarding the Student Code of Conduct Policy.*

### Academic Honesty Policy

You are encouraged to become familiar with the University's Policy of Academic dishonesty found in the *Student Handbook*. The content of the Handbook applies to this course. Additionally, the following specific requirements will be expected in this class: (enter specific requirements). If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

### ADA Policy

### As per the Office of Disability Accommodation, a syllabus for a course SHALL include the following statement:

*The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours*

*or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at* http://disability.unt.edu/. *You may also contact them by phone at 940.565.4323.*

*All videos included in the modules either have closed captioning or I have included a transcript in the module resources.*

### Add/Drop Policy
*Please refer to the UNT Faculty Handbook or your department regarding the Add/Drop Policy.*

### 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 at http://www.oea.gov/index.php/links/electronic-code-of-federal-regulations. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document:  http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml

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.