International Management (MGMT 5660)
Spring 2023 (8W2: March 20 – May 12)

Instructor Contact

Name: Tracy L. Dietz
Pronouns: Dr., She, Her
Office Location: Room 290F (RCOB Dean's Office), Business Administration Building
Phone Number: (940) 565-3534
Office Hours: Monday, 10:00 am – 12:00 noon via Zoom, Other times via Zoom and Face to Face are available by appointment.
Email: tracy.dietz@unt.edu

Communication Expectations: I will share news, course updates, and CEE debriefings with the class using the Announcements tab in Canvas. Ensure that you check this section at least twice a week, or (better) have the announcements forwarded to your email to receive instant intimation. The 'In-Box' tool in Canvas will be used by the instructor to correspond with students individually. Please ensure that you check in with Canvas regularly for Announcements and In-Box updates and requests.

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

Barring unforeseen circumstances, you should expect assignments to be graded within three-five (3-5) days of their submission.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

This course is designed to expose the student to international aspects of management. Issues covered in the course include cultural differences in management applications, the management of multinational corporations, and the integration of domestic business functions and international operations.

Course Structure

Classes will be conducted using online discussions and reflection assignments. The discussions are designed to foster cooperative learning. They will elaborate on and extend the content of the readings, help students learn new theoretical concepts and frameworks, and offer them the opportunity to apply this learning to international business situations. For this method of instruction to work effectively, the

student must read and analyze all assigned materials. A good rule of thumb is to spend as much time analyzing the assigned material as you would reading it.

The reflection assignments are designed to encourage the student to review, integrate, and apply required materials to their own learning.

Recognize that a week in an 8-week summer semester is equivalent to two weeks in a regular 16-week semester. The knowledge-acquisition and skills-building workloads of this summer course reflect its compressed timeline. Students can expect to spend an average of 10-12 hours per week on knowledge-acquisition and skill-building activities in this course.

Instructional Materials

- PowerPoint slide decks have been provided in Canvas for chapters of the textbook that are covered in this course. Links to these PowerPoint files for the 12 chapters covered in the course can be accessed in the 'Modules' folder in Canvas.
- Additional content developed by your instructor is also available in the module and should be reviewed as part of the required content of the course. This includes any materials that have links in the modules.

Event Timings

All times stated in this course will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

Course Meetings

This course is completely asynchronous. There will be NO mandatory meetings. However, I will hold office hours including on line ones. You will see that I have a Zoom meeting scheduled weekly for the course. This is solely for office hours. You do not need to plan to "attend". Further, if the timing for this does not work for your schedule, reach out to me and we can arrange an alternate meeting.

Group Formation

Groups will be formed by the instructor. Members of each group will work together in discussion forums to complete six Critical Event Exercises (CEEs).

Course Prerequisites or Other Restrictions

There are no prerequisites for this course.

If you have had limited formal exposure to the fundamental principles of macro-economic & micro-economics, the industrial organization, organizational behavior, marketing, finance, and operations management, in your undergraduate program of study, or elsewhere, you are urged to review underlying theories and practical relevant in these knowledge areas. This course will build on fundamental issues inherent in these streams of learning. It would be helpful if you build competencies in those areas immediately. Provided below is a resource "toolbox" that includes links to online primers that could help you build such knowledge capabilities or could serve as 'refreshers.'

Pre-Course Competency Development Toolbox (click on the links to review related materials)

- [Introduction to Macroeconomics](https://www.investopedia.com/terms/m/macroeconomics.asp) (https://www.investopedia.com/terms/m/macroeconomics.asp)
- [Introduction to Microeconomics](https://www.investopedia.com/microeconomics-4689797) (https://www.investopedia.com/microeconomics-4689797)
- [What is an Industrial Organization?](https://www.investopedia.com/terms/i/industrial-organization.asp) (https://www.investopedia.com/terms/i/industrial-organization.asp#:~:text=Industrial%20organization%20is%20a%20field%20of%20economics%20dealing,applies%20the%20economic%20theory%20of%20price%20to%20industries)

- [Fundamentals of Organizational Behavior](https://www.investopedia.com/terms/o/organizational-behavior.asp) (https://www.investopedia.com/terms/o/organizational-behavior.asp)
- [Fundamentals of Human Resource Management](https://www.investopedia.com/terms/h/humanresources.asp) (https://www.investopedia.com/terms/h/humanresources.asp)
- [Principles of Marketing](https://www.investopedia.com/marketing-essentials-4689814) (https://www.investopedia.com/marketing-essentials-4689814)
- [Financial Management](https://www.investopedia.com/terms/s/strategic-financial-management.asp) (https://www.investopedia.com/terms/s/strategic-financial-management.asp)
- [Financial Analysis of the Firm](https://www.investopedia.com/financial-analysis-4427788) (https://www.investopedia.com/financial-analysis-4427788)

Course Objectives

Upon successful completion of this course, learners will be able to (numbered in order of presentation):

1. Evaluate the multidimensional nature of globalization and identify its key drivers (Chapter 1)

2. Describe the factors that influence the national business environments (Chapters 2, 3, & 4)

3. Evaluate international trade theory and describe the factors influencing foreign direct investment (Chapters 5, & 7)

4. Analyze international opportunities, formulate international strategy, and select an international entry mode (Chapters 11, 12, & 13)

5. Develop international marketing/operations/finance/human resource strategies (Chapters 14, 15, & 16)

Materials

Textbook

International Business – The Challenges of Globalization, 9th ed., J. Wild, & K. Wild, Pearson, 2019. ISBN: 9780134729220. (Available at the UNT Bookstore)

Teaching Philosophy

Classes will be conducted using online discussions designed to foster cooperative learning and reflection assignments designed to allow the student to review and apply material they have read in their text and in the content sections of the modules. Discussions will elaborate on and extend the content of the readings, help students assimilate theoretical concepts and frameworks, and offer opportunities to apply

what they have learned to business contexts. For this method of instruction to work effectively, the student must read and analyze all assigned materials.

To maximize your learning experience in the course, stay fully engaged in weekly course activities. Two distinct learning elements will be nurtured during the course – (1) knowledge acquisition and (2) skills-building.

Knowledge-Acquisition: Each week, students should begin the knowledge acquisition process by reading chapters assigned for that week. Give yourself adequate time early in the week to read the assigned chapters and to review the associated PowerPoint slide deck(s) available in Canvas. Then spend some more time reviewing the "Take-Away Concepts" sections, and answering the "Discussion Questions," and addressing the "Ethical-Social Issues" presented by the authors of the textbook. This will help you ratify the knowledge acquired from the textbook and prepare you for Critical Event Exercises (CEEs) and the examinations.

Skills-Building: Every week, the student should follow the knowledge acquisition process by getting involved in the skills-building component of the course for that week. There are two types of skill-building activities conducted every week – "Current Event Exercises" (CEEs) and "Reflection Assignments" (RAs). These activities will be undertaken during the weeks when we do not have an examination scheduled. Details on the content and process associated with these activities are provided in the relevant sections below. Commit to participating in these activities with a high level of engagement.

Course Work

Current Event Discussions (CEDs) (150 points)

Students will participate in six (6) Current Event Discussions (CEDs) during the semester. Your instructor will post an article, news video link, etc. in the discussion board for students to discuss. These are designed to provide students with multiple opportunities to work together and "apply theory to practice." That is, it allows the student to jointly experience, first-hand, how international management theory can be applied to explain, understand, interpret, and predict real-world events.

Each discussion forum will open at 1:00 am on Friday and close at 11:59 pm on Thursday, with the exception being the first forum which will open at 8:00 am on Monday, March 20.

The Process

You will be assigned to small groups to make the discussions more manageable and hopefully more meaningful. Although you will introduce yourselves to the entire class the first week of the term, please introduce yourselves again to your discussion teams the first week. You will be assigned to the same team through the entire course. I will be reading your comments and will pop in here and there but I REALLY want these discussions to be student-centered and student-driven.

Step-1: Read the "assignment" and any accompanying materials. Formulate your initial post. If others have already made comments, you should try to add something NEW to the discussion. If

someone else has discussed the topic relative to marketing and you feel there is an HR angle, then feel free to add to the discussion along the new line of thought.

Step-2: Review the initial post submission of one individual in the discussion forum, and then post an insightful 'response post' immediately below that individual's initial post (use the reply button). Please ensure that you do the following:

- If you disagree with your group member, do not be afraid to say so but be respectful about it
- Provide supporting evidence where possible in your response.

CED Submission Schedule

- Each discussion forum will open at 1:00 am on Friday (exception is the first one which will open at 8:00 am on Monday, March 20).
- *Step-1*: You must complete the 'initial post' submission by 11:59 pm on Tuesday.
- *Step-2*: Your 'response post' to a group member's initial post must be submitted by 11:59 pm on Thursday.

For the discussion forum to run smoothly, you must do your part to make timely initial posts so that others are afforded adequate time to respond to them. Hence, **each late initial submission made after 11:59 pm on Tuesday will incur a late penalty** (3 points).

Guidelines For Developing a Valuable Initial Post'

Each chapter has learning objectives outlined in the powerpoint slides in each module. Your 'initial post' should focus on _one_ of the learning objectives from the chapters assigned for that week when possible. Or, if you feel there is substantive opportunity to use a learning objective from a previous module, feel free to use one of those. Be advised that the instructions from your professor may change slightly from one week to the next. For instance, one week you may be instructed to read about an event in the news. Another may require you to watch a video highlighting something related to the chapters for that week. Another week you may be asked to find a company doing something well or poorly. You will usually be given additional instructions to help you develop your initial post as well as follow-up comments.

Grading for the initial post (out of 15 points): This grade will be based on (1) depth of understanding of the learning objective, (2) appropriateness of the application to the current event and your ability to demonstrate how the article helps address, illustrate, support, explain, or exemplify the material on the learning objective chosen by you, and (3) quality of the insights/takeaways (learning experience) offered by the post to members of the discussion forum.

Guidelines For Developing an Insightful CED 'Response Post'

As noted earlier, your 'response post' must address a group member's 'initial post'. It should include a meaningful comment on the takeaway that _you_ garnered from that post. Note that merely agreeing to what was stated in the post is not sufficient and will not receive any points. You need to dig deeper and build on what the poster has said. More specifically, your response post must consist of:

Paragraph-1: Agree or disagree with the other participant's post and provide a comprehensive rationale for your stance (e.g., you disagree because you view the issue differently. . ., or perhaps, you question some of the assumptions inherent in the original post. . .).

Paragraph-2: Irrespective of whether you agree or disagree, you must provide evidence (i.e., provide one or more citations/references) to support your contention. Please provide an explanation of how the citation/reference supports your contention.

Paragraph-3: Highlight important *new international management* insights/takeaways/learning experiences that your discussion brings to the table so that other members in the discussion forum can benefit from reading your response post.

The grade for the response post (10 points): You must respond meaningfully to the original post. Your response will be graded based on (1) depth of understanding of the learning objective, (2) appropriateness of the selected sources and ability to demonstrate how it helps address, illustrate, or support your contentions, and (3) quality of the new insights/takeaways/learning experiences that *you* offer.

Reflection Assignments (RAs) (300 points)

You will complete six "Reflection Assignments" (RAs) in this course. In each RA, you will be asked to respond to a series of questions.

RAs are designed to encourage retrospective thinking. Such exercises are critical to student learning. By encouraging you to revisit and rethink deeply about the material that was just covered in the chapter, each reflection,

- Provides you an opportunity to conduct circumspect introspection
- Confirms your understanding of what you have assimilated from the chapter
- Embeds the information in your mind in ways that make it is easier to retrieve in the future.

Further, your answers will help your instructor understand what you are learning in class and how the instructor could enhance your learning experience. They also provide you with the opportunity to ask questions.

RA Posting Logistics

The 6 RAs can be found in the Assignments Folder in Canvas. Each RA will open at 1:00 am on Friday and will be due at 11:59 am on Thursday.

The g*rade for the Reflection Assignment*: You will be asked to respond to specific prompts. The points weight for the prompts can vary and are provided in each Reflection Assignment. You must respond meaningfully to each prompt, and your responses will be graded based on the quality and comprehensiveness of your 'reflection.'

Examinations (400 points)

Two examinations are scheduled during the semester. The examinations are designed to assess your understanding of key concepts associated with international management. Each examination will consist of essay-type questions from the assigned chapters, online reading and any materials such as videos you are directed to review.

Most questions on the examinations will require you to apply the theory and insights provided in the textbook to analyze a real-world situation. You get no points for splicing together personal opinions, and logical arguments that sound "cool" but are not guided by the relevant theoretical concepts, frameworks,

and analytical processes presented in the textbook. That is, you will need to demonstrate a command of the material in the textbook by structuring a response that is guided by what is provided in the related chapter(s), and if asked to, demonstrate your ability to apply that theory to a real-world scenario. You get no points for regurgitating material from the textbook.

To adequately respond to each question and to complete the examination in the allotted time, you must be thoroughly conversant with the content of the assigned chapters of the textbook before you sit for the examination. Deep thinking and dedicated engagement in the discussions and reflections can help you attain a higher level of understanding of the material in the textbook.

Some questions on the examinations may require you to identify and choose from multiple approaches or solutions to the problem posed in the question. In such situations, always explain how you used the relevant material in the textbook to help you systematically select the option that is the most appropriate. Examples of such situations include, but are not limited to, the selection from among appropriate theories of trade and investment, choose from among multiple foreign direct investment options, choosing from among multiple entry-mode strategies, choosing from among multiple viable manufacturing sites in a foreign country, choosing among multiple market options, selecting a mix of expatriate and local staffing of the international firm, etc. In such circumstances, you MUST use an appropriate criterion (usually a relevant performance outcome indicator) to compare all options before a selection is made. Merely extolling the benefits of one chosen option, _without_ showing how and why the chosen option is superior to the alternate options (based on the selected criteria) _is not_ an adequate approach to making such a selection (Just because it looks good does not guarantee that it is better than every other option! ☺). You will receive minimal to no points for such an approach.

Course Technology & Skills

Minimum Technology Requirements

Minimum technology requirements for students:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Please build proficiency in the following technical skills learners that will be needed to succeed in the course:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs

- Using presentation and graphics programs

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

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)

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 individuals' 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.

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.18

Course Requirements

Assignment and Exams	Points Possible	Percentage of Final Grade
Six (6) Current Event Discussions @ 50 points • Initial post: 30 points • Response post: 20 points	300 points	25%
Six (6) Reflection Assignments @ 50 points	300 points	25%
Petcha Kutcha Presentation	200 points	17%
Two (2) Examinations @ 200 points	400 points	33%

Grading

Cumulative Points	Grade
1080 to 1200 points	A
960 to 1079 points	B
840 to 959 points	C
720 to 839 points	D
719 points or below	F

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Method of Instruction and Related Course Policies

Assignment Policy

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 contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Examination Policy

You will be given a one-day window to take the examination (1:00 am till 11:59 pm, CST), typically on a Thursday. You will have 120 minutes from the time you begin the examination to complete it. However, note that at 11:59 pm a hard stop will be enforced by the Canvas. So, plan on starting your exam no later than 9:59 pm on that day to avail of the full 120 minutes of the exam. To be fair to all I cannot make concessions for explanations like, "I submitted it at 11:58 by my watch, but the system did not accept it. That not my fault." or "I had it all typed up in an MS-Word document but missed the 11:59 upload deadline. Can you accept it, please?"

You may refer to materials in the assigned chapters while you complete this examination. However, talking to other students, soliciting, or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Exam questions are randomized so you will not see the same questions as your classmates.

The Canvas LMS platform is very stable. In the unlikely event that you lose connectivity during the exam, reconnect immediately. If you do, you should experience only a very limited loss of data (the system saves your input periodically). If reconnection is not immediately possible, you need to contact the CLEAR student help desk (940)-565-2324; helpdesk@unt.edu) to resolve the issue and then re-enter the exam testing environment in Canvas. Get a ticket from them to document the actions that you have taken, then contact me (tracy.dietz@unt.edu) and we will look into whether a time extension is appropriate and necessary.

If you have questions for me during an examination, email me at tracy.dietz@unt.edu. I will try to get back to you as soon as possible. However, please recognize that the exam window extends for 23 hours, and I may not be immediately available at the time you contact me.

Instructor Responsibilities and Feedback

Grading Feedback

Barring unforeseen circumstances, you should expect assignments and examinations to be graded within three-five (3-5) days of their submission. Please consider my feedback open-mindedly. My goal is to help you better understand concepts and clarify any misunderstandings. If I have deducted a few points, attempt to see the reasoning instead of becoming upset about not receiving the maximum points for the

assignment. I cannot address every possible error, so I expect you to review your assignments to pinpoint any deficiencies and improve your future submissions. Ask me if you need clarification. *Review and reflection contribute to an effective learning process.*

Review every discussion and reflection assignment and its requirements a few times to ensure you understand what is required. If you do not follow the requirements closely, I may have to deduct points for missing components. *I encourage you to ask for clarification **before** submitting your assignments.* The quickest way to reach your instructor is with an email to tracy.dietz@unt.edu

Sundown Policy

You have *three calendar days* (from the time a grade is posted) to inquire about and to appeal your grade on an exam, assignment, or presentation, after which no appeals will be entertained. The purpose is to resolve any issue during the term and not wait until the last days of the term to sort things out. Please check your grades regularly!

Attendance and Make-up Policies

Attendance

This is an online class. Attendance is reflected in the submission of assignments and examinations.

Policy for Make-Ups

Make-up Policy for Examinations

If you miss an examination for justifiable reasons (e.g., hospitalization, contagious disease, religious holiday, death in the family), and would like to receive a make-up for the missed task, you must provide the instructor with evidence of the unforeseen circumstance. The make-up will be held in Week-8 of the semester (tentatively, on Friday, May 13th). *Please note that business activity, personal travel, location-based connectivity, personal- or family-related events/activities, etc., are NOT deemed to be acceptable explanations for granting make-ups. For instance, if you plan to be traveling when something is due, plan to ensure you have access to a reliable computer and internet connection and set aside the time needed to complete the required activities.*

Make-up Policy for CEDs and RAs

Submissions of CEDs and RAs made after the Friday deadline will not be accepted. However, I will allow you to use *one "late pass"* during the semester. If you miss the deadline for a CED or an RA, you will be allowed to complete it within 48 hours of its due date. However, you will need to *email me* as soon as possible so I can open the assignment for you. This pass *cannot* be used for the examinations or the presentation.

Syllabus Change Policy

The syllabus and course deadlines are subject to revision by the instructor throughout the semester. Students will be notified of any changes via the Canvas 'Announcements' app.

UNT 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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

G. Brint Ryan College of Business Academic Integrity Statement

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying

or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

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/).

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.

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 records; however, information about students' 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 classrooms, 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 [insert administration dates] 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

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/). 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 online or through distance education and does not require the student's physical attendance for classes, examinations, or other purposes integral to the completion of the class. An online 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 online 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 experiences 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).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

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.

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.

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)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

UNT EUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?

- How do I ask for another person's pronouns?
  - How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)

SCHEDULE OF EVENTS

WEEK-1 (Beginning March 20)

- Reading Assignment for the week: Chapters 1 & 2
- Teams formed by the instructor
- Introduce yourself exercise (complete by Tuesday, March 21, 11:59 pm (CST)
- Read Module Content
- Current Event Discussion (CED-1/2) – Mon., March 20 – Thurs., March 23 (Initial post due Tues. March 21 by 11:59 pm; make sure to log back in after that time for responding to peers if you have not already done so)
- Reflection Assignment (RA-1/2) – Mon., March 20 – Thurs., March 23 (Due: 11:59 pm on Thursday, March 23)

WEEK-2 (Beginning March 27)

- Reading Assignment for the week: Chapters 3, & 4
- Read Module Content
- CED-3/4 – Friday, March 24 – Thursday, March 30 (Initial post due Tues., March 28 by 11:59 pm; make sure to log back in after that time for responding to peers if you have not already done so)
- RA-3/4 – Friday, March 24 – Thursday, March 30 (Due 11:59, March 30)
- Please note that I will be at a conference in Ft. Worth March 29 – April 1; this may delay response times to emails and messages).

WEEK-3 (Beginning April 4)

- Reading Assignment for the week: Chapters 5, & 7
- Read Module Content
- CED-5/7 – Friday, March 31 – Thursday, April 6 (Initial post due Tuesday, April 4 by 11:59 pm; make sure to log back in after that time for responding to peers if you have not already done so)
- RA-5/7 – Friday, March 31 – Thursday, April 6 (Due 11:59 pm, April 6)

WEEK-4 (Beginning April 10)

- Examination-1 (Chapters 1, 2, 3, 4, 5, & 7) – Thursday, April 13 (exam available from 1:00 am to 11:59 pm CST).

WEEK-5 (Beginning April 17)

- Reading Assignment for the week: Chapters 11, & 12
- Read Module Content
- CED-11/12 – Friday, April 14 – Thursday, April 20 (Initial post due Tuesday, April 18 by 11:59 pm; make sure to log back in after that time for responding to peers if you have not already done so)
- RA-11/12 – Friday, April 14 – Thursday, April 20 (Due 11:59 pm April 20)

WEEK-6 (Beginning April 25)

- Reading Assignment for the week: Chapters 13, & 14
- Read Content Module
- CED-13/14 – Friday, April 21 – Thursday, April 27 (Initial post due Tuesday, April 25 by 11:50 pm; make sure to log back in after that time for responding to peers if you have not already done so)
- RA-13/14 – Friday, April 21 – Thursday, April 27 (Due 11:59 pm April 27)
- Petcha Kutch Presentation Due Thursday, April 27, 11:59 pm

WEEK-7 (Beginning May 2)

- Reading Assignment for the week: Chapters 15 & 16
- Read Module Content
- CED-15/16 – Friday, April 28 – Thursday, May 4 (Initial post due Tuesday, May 2 by 11:59 pm; make sure to log back in after that time for responding to peers if you have not already done so)
- RA-15/16 – Friday, April 28 – Thursday, May 4 (Due 11:59 pm May 4)
- Petcha Kutcha Presentation Peer Reviews Due Thursday, May 4, 11:59 pm
- Please note that I will be out of town April 30 – May 6. This may delay response times to messages and emails. Scheduled online office hours will be held as usual.

WEEK-8 (Beginning May 9)

- Examination-2 (Chapters 11, 12, 13, 14, 15, & 16) – Thursday, May 11 (Exam Available 1:00 am – 11:59 pm CST)
- Make-up examinations (if approved) – Friday, May 12