

University of North Texas
G. Brint Ryan College of Business
Department of Supply Chain Management
LGAV 3140 Air Passenger Planning & Control
Fall 2025 Semester

#### **Course Information**

Meeting Day/Time: Tuesdays, 18:30-21:20 (6:30 p.m.-9:20 p.m.) Central time zone

Classroom: Business Leadership Building ("BLB") Room #260

# **Course Catalog Description**

Management of air passenger operations in the aviation industry including fleet operations and passenger and crew scheduling. Topics include optimizing flight routing, flight networks and fleet diversity; scheduling air/ ground crew assignments and gate assignments; understanding the impact of hub and spoke systems and maintenance locations on air passenger operations; and analytical tools used to effectively manage air passenger operations.

#### **Instructor Contact Information**

**Instructor:** Dr. Tim Kincaid, Ed.D., MBA-Aviation Management (he/him/his)

**Contact:** <u>timothy.kincaid@unt.edu</u> (email and Canvas messaging are primary ways of connecting.) Response Time is typically within 24 hours, often sooner.

Office hours: In-person on Tuesdays 16:00-17:00 (4:00-5:00 p.m.) in Business Leadership Building lobby, and also before or after class in classroom #260. Virtual meetings other days by appointment via Zoom or telephone. Contact me via Canvas messaging or email <a href="mailto:timothy.kincaid@unt.edu">timothy.kincaid@unt.edu</a> to make an appointment.

#### Welcome to UNT!

As members of the UNT community, we have all made a commitment to being 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 Structure**

This is a face-to-face course. We meet in-person every week of the semester on Tuesday evenings from 18:30-19:20 (6:30-9:20 p.m.) in BLB #065. Each week there is one module on Canvas.

#### **Required Text/Materials**

There are three (3) required materials for this course. All are available from the UNT bookstore <a href="https://unt.bncollege.com/shop/unt/page/find-textbooks">https://unt.bncollege.com/shop/unt/page/find-textbooks</a> and also from other sources (prices vary). (UNT bookstore has a price-match guarantee; check details <a href="https://unt.bncollege.com/we-price-match">https://unt.bncollege.com/we-price-match</a>)

- 1. Textbook: Gerald Cook, and Bruce Billig (2<sup>nd</sup> Edition) (2023). *Airline Operations and Management*. Routledge. New York, NY. ISBN10: 1032268727. ISBN 13: 9781032268729. <u>Available from UNT</u> bookstore and other sources.
- Textbook: CliftonStrengths for Students (17<sup>th</sup> Ed) with access code to self-assessment. ISBN10: 1595621253. ISBN 13: 9781595621252. At least two sources to purchase:
   Buy from UNT Bookstore: Note: Buy NEW only (\$40.00). Do not buy used ones.
   Buy from other sources: Note: Buy NEW only (prices vary).
   Buy directly Online: Self-Assessment + eBook: CliftonStrengths for Students. The book includes online access to self-assessment to identify your Top 5 Strengths. (Buy Code \$24.99.) Available directly from Gallup https://www.strengthsquest.com/home.aspx
- 3. Airline Simulation: <u>Two sources from which to purchase:</u>

**Buy from UNT Bookstore:** Once purchased, a special code is provided by the bookstore. Students will receive an email with a link from Interpretive Simulation to register for simulation access. <a href="https://unt.bncollege.com/shop/unt/page/find-textbooks">https://unt.bncollege.com/shop/unt/page/find-textbooks</a>

**Buy directly from** *Interpretive Simulation*: Students will receive an email from Interpretive Simulations by first day of class, with link to register <a href="https://www.interpretive.com/">https://www.interpretive.com/</a> Each student pays directly via website.

# Canvas

LGAV 3140 will use Canvas for course materials, slides, assignments, quizzes, and readings. Check Canvas regularly for updates and announcements, which are also emailed to your UNT address (or another address you set in Canvas. You must make that change on Canvas yourself.). Review online manuals to learn Canvas and see technical requirements at <a href="https://clear.unt.edu/supported-technologies/canvas/requirements">https://clear.unt.edu/supported-technologies/canvas/requirements</a>. If you do not regularly check your UNT email account, go on Canvas ASAP and add an email address that you check most often.

# **Teaching Philosophy**

This course combines lectures, class discussions, guest speakers, homework, team projects, quizzes, personal assessments, and exams. Lectures introduce key topics but may not cover all assigned readings, so attendance and preparation are required. Participation matters and roll is taken weekly. Be ready to discuss material and apply concepts in class. Assignments are graded on both content and form—so always proofread before submitting. Active engagement and thoughtful contributions enhance learning for everyone.

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#### **Student Learning Outcomes**

This course is designed to accomplish the following student learning outcomes. At the successful completion of this course, students should be able to:

#### Think like a strategic airline leader.

- Demonstrate an understanding of the complexity, breadth, and interrelatedness of the highly network-centric global airline industry.
- Critically examine current global air transportation issues, economic trends and future challenges through current news articles and papers, course textbooks, academic journal articles, and classroom exercises and discussion.
- Understand meanings and uses of common operational, performance, and economic metrics and common acronyms used in running an airline, including ASM, RPM, A14, RASM, CASM, ETOPS.

# Critically analyze the complex dynamics and connections between the historical, economic, regulatory, and legislative foundations of the global passenger airline industry.

- Describe the impact on commercial aviation today of Open Skies agreements, economic deregulation, global alliances, airport and airspace constraints, and safety, security, and environmental concerns.
- Distinguish between U.S. airline operations under Federal Aviation Regulations Part 121, Part 135, and Part 91, including required management positions, and federal regulations related to roles, responsibilities, and limitations for maintaining a safe, professional operation.
- Describe roles, responsibilities, limitations, and interrelationships of major governmental and industry organizations regulatory, investigative, certification, enforcement, and trade groups.
   Organization examples include ICAO, IATA, A4A, FAA, NTSB, RAA, NBAA, EASA, and TSA.

# Distinguish between various types of air carriers, operating strategies, and aircraft categories involved in modern passenger airline operations.

- Distinguish among air carrier types, operating strategies, and aircraft categories in modern passenger operations.
- Compare strengths and weaknesses of mainline, low-cost (LCC), ultra-low-cost (ULCC), hybrid LCC, regional, commuter, air taxi, and charter/fractional operators.
- Evaluate operational and economic pros/cons of hub-and-spoke vs. point-to-point networks.
- Compare performance, economics, and limitations of mainline (narrow- and wide-body), regional jets, turboprops, and small commuter aircraft.

# Understand common methods of optimizing passenger airline operations, including route network, pricing, capacity, fleet diversity, flight routing, air crew/ground staff assignments, and airport facilities.

- Understand decision making approaches and tools airlines use to balance between efficiently
  maximizing the use of capital-intensive assets. Also, understand dynamic constraints in air space
  capacity, pricing, market demand, competition, facilities, and staffing.
- Understand technological and philosophical approaches airline management uses to mitigate and recover from disruptions due to irregular operations due to weather, air traffic control, etc.
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 Understand airline pricing strategies and tactics, including market demand projections, competition, pricing, yield management, revenue management, frequent flyer program awards, and technology use to optimize mix of fare types by flight and market.

### Understand the complex relationships an airline has with its many stakeholders.

- Identify internal and external stakeholders of an airline, including owners, employees, customers, regulators, communities, and advocacy groups.
- Understand the airline industry's unique labor relations and HR challenges, including outsourcing, scope clauses, contract negotiations, and work rules.

# Increase student self-awareness to develop personal leadership capacity and effectiveness.

- Increase self-awareness to strengthen personal leadership.
- Identify and leverage Top 5 CliftonStrengths; recognize strengths in others to enhance collaboration.
- Explore airline and related industry career paths, requirements, and preparation strategies through coursework, guest speakers, and professional development.
- Apply teamwork, leadership, and course concepts in a multi-week airline simulation, establishing team norms, sharing workloads equitably, and participating in peer evaluations.

LGAV 3140 uses Canvas for all course materials, assignments, and communications. Check Canvas regularly to stay updated. For help with Canvas, see the student manuals and technical requirements at <a href="https://clear.unt.edu/supported-technologies/canvas/requirements">https://clear.unt.edu/supported-technologies/canvas/requirements</a>. Announcements are posted on Canvas and sent to your UNT email, or another address you add in Canvas. Be sure to set an email address you check often.

#### **Assessment & Grading**

Your performance in this course will be based on the following graded elements:

GRADED ELEMENTS	POINTS	
Quizzes: Weekly (11 @ 20 pts each)	220	
Exams: Mid-term & Final (2 @ 100 pts each)	200	
Simulation: Homework 1-Name Your Airline/Set Airline Strategy	50	
Simulation: Homework 2-Annual Report	150	
Simulation: Homework 3-Management Presentation to Stakeholders	150	
Simulation: Peer Evaluations (2 @ 25 pts each)	50	
Simulation: Team Performance	50	
Professional Development (PD): Primary/Required (2 @ 10 pts each)	20	
CliftonStrengths (StrengthsFinder) Personal Assessment	50	
Guest Speaker presentation questions (9 @ 10 pts each)	90	
Guest Speaker presentation reflections (9 @ 10 pts each)	90	
Total Possible Points	1,120	
PD Supplemental Extra Credit (up to 2 @ at up to 10 pts each; added to total points)		

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To calculate your final grade: Take the total number of points you have earned for all assignments (this information is available in your grade book in Canvas in the Total Points column) and divide it into 1,120. For example, if your total points earned are 1,005, the calculation is 1,005/1,120 = 0.897, rounded up to .90 (or 90%) which is equal to a letter grade of A. Compare the resulting percentage with this matrix:

Grade	% Range
Α	90-100
В	80-89
С	70-79
D	60-69
F	0-59

#### **Airline Simulation**

Students will be randomly assigned to small teams (up to four students) for an online Airline Simulation team project that will run throughout the semester. This simulation gives students the experience of creating, operating, and expanding an airline. More details will be provided at our first class meeting, and via announcements on Canvas and email. When you purchase the simulation registration from the UNT Bookstore, you will get a unique one-time access code. You will receive an email from Interpretive.com (makers of simulation) with a link to register and enter the access code. (You can also purchase directly from Interpretive Simulations). **Until every member of each team registers/purchases simulation, that team cannot begin.** Every week, each team will collectively make decisions and move their airline ahead in the simulation.

There are seven graded assignments associated with the Airline Simulation (For details and due dates, check the Canvas *Simulation* module, and course calendar in the *Syllabus & Calendar* module):

- 1. Homework #1 Team short paper outlining their airline's branding, strategy, and name choice
- 2. Team simulation Case quiz
- 3. Homework #2 Team airline simulation Annual Report
- 4. Peer Evaluation #1
- 5. Homework #3 Team PowerPoint presentation to Stakeholders during final class meeting
- 6. Peer Evaluation #2
- 7. Performance of your simulation team's airline (end of simulation weighted average)

Each team member will submit two peer evaluations via simulation website during the semester, to help me understand team dynamics and distribution of workload. Overall simulation grade for each student will be influenced by peer evaluations; it is important for each to participate fully (i.e., no "freeloading") to receive full credit for simulation.

Simulation team performance grade is based on end of simulation weighted average: 90-100 - 50 points; 80-89 - 40 points; 70-79 - 30 points; 60-69 - 20 points; 50-59 - 10 points; below 49 - 5 points.

# **Bring and Share Current Airline Events Each Class**

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As an extension of class participation, class each week will begin with a quick review of recent events from the media concerning the airlines and related topics. So, watch news media of all types for airline news and be prepared to discuss in class. Media sources can include print, online, TV, and radio. (UNT Willis Library <a href="https://library.unt.edu/willis/">https://library.unt.edu/willis/</a> is a great resource.) Current events should be from a reputable news source, and students must provide a coherent and accurate brief description of the event, including why it is interesting or relevant to the course.

# Recommended sources for free online airline news updates/blogs:

- Airlines for America (A4A) daily "smart brief" email, https://airlines.org
- Air Transport World online, <a href="https://atwonline.com">https://atwonline.com</a>
- Aviation International News alerts, <a href="https://www.ainonline.com/">https://www.ainonline.com/</a>
- Airlines Confidential podcast, https://airlinesconfidential.com/
- The Cranky Flier blog, <a href="http://crankyflier.com/">http://crankyflier.com/</a>
- Flight24 Blog and Podcast, https://www.flightradar24.com/blog/
- FlightAware daily news brief email, https://flightaware.com/
- AvWeb daily news brief email, https://www.avweb.com/
- The Points Guy, <a href="https://thepointsguy.com/news/airlines/">https://thepointsguy.com/news/airlines/</a>
- View From the Wing, <a href="https://viewfromthewing.com/">https://viewfromthewing.com/</a>
- American Airlines news feed, <a href="http://news.aa.com/home/default.aspx">http://news.aa.com/home/default.aspx</a>
- Southwest Airlines news feed, <a href="https://www.swamedia.com/">https://www.swamedia.com/</a>
- AirlineGeek.com website news feed, <a href="https://airlinegeeks.com/">https://airlinegeeks.com/</a>

#### Weekly Quizzes, a Mid-Term Exam, and a Final Exam

This course includes numerous weekly quizzes, worth 20 points each. I will let you know at the end of each class meeting if there is a quiz, and on Canvas in the wrap-up for each week.

LGAV 3140 meets on Tuesday nights. The weekly quiz will be available on Canvas by the following Thursday (or sooner). Quizzes must be completed before 23:30 (11:30 p.m.) on the following Monday. Quizzes cover all assigned material (textbook, lecture slides, study notes, outside reading, guest speaker presentations) and classroom discussions. This makes preparation, attendance, and class participation even more critical! Exceptions to the weekly quiz will be noted in the syllabus or announced in class and/or on Canvas.

Quizzes are open-book/open-note, and require individual effort (i.e., no collaboration). Once you begin taking the quiz on Canvas you will have a limited time with which to complete. Therefore, you should be familiar with the material prior to attempting the quiz. You will have a second opportunity to take each quiz and keep the highest score. The quizzes are designed to prepare you for the two course exams – a mid-term and a final. There also may be an in-class "pop" quiz, providing those who are present with the opportunity to earn bonus points. (You must be present to win!)

This course will include two (2) exams, taken via Canvas. The exams are worth 100 points and will

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consist of questions drawn from the text, outside readings, lectures, discussions, presentations, and out-of-class assignments. The final exam will be comprehensive in nature. Exams may include a combination of multiple-choice, true/false, and short answers. There will be no makeup exams except in extraordinary situations. If you must miss a quiz or exam, inform me as soon as you know you will miss.

Students perform better on the exams who keep up with the reading, attend and participate in class, and study for/take the quizzes, so that you do not have to refer to your book/notes. I will post PowerPoint lecture notes on Canvas to coincide with the class meeting content and readings. Some guest speaker presentations may also be shared on Canvas.

# **Professional Development (PD)**

A great form of learning enrichment for a practical discipline is to participate in activities categorized as Professional Development (PD). There are two categories of Professional Development to be considered: Primary PD (two required @ 10 points each) and Supplemental Extra Credit PD (up to two @ 10 bonus points each).

You have several PD options. PD can consist of attendance at a scheduled College of Business Distinguished Speaker, Career Fairs, or attendance at one of the DFW-area professional association meetings. A list of PD Options for both primary and supplemental is in the PD module on Canvas. (Guest speakers visiting LGAV 3140 are *NOT* eligible for PD credit in any course.)

The G. Brint Ryan College of Business offers many opportunities for students to connect with business experts and executives to acquire useful insights beyond the classroom.

- 1. **Distinguished Speaker Series** https://cob.unt.edu/dss/
- 2. Group Tours with local supply chain companies are scheduled throughout the semester. Attendees will be responsible for securing their own ride to and from the tour locations; transportation will not be provided. Dates, times, and locations will be posted on the registration website: <a href="https://cob.unt.edu/logistics-center/group-tours">https://cob.unt.edu/logistics-center/group-tours</a>

### Attendance Policy for Speaker Events and group tours.

- Registration required by 12:00 noon the day before the event; counts toward only one class of your choice
- Credit is given for registering, arriving on time, and staying for at least 75% of the event.
- Attendance is verified from official post-event reports.
- Failure to register, leave early, or attend without canceling at least 24 hours in advance results in no credit and loss of points (not recoverable by other events).
- Some classes may have additional requirements; final credit is at the professor's discretion.
- Virtual events are recorded; arrival and departure times are reported to faculty.
- A PD can only apply to one class (i.e., no double-dipping).

For LGAV 3140, you must submit each Primary and Supplemental PD in the correct Canvas folder, even though a report is sent to the instructor. Follow all Canvas instructions. Incomplete submissions result in lost points. LGAV 3140 In-Class Guest Speakers (do *not* count as PD for this or any other class)

If you have other activities that you believe qualify for consideration for supplemental professional development credit (e.g., interviewing an industry professional) please seek approval from the instructor ahead of time or your event might not qualify for credit.

### **Guest Speakers in LGAV 3140**

LGAV 3140 will feature distinguished guest speakers representing various disciplines and airlines, including Southwest Airlines, American Airlines, and other aviation-related organizations. Several of these guests are University of North Texas alumni. The information provided by our speakers is both valuable and relevant and may be included in upcoming quizzes. For this reason, it is essential for students to attend, remain attentive, take comprehensive notes, and interact respectfully.

The objective is to facilitate meaningful engagement with the guest speakers by encouraging curiosity and thoughtful questions. Our guests are present to support your learning experience; therefore, active participation is encouraged.

### There are two graded components associated with each LGAV 3140 Guest Speaker Presentation:

1. Research and Prepare Two Questions for Guest Speakers. Prior to each presentation, students are expected to research the backgrounds and roles of the guest speakers (using resources such as LinkedIn, company websites, etc.) and formulate at least two (2) well-considered questions to potentially ask during class. These questions must be submitted on Canvas by midnight on the Monday preceding the class session and should be available for reference during the presentation. While students are not required to ask their prepared questions, they should be prepared to do so. Each submission is worth up to 10 points per guest presentation.

A *good* question is specific to the presenter, demonstrates genuine interest, and reflects prior research. Overly broad or generic inquiries that could apply to any professional (such as "What do you like best about your job?") will not receive credit. This assignment aims to cultivate preparedness for interviews and business meetings. Students may choose to ask additional questions beyond those prepared.

**2. Guest Speaker Reflection.** Following each presentation, students are required to respond on Canvas to prompts regarding their primary insights ("take-aways") from the guest speaker(s), key lessons learned, and potential actions to consider (though action is not mandatory). Canvas responses should be precise and succinct. Each reflection is valued at 10 points per presentation. This activity is designed to foster active listening and the ability to identify actionable steps based on expert input.

# **Assignments Policy**

A separate course calendar/schedule with due dates will be provided early in course. Assignments are due on the date identified in the course schedule to be submitted to Canvas by 23:30 (11:30 p.m.) of the due date, unless otherwise indicated. Any assignment may be turned in early. Late assignments will be penalized with one letter grade per day past due date. There will be no make-up for missed quizzes or exams without a valid reason and prior approval from the professor. Correct spelling, grammar, and punctuation are expected on all graded material (including Canvas postings).

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# Writing

Grading is based on content and form. Written work—including team reports, exam essays, and Canvas posts—must be neat, clear, concise, and use proper college-level grammar, spelling, and punctuation. Submit assignments typed in Microsoft Word, PowerPoint or PDF unless otherwise noted. Provide well-reasoned, concise discussions and arguments.

#### **Use of Generative AI**

In this course, you can use Generative Artificial Intelligence (GenAl) tools (e.g., Claude, ChatGPT, CoPilot, etc.) to support your learning and develop skills for a GenAl-oriented workforce. This use will help us stay technically proficient and ethically grounded. However, GenAl should complement, not replace, your critical thinking or our course materials. If something seems unclear, please seek clarification. In line with the UNT Honor Code, all work you submit must be your own. Using GenAl tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to university policy.

### **Exam and Assignment Grade Appeals**

If you disagree with how any assignment or examination was graded, you must submit a written appeal to me by email or letter within one (1) week after the grade was awarded or the graded work was returned. The written appeal should include your concern or question about your grade, an explanation about why you believe your answer is correct, AND documentation or evidence supporting your belief. Appropriate documentation includes references from the text, course lecture slides, or outside reading from the course syllabus. Grades will not be lowered due to an appeal.

# **LGAV 3140 Course and Syllabus Disclaimer**

The schedule, policies, and assignments contained in the course syllabus are subject to change in the event of extenuating circumstances, or to accommodate class progress. Also, changes may occur to provide more in-depth focus or discussion where warranted, to take advantage of a guest speaker opportunity, or by mutual agreement between the instructor and students. Changes will be announced in class and posted on Canvas. This syllabus may be updated from time to time as necessary, and revisions will be posted on Canvas.

#### Course Technology & Skills

### **Minimum Technology Requirements**

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- <u>Canvas Technical Requirements</u> (<a href="https://clear.unt.edu/supported-technologies/canvas/requirements">https://clear.unt.edu/supported-technologies/canvas/requirements</a>)
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#### **Class Rules of Engagement**

- Respect all classmates and the instructor, in person and online—especially across differences in opinion or identity. Discriminatory or derogatory language will not be tolerated.
- Use correct names and pronouns. Speak from personal experience ("I" statements) and challenge ideas, not people.
- Communicate clearly: avoid all caps, be mindful with humor or sarcasm, and skip "text-talk" unless allowed.
- Proofread, fact-check, and remember online posts can be permanent.

# **Use of Personal Technology in Classroom**

**Multi-tasking is a myth!** Stay fully present—no unrelated use of phones, tablets, or laptops during class. Devices should be muted or put away unless used for course-related work. A break midway through class allows time to check messages.

#### **Attendance Policy**

LGAV 3140 is an in-person class. Students are expected to attend class meetings regularly in person and to abide by the attendance policy established for the course. Attending class via Zoom is not an option unless there is a certified medical reason the student cannot be present in the classroom or if due to some unforeseen circumstance requiring attendance using Zoom. This requires advance arrangements since Zoom is not regularly used in class. We care about you and worry when you are out. I take a roll at each class meeting. You will be assigned a seat, and you must sit in that seat for the entire semester. If a class is missed it is up to the student to catch up and there will be a make-up assignment to be sure the material missed is understood. Class materials are posted on Canvas.

Occasionally work commitments, a family emergency, or illness means a student cannot attend a class in person or must miss a class entirely. *If you must be absent:* Please let me know by Canvas message or email before class that you will miss and the reason. You will be responsible for keeping up. Also, inform your simulation team so that you can catch up on the week's simulation decision-making.

#### COVID-19 & Flu

COVID 19 is still a "thing." If you are experiencing any COVID 19 or flu symptoms (<a href="https://www.cdc.gov/covid/signs-symptoms/index.html">https://www.cdc.gov/flu/index.html</a> ) please seek medical attention from the Student Health and Wellness Center (<a href="https://studentaffairs.unt.edu/student-health-and-wellness-center/index.html">https://studentaffairs.unt.edu/student-health-and-wellness-center/index.html</a> 940-565-2333 or <a href="maskSHWC@unt.edu">askSHWC@unt.edu</a> ) or your health care provider PRIOR to coming to campus.

#### **Face Coverings**

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Face coverings are not required but may be worn. Please respect the choices of others who do or do not wear face coverings. Face covering guidelines could change based on community health conditions.

#### **UNT Policies**

## **Academic Integrity Policy**

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.

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#### **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 accommodation 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 investigations 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. <a href="https://www.unt.edu/eaglealert.html">https://www.unt.edu/eaglealert.html</a>

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