



University of North Texas
G. Brint Ryan College of Business
Department of Logistics & Operations Management
LGAV 3140 Air Passenger Planning & Control
Spring 2024 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 #073

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

Pronouns: he / him / his

Office Hours: Face-to-face and Virtual

Contact: timothy.kincaid@unt.edu (email and Canvas messaging are primary ways of connecting)

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 #073. Virtual meetings other days by appointment via Zoom or telephone. Contact me via Canvas messaging or email timothy.kincaid@unt.edu to make an appointment.

Communicating with Instructor: Your messages are important to me, and I am usually very responsive. I strive to respond to emails and Canvas messaging within 24 hours (usually much quicker).

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 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 #073. Each week is one module on Canvas.

Required Text/Materials

There are three required materials for this course. All available from the UNT bookstore <https://unt.bncollege.com/shop/unt/page/find-textbooks> and also from other sources:

1. Textbook: Gerald Cook, and Bruce Billig (2017). *Airline Operations and Management*. Routledge. New York, NY. ISBN: 978-1-138-23753-7. Available from UNT bookstore and other sources.
2. Online Self-Assessment + eBook: *CliftonStrengths for Students* book includes online access to a self-assessment to identify your Top 5 Strengths. (Just buy the Top 5 Strengths \$19.95.) Available directly from Gallup <https://www.strengthsquest.com/home.aspx>
3. Airline Simulation: Two sources from which to purchase:

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

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

Outside Reading

Additional readings will be assigned throughout the course. Case studies, reports, articles, and other topical issues may be provided from academic journals, governmental sources, and other current business sources.

Canvas

LGAV 3140 will use Canvas learning management system. Course materials, slide presentations, assignments, quizzes, and outside readings will be available via Canvas. **Refer to Canvas often throughout the course to remain current.** You can learn more about Canvas by reviewing the on-line student manuals. Canvas technical requirements can be found at <https://clear.unt.edu/supported-technologies/canvas/requirements> **NOTE:** I use Canvas frequently to post announcements, which also automatically sends an email to your UNT email address (the Canvas default) or to another email address of your choosing (you must make that change on Canvas yourself). **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 will be conducted through a combination of lectures, in-class discussion, guest speakers, homework, team projects, quizzes, personal assessments, and exams. The lectures will cover foundational material for each assigned topic, but often will not cover all the material as presented in the text and outside readings. Class attendance is expected. Roll is taken each week. Be prepared to discuss and/or apply all assigned readings. I grade on both content and form, so **proofread and spell-check before submitting anything**. Students will be called upon to discuss the topics/concepts in class. I believe in “learning together” through collaboration. Participation in class not only helps you understand the material but also makes the class more enjoyable for all. Preparation for class,

frequency of participation, quality of participation, organization, and conciseness all demonstrate the level of engagement. Make your presence known through positive class contributions!

Student Learning Outcomes

This course is designed to accomplish the following students 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, OOOI, 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, and 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 organization 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.

- Compare relative strengths and disadvantages of various types of airlines, including mainline carriers, low-cost carriers (LCC), ultra-low-cost carriers (ULCC), hybrid LCCs, regional carriers, commuters, air taxi, and charter/fractional ownership.
- Compare relative operational and economic advantages and disadvantages of “hub-and-spoke” vs. “point-to-point” network configurations.
- Compare relative operational and economic characteristics and limitations between mainline (single-aisle/ “narrow-body” and twin-aisle/ “wide-body”) aircraft, regional jets (RJs) turboprops, and small commuter aircraft.

*Student Learning Outcomes, cont'd.****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.
- 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 the many internal and external audiences impacted by an airline including shareholders/owners, employees, management team, customers, communities served, airport managers, vendors, regulators, media, labor unions, environmental advocates, airport neighborhood groups, and social cause activists.
- Understand the historically challenging labor relations and human resource management unique to the heavily unionized airline industry, including contentious issues like outsourcing, “scope clauses,” labor contract negotiations, and compensation and work rules.

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

- Discover their own Top 5 Strengths through online *CliftonStrengths* self-assessment and learn ways to leverage each. Recognizing the differences and similarities in personal strengths of others can be both a challenge and an important strategic asset for collaboration.
- Explore a variety of career paths and opportunities within the airline and related industries, through coursework, readings, industry guest speaker presentations, and professional development opportunities. Learn the requirements for various industry positions and roles, and how to prepare for and pursue them.
- Through multiple-week airline simulation team project, develop and apply skills for establishing rapport and sustaining an effective and high-functioning team. This is done by creating and adhering to consensual team norms to ensure equitable workload distribution. This maximizes learning for all by application of course theory to actual practice in an online business simulation. Two peer evaluations will occur during the simulation, providing confidential insight to the instructor on individual student contributions to team and workload distribution.

Assessment & Grading

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

GRADED ELEMENTS	POINTS
Quizzes: Weekly (10 @ 20 pts each)	200
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
Professional Development (PD): Primary/Required (2 @ 10 pts each)	20
<i>CliftonStrengths</i> (StrengthsFinder) Personal Assessment	50
Guest Speaker presentation questions (11 @ 10 pts each)	110
Guest Speaker presentation reflections (11 @ 10 pts each)	110
Total Possible Points	1,090
PD Supplemental Extra Credit (up to 2 @ at up to 10 pts each; added to total points)	

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 by 1090. For example, if your total points earned are 960, the calculation is $960/1090 = 0.897$, rounded up to .90 (or 90%) which is equal to a letter grade of A. Compare the resulting percentage with this matrix:

Grade	% Range
A	90-100
B	80-89
C	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 six 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

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.

Bring and Share Current Airline Events Each Class

As extension of class participation, class each week will begin with a quick review of recent events from 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 <https://library.unt.edu/willis/> 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, <https://atwonline.com>
- Aviation International News alerts, <https://www.ainonline.com/>
- Airlines Confidential podcast, <https://airlinesconfidential.com/>
- The Cranky Flier blog, <http://crankyflier.com/>
- 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, <https://thepointsguy.com/news/airlines/>
- View From the Wing, <https://viewfromthewing.com/>
- American Airlines news feed, <http://news.aa.com/home/default.aspx>
- Southwest Airlines news feed, <https://www.swamedia.com/>

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 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, Center for Logistics Education and Research Speaker Series, Onboarding events, 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 Center for Logistics & Supply Chain Management offers many opportunities for students to connect with business experts and executives to acquire useful insights beyond the classroom. (See PD section of Canvas for list of confirmed speakers.)

1. **Logistics Executive Lecture Series** speaker events will be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented both in-person and virtually. Dates, times, and presenting speaker information will be posted on the registration webpage: <https://cob.unt.edu/logistics-center/executive-lecture/speakers>
2. **Student Onboarding Program** speaker events will also be held on Fridays from 12:00 noon to 1:00 p.m. and will be presented both in-person and virtually. There are only four of these specific speakers events each semester. After completing all four of these speaker events students will receive a Logistics Soft Skills Certificate which is a great addition to their resume! Dates, times, and presenting speaker information will be posted on the registration webpage: <https://cob.unt.edu/logistics-center/onboarding-program/speakers>
3. **Group Tours** with local logistics 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: <https://cob.unt.edu/logistics-center/group-tours>

Students need to abide by all the following policies to receive attendance credit for speaker events and group tours. Participation in any event will count toward only one class, selected by the student during registration. Students receive attendance credit for registering, arriving on time, and staying for the duration of the event. Failure to register, validated from the attendance report generated after the event, will prevent students from receiving attendance credit. Failure to participate for at least 75% of the duration of the event will prevent students from receiving attendance credit. Failure to attend an event after prior confirmed registration will lead to loss of points from the student's final accumulated credit, unless the student cancels the registration at least 24 hours before the start time of the event. Such loss of points may not be recovered by participating in other Professional Development events. Some classes have additional requirements to receive attendance credit per professor. All attendance credits are given at the discretion of the professor.

For all events, registration is required. Registration closes at 12:00 on the day before the event takes place. Virtual meetings will be recorded, and post-event attendance reports will be sent to professors after each event. Attendance reports include a list of registered participants, and the arrival and departure times of each attendee. After each event, a report is sent to participating faculty indicating which students attended as well as those who remained through the entire session (i.e., did not leave early). A PD can only apply to one class (i.e., no double-dipping).

Even though a report is sent to the instructor, for LGAV 3140 you still must make a submission on Canvas for each PD. Follow directions.

Note: Every professor handles PD differently. To receive PD credit in LGAV 3140, submit each Primary PD and Supplemental PD in the appropriate file folders on Canvas. Follow directions on Canvas. Incomplete submission means lost points.

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.

LGAV 3140 In-Class Guest Speakers (do not count as PD for this or any other class)

LGAV 3140 will have several outstanding guest speakers from various disciplines and different airlines (e.g., Southwest Airlines, American Airlines, etc.) and airline-related companies. Some are UNT alums! The information our guests bring is interesting, relevant and will appear in the quizzes. So, it is important that you are present, pay attention, take notes, and be nice. The goal is for you to engage with the guests; be curious, ask good questions. They are here to help, so engage.

There are two graded components related to Guest Speakers:

1. Research and prepare two questions to ask guest speakers. During the week before each guest visit, students are to take a little time to research the guest speaker(s) background (e.g., LinkedIn, company websites, etc.) and their role/job (for example: aircraft dispatcher or network planning analyst). Create at least **two (2) good questions** that you *could* ask during class. Enter the two questions into Canvas by midnight Monday before class and have questions available to ask in class. (You will not be graded on actually asking them the question; but you should be prepared.) This is worth up to 10 points per guest presentation.

A **good question** is one that is specific to the presenter, shows curiosity and demonstrates the student did some research. No credit is given for overly broad or general questions that could be asked of anyone (e.g., “What do you like best about your job?”). The reason for this assignment is to help form the habit of preparing for interviews and other business meetings. (*You are not limited to only asking the two questions you prepared!*)

2. Guest Speaker Reflection. After the presentation, students will respond on Canvas to three questions about your biggest “take-aways” from the guest speaker(s), what you learned, and possible actions you *could* take as a result (but not required to take). Responses on Canvas should be specific and concise. These are worth 10 points per presentation. The reason for this assignment is to help form the habit of actively listening to experts, and discerning actionable steps based on what you learn.

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 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). Assignments must be typed.

Writing

I grade on content *and* form. The written requirements in this course consist of team reports, and any short answer/essay questions on the exams. Your written assignments and exam responses should be neat, clear, and concise. Proper college level English grammar, spelling, and punctuation are expected (including all Canvas postings). Electronic files of your assignments are preferred in Microsoft Word or PDF format. All assignments must be typed unless otherwise expressly noted. Students are expected to provide well-reasoned and concise discussions or arguments.

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
- Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

See syllabus “Course Information” and “Useful Information” sections.

Class 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.

Use of Personal Technology in Classroom

Multi-tasking is a myth! Research shows that you cannot be fully present if you are using smart phones, tablets, or laptops for activities unrelated to class. We assume you are preparing yourself for a career industry and thus will create class norms for behavior that align with what one can expect in the workplace. Get into the habit of acting like/being a professional now; your transition into that first (or next) job will be smoother. Therefore, please adhere to the following class norms: Put away or mute electronic communications devices. Use laptops and other devices in the classroom only if directly related to the course. There will be a break half-way through each class meeting that will enable you to check email and voicemail.

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 virtually 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 roll 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 make up assignment to be sure the material missed is understood. Class materials are posted in 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 is still a "thing." If you are experiencing any [symptoms of COVID-19](#) 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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Face Coverings

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.

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.

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