
MKTG 3010⁽⁴⁰⁷⁾

Foundations of Selling and Communication

Fall Semester - 2025

August 18–December 12, 2025

Instructor: Timothy Smith

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Phone: NA

Office: NA

Office Hours: **By Teams**

Appointment Only



Course Description

Three (3) credit hours: This is an assignment and project-based interactive course where you will learn and apply the SPIN Selling technique and additional selling skills such as verbal and nonverbal communication techniques, and written business communication skills. The persuasion and influencing approaches practiced in this course, along with critical thinking and problem-solving skills, will benefit you in your career and life after college.

Course Structure

This Class will be fully online for the Fall Semester 2025. There are no scheduled class days, or live lectures for the fall semester. I will upload the presentations on a weekly basis, and they will be located under the weekly modules. These lectures will provide more explanation and guidance to the weekly assignments.

The weekly modules will open the Saturday before the upcoming week. I will also push out weekly objective reminders and assignment reminders on a weekly basis when needed.

NOTE: I highly recommend that you start your work early in the week vs. waiting until the night before an assignment due date. Many of our assignments take an extended time to prepare for and complete before the due date.

2nd NOTE: Most issues involve not using a laptop, or Chrome browser. Look at the IT support number so you can plan to upload assignments when they are available in case you have uploading problems.

Objectives

Foundations of Selling and Communication is a UNT Core Course. It applies to the following core areas—Discovery, Social, and Behavioral Science.

The objectives of the Course pertain directly to Core Objectives set by the State of Texas. Please review these objectives and note that specific exercises evaluate the success of this course in helping students realize them.

1. To help build your Communication Skills, particularly in the areas of inquiry and persuasion.
2. To help enhance your Empirical and Quantitative Skills.
3. To help develop and test Critical Thinking Skills: determining problems; amassing and evaluating evidence; evaluating context and limitations thereof; developing a proposed course of action; and gaining commitment from a prospect.
4. To help realize your Social Responsibility as a professional person to consider or accommodate perspectives, beliefs, and traditions of others (people, organizations, institutions, nations).

How to Succeed in this Course

Helping you succeed in this course is my top priority and one common feedback I often get from students is how much they value my quick responses to their email questions. I hope you will take advantage of this important resource. Here are few things you could do to ensure you achieve the best results:

1. Keep an open learner's mindset. You will learn new concepts that could only be retained if you apply them in your class work.

2. Challenge yourself to do better in every module and if you're struggling with any material, please reach out to me, not your peer or class chatroom. My ability to have zoom office hours are dedicated to you and your professional growth.
3. **Start assignments early.** Do not wait until the last minute to start assignments and ask questions just before the submission due date.
4. Take an active, participatory role in class-related activities and discussions - demonstrating motivation and dedication to the Program. Class peer feedback coupled with the original assignment are a great learning tools.
5. **If you are having difficulty uploading your assignment, do not email me about the problem. Most problems stem from using Apple Safari or attempting to upload assignments from your phone or tablet. It is best to use Google Chrome browser and a laptop to submit assignments.**

Reach out to the IT support team at the numbers listed later in the syllabus. You must have a ticket number from IT support for me to extend a deadline and not be penalized because your submission was late.

I will do my best to be available to all students. **You may email me, just be sure to do it via the UNT email system to timothy.smith@unt.edu.** I typically reply to all messages within 24 business hours. If you email me from Canvas, the system does not track the whole thread if we discuss items back and forth.

Textbook and Materials

SPIN Selling: Situation, Problem, Implication, Need-payoff

Neil Rackham, 1988, McGraw-Hill. ISBN: 0-07-051113-6

Professional Selling

Deeter, Hunter, Lee, Rich, Mullins, Beeler, Schrock, 2023, Sage Publishing.

ISBN: 978-1-948426-54-1, E-version 978-1-948426-55-8.

Technology Requirements:

This is an online course and is built on digital competence in order to complete the course work. Information on how to be successful in a digital learning environment can be found at (<https://online.unt.edu/learn>) and especially useful are these 8 Tips https://online.unt.edu/succeeding_in_your_online_classes

To maximize the value and learning of this class, students will need:

- Computer with a reliable internet connection
- Canvas Learning Management System
- Google Chrome Browser and Laptop (Library has laptops and computers for your use)
- UNT Email
- Microsoft Office 365: <https://outlook.office.com/>
- Google Docs: <https://docs.google.com/>
- Zoom App: <https://zoom.us/>
- Adobe Reader: <https://get.adobe.com/reader/>
- Web-camera and/or ability to videoconference and record videos
- YouTube Account – set to public for video links

Canvas

Canvas supports the class administratively as well as delivers some course content. Functions include:

- Syllabus
- Announcements
- Lecture slides
- Additional content
- Online quizzes and assessments
- Grade posting

You should check Canvas on a daily basis. This course makes frequent use of the Announcement tool in Canvas to disseminate critical information to the class. In this way, you are cognizant of current information and assignments.

Email Communication

You may contact me at any time via **UNT email** but remember to treat *all email communications as professional correspondence*. Please note these guidelines:

- Include a subject line that clearly indicates the reason for your email.
- Identify the Section of your class in the body of the email. (This is Section 007).
- Use an appropriate salutation for the recipient, e.g. “Dear Professor Smith or Mr. Smith.
- Make the tone of your email professional. Ask yourself how you would interpret the tone and content of the email had you received it from someone else. Your email should not read like a text.
- Avoid slang and do not use email or text abbreviations. Remember that good grammar, spelling, and punctuation can make the difference between comprehension and confusion. Carefully proof your email before hitting the ‘send’ button.

Please send all correspondence via the UNT email system to timothy.smith@unt.edu.

Emails generated out of Canvas may not receive a timely response. Make sure you are emailing the correct professor as there are 4 different professors who teach this class. Canvas emails sent to “All Instructors” and/or “All Teaching Assistants” will not receive replies.

The best way to schedule a conference is to suggest an appointment time via email to timothy.smith@unt.edu. Suggest a few day/times you are available. Remember this course is online so all conferences will be by Zoom.

Note: Don’t forget that I work full-time M-F, and travel frequently for my job. This means that I sometimes travel early in the morning and into the evening. I will do my best to respond to emails in a timely manner.

Policies

Course Expectations

By enrolling in this course, you agreed to conduct yourself as a business professional. There are certain expectations that an employer expects from professional salespeople.

The first expectation is for the employee to be prepared to show up to every workday. Therefore, we expect you to take responsibility for your assignments and meet all deadlines. This is consistent with industry expectations and standards.

Given the current COVID-19 environment, the priority is protecting your health and safety. If you are experiencing any illness or issues related to COVID-19 that would prevent you from completing the weekly assignments and quizzes, you need to communicate with me prior to the due date and time for me to make accommodations for a late submission. These extensions to the deadlines will only be given with a university-approved excuse and must meet the university guidelines for required documentation.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19, please seek medical attention from your health care provider.

While on-time submissions and course engagement are important aspects of succeeding in this class, your own health, and those of others in the community, are much more important.

Late Submissions

Students are expected to turn in assignments on time. Late submissions will receive the following penalties:

Up to 24 hours late – 20% of total assignment points available

- i.e. 100-point assignment will have a 20 point late penalty.
- The penalty will be applied after the grading of the assignment.

Please pay attention to the deadlines given in presentations, and notifications in Canvas.

Extensions to deadlines will be only be given with a University approved excuse.

If you have an IT issue, you must have a case number for me to extend your deadline.

After 24 hours – 100% of the total assignment points available (Zero points on the assignment)

Course Components

There are several components described below that make up your total grade.

Resume Project – Required Assignment

The Resume Project requires you to develop a resume that addresses the anticipated needs of a prospective employer. To complete the resume, you will develop career goals and inventory your job skills. This exercise will help you evaluate yourself as a marketable product for a job or internship.

A critical part of this project is the Resume Review Labs provided by the UNT Business Career Center located in the G. Brint College of Business. The Resume Review requires you to set a Zoom or Face to Face appointment with the career Center if you have questions. **Your grade for this assignment will be assigned by the Career Center advisors working with you on your resume. Do not email me about your grade on this assignment as I do not grade them.**

Students will pre-register for a time with the **BLB Career Center** per their instructions in the assignment. It is the student's responsibility to handle this in a timely manner and to update the resume using the approved Career Center template prior to your meeting. These meetings can be face to face in the G. Brint Ryan College of Business or via Zoom. **DO NOT VISIT THE GENERAL CAREER CENTER – THEY DO NOT HAVE ACCESS TO THIS ASSIGNMENT.**

After updating and fine-tuning your resume, you will submit the finalized resume for grading along with documentation from the UNT BLB Career Center verifying your steps for the Career Center's approval of the final resume.

A professional resume is the first impression a candidate makes on a potential employer. It is critical that all students complete a detailed, professionally written resume in order to secure the desired career position upon graduation.

Points will increase as you complete the parts of the Rubric throughout the semester.

Paper Products Company Case Study Analysis

The purpose of the Paper Products Exercise is to help you develop Critical Thinking skills. To that end, aspects of the case study exercise tap your abilities in the following areas:

1. Your ability to *discern relevant facts* or data, including your own Paper Products Company solutions.
2. Your ability to *evaluate (process, synthesize, or manipulate) relevant facts* or data.
3. Your ability to *deduce conclusions (interpret)* from relevant facts or data.
4. Your ability to *identify a primary problem or need* from a situation or set of information.
5. Your ability to *interpret data, needs, problems, and parameters* associated with a situation.
6. Your ability to *elucidate assumptions you make* as well as to identify contextual characteristics and limitations associated with the data you used to evaluate the situation.
7. Your ability to *construct a presentation that advocates a solution* to a key problem or need.

8. Your ability to *project the implications of your suggested solution*—its effects on parties involved over the long run.

Sales Call Solutions Video Presentation

The purpose of this exercise is to help you develop your communication skills. The exercise draws on the organizational pattern SPIN used in the Foundations of Selling and Communications (MKTG 3010) class. To that end, you will want to exert the following skills as you work this exercise:

1. Your ability to *ascertain a communicative context* (audience, purpose, and focus).
2. Your ability to *implement a communication structure* (Situation – Problem – Implication – Need) to enhance the accuracy of your communication with another.
3. Your ability to *communicate in a situation where you seek to inquire and persuade*—following a disciplinary convention characteristic of a professional selling role.
4. Your ability to develop *relevant content or information gained from your prospect*—to isolate primary problems and specific needs.
5. Your ability to *perform a communication skills exercise* by executing a process you learn in class. The goal of the process is to help the prospect evaluate his or her situation in light of the needs isolated and arrive at a next step or a solution that addresses each need. Having addressed each need in terms of a possible solution, you will attempt to *gain commitment to a specific action* (e.g., review a proposal, secure further information).

Social Responsibility Exercise

The purpose of this exercise is to help you develop and evaluate your ability to understand and gain insight into others and your own viewpoints as to social responsibility. To that end, you will want to engage the following skills as you work through this exercise.

1. Engage your *ability to characterize, understand, and adapt to another's cultural perspectives and viewpoints as well as your own cultural viewpoint*.
2. Engage your *ability to empathize with another's cultural perspective and viewpoints--including expressing your understanding*.
3. Engage your *ability to relate the perspective of the 'whole' community--touching on the needs of various constituencies: economic, cultural, political, and environmental*.
4. Relate *your involvement and reasoning for your involvement in affairs and events intended to benefit others (community-based involvement)*.
5. Relate your belief structure concerning *your impact on others well outside your own domain of contact---emphasizing biases on your part that necessitate thought and adjustment on your part*.

Virtual Interview Project and Elevator Speech

The Virtual Interview Project is a videotaped interview for a desired employer. To prepare for the interview, you will be provided five questions that an interviewer from the target company is likely to ask and develop appropriate answers in a self-recorded video format.

You will also self-record a videotaped Elevator Speech that you, as a job candidate, could utilize during a networking event.

Quizzes/ Exams

There are five quizzes and one final exam in course covering the course material and concepts.

Participation

A major portion of communication is what you do—your actual behavior. Participation is a self-managed behavior that positively or negatively affects potential success at work and in other social aspects of your life. It is a way of controlling the impression you present to others.

During the semester, participation exercises will be offered as peer reviews. This provides you an opportunity to give feedback, and receive feedback from your classmates.

SONA Research Participation – See the SONA Syllabus in Canvas (5 REP Credits = 50 Class Points)

As part of your learning experience in this course, you will be required to participate in research studies to gain experience with the research process and learn about methods and scaling techniques. Your participation in these research studies will make up **5%** of your final class grade.

To fulfil the requirement, you must create an account on the **College of Business REP** webpage—unt-cob.sona-systems.com—which allows you to browse and sign up for available studies. **DO NOT sign up for the SONA in the Psychology Department!** **Use the CoB SONA link provided above**

Online Studies

- <15 minute studies = 1 credit
- 15-30 minute studies = 2 credits
- >30 minute studies = 3 credits

In-Person Lab Studies (Behavioral Lab - BLB 279)

- <15 minute studies = 3 credit
- 15-30 minute studies = 4 credits
- >30 minute studies = 5 credits

To fulfill the 5% course requirement, you must earn a total of **5 REP credits** throughout the semester (i.e., 1 credit = 1 percent of your final grade). All credits earned will be added to your final course grade at the end of the semester. Additional extra credit points may be available at my discretion.

- ➔ To sign up, please visit unt-cob.sona-systems.com. If you have questions, DO NOT contact me. Instead, contact the SONA managers via email at RCoBRep@unt.edu. Your questions will be addressed promptly, usually within 24 hours.

Please Note:

- 1) Don't wait! Create your account ASAP! Get first access to available studies.
- 2) Access the studies early and often to make sure you have first access to available studies. Once you sign up, the lab manager will update you periodically about newly posted studies.
- 3) **Make sure you assign your credits to the correct course. This course is: MKTG3010.407. Do not sign up for the Psychology Section.**
- 4) If you have another course that also requires SONA credits, you must complete those credits separately. On the main SONA account page, you can assign your completed credits to specific courses (of your choice). You have up to December 8th to adjust these credits!
- 5) If you do not want to participate in the posted studies, you can complete a 2-page research article critique for 2 points of REP credit each. To do so, please email RCoBRep@unt.edu and they will assign you an article to critique. Critiques are due on or before November 28th, at 5:00PM
- 6) I **do not have access** to the SONA system. It is imperative that if you are experiencing any issues or have questions that you email the RCoBRep@unt.edu.

UPDATE: November 28th, 5:00 PM – Last day to participate in SONA for Fall semester. On December 5th, final scores will be distributed to instructors and cannot be changed after that point.

EXTRA CREDIT SONA: You may earn an extra 25 points of EXTRA CREDIT for completing additional SONA Research studies. To earn the 25 points you must complete an additional 5 Research studies. Each credit beyond the initial requirement will earn 5 points per credit for a maximum of 25 points.

Grading Plan

Your final grade will be determined by your final point count at the end of the semester as recorded in your Canvas Gradebook. **Your final point count divided by the total number of points available for the course will provide the percentage to be applied to the Grading Scale below (ie. If you have accumulated 125 out of 150 points during the first week of class – this is equivalent to a 83.3%, B Grade).** The total number of points available is 1000 for the whole semester (not including extra credit opportunities).

The percentages are turned off in Canvas due to the amount of extra credit offered throughout the semester and create inaccuracies on your overall grade in the class.

Grading Scale (A-F)

A	B	C	D	F
>899 pts.	800-899 pts.	700-799 pts.	600-699 pts.	<600 pts.

Using the information laid out in this syllabus, you can determine ***at the beginning of the semester*** the amount of time and effort you need to input to achieve your desired grade. You can and should earn an A or a B in this course if you input a suitable level of effort and thought. Most of the course content is skill and participation oriented. Your input to the course determines what you take away.

NOTE: Tracking your performance during the semester should always be based on the total number of grade points you accumulate after every assignment or activity. **DO NOT look at the grade percentage as we do not weight the grade categories.** The Percentage is totally inaccurate, and you must calculate your grade utilizing points earned over points available.

I do not curve grades. Participation on all assignments is the key to success.

Assignments submitted in the comments field of an assignment will not be graded and do not count as a valid submission. If you are having problems uploading an assignment refer to the Technical Assistance section of the syllabus.

Extra Credit Opportunities

It is possible that an extra credit assignment will be offered this semester. Please take advantage of any of these opportunities.

Grading Challenge Policy

Should you believe that there is a grading error for a particular activity, you may make a grade “challenge”. This grade “challenge must be made *in writing* to your instructor *no more than 48 hours (two days)* after the grade is posted and should specify why you believe the grade is incorrect. **Challenges made after this time will not be accepted and your grade will stand as recorded.**

Final Grade Appeals, Changes, and Awarding and Removal of an ‘Incomplete’

This Instructor strictly follows the guidelines set forth in the current Undergraduate Catalog for grade appeals, changes, and the awarding and removal of an ‘Incomplete’.

Grade appeals should follow the proper rules of etiquette after your final grade has posted at the end of the semester. Grade appeals should be filed with the Department of Marketing office.

If you do not agree with the decision of the Marketing Chairperson, you may file a secondary grade appeal that will go to the Dean of the College of Business.

It is not proper etiquette to e-mail or contact the Department Chair or the Dean before the end of the semester in regard to grades. Any such requests will be sent back to your professor until after grades have posted at the end of the semester.

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.

Before asking me for assistance or assignment extensions – you are required to contact IT Support and receive a Case ID Number before reaching out to me. Without this number you will not receive any extensions on your coursework.

I am not an IT expert and cannot help you with the issues you are having. Most issues stem from using a cell phone or tablet instead of a computer utilizing the CHROME browser.

Upload your assignments way in advance of the deadline. Assignments close at the due date time listed on each assignment. If you try to upload a large file, CANVAS may reject the file size. This is why we utilize links from your Zoom account or a link to Youtube. If you are having a problem uploading, please reach out to the contacts listed below for a case number.

UIT Help Desk: [UIT Student Help Desk site](https://aits.unt.edu/support/) (<https://aits.unt.edu/support/>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Standard Support Hours:

Monday–Thursday: 8 a.m.- 9 p.m. (CST) via Phone

Friday: 8 a.m.- 5 p.m. (CST)

Saturday–Sunday: 11 a.m.- 3 p.m. (CST)

Standard Walk-in Hours: Monday–Friday: 8 a.m.- 5 p.m. (CST)

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

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 Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://policy.unt.edu/policy/07-012>

Academic Integrity Notice

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. This includes the use of AI Tools for completing your assignments. 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.

NOTE: All written assignments go through Turnitin for the evaluation of plagiarism and the use of AI tools. Do not use work from websites, former students, or current students to complete these assignments.

Do not utilize AI tools to complete these assignments as it will be treated the same as plagiarism.

All these incidents will receive a zero on the assignment or the entire course and be brought before the Dean of Students for disciplinary action by UNT.

Emergency Notification and 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.

Emergency Evacuation Procedures for Business Leadership Building:

Severe Weather

In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire

In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

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.

Americans with Disabilities Act

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (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 at disability.unt.edu.

Student Perception of Teaching

Student Perception of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey is available to you at the end of the semester, providing you a chance to comment on how this class is taught. Feedback from students helps to improve this course. I consider SPOT to be an important part of your participation in this class. 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/) (<http://spot.unt.edu/>) or email spot@unt.edu.

Ordering of Topics, Exams, and Projects for Spring 2025 (*Subject to Revision*)

PLEASE CHECK CANVAS REGULARLY FOR DUE DATES and ASSIGNMENTS. Everything you need for the semester is chronological in order from the Modules tab, and contains detailed information for Each assignment.

Some assignments have multiple due dates – please read the assignments thoroughly to understand when the first and final submissions are due.

The Final exam will follow the University Schedule for online non-synchronous classes and cannot not be taken early or late. Once I know the date for your class I will update the information via Canvas.