# OPSM 3830-501 OPERATIONS MANAGEMENT

## Instructor Contact

**Name:**              **Yavuz Idug**
**Class Hours:**       **5:00 – 7:50 PM on Thursdays @ FRLD 230**
**Office Hours:**      **By Appointment through Zoom**
**Email:**             **yavuz.idug@unt.edu**

**Communication Expectations:** All communication relating to the course should occur through Canvas messages.  Grade challenges and other communications related to the course should be accomplished through Canvas messages.  Communication unrelated to the course (advising, internships, etc.) may be submitted to yavuz.idug@unt.edu. All assignments will be turned-in using Canvas.  Please see the assignments module in Canvas for instructions on posting assignments. All inquiries are responded to as quickly as possible, but always within 48 hours. In general, grades for SmartBook reading assignments and quizzes are available immediately upon completion of the assignment. Exam grades with feedback are available approximately 2 hours after the exam window closes.

## Course Description

OPSM 3830 Operations Management is the management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management.

The course addresses a broad array of topics included under the umbrella of Operations Management. Topics, planning for changing/new operational systems including financial implications of operational changes; supply chain impacts, including sourcing, making and delivery decisions; customer management; strategy and change management including new product design/launch; project management; supply chain analytics; and the impact of technology. The goal is to examine operations as an integral part of the supply chain network; emphasizing demand-driven value networks.

## Course Structure

The course materials will be covered in approximately 15 weeks from January 18, 2024 to May 2, 2024. Exam 2 (not comprehensive) is scheduled on Thursday, May 9, 2024. There are 16 modules to the course covering 20 chapters and chapter supplements, two exams, four simulation modules, 2 case studies, and research participation (SONA).

SCHEDULING DISCLAIMER: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. Changes will be announced via Canvas.

## Course Prerequisites or Other Restrictions

While there are no prerequisites for this course, it is a junior level course. As such, you are expected to have working knowledge of the topics covered in the freshman and sophomore level courses. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. Additionally, you should have working knowledge of the internet, Canvas LMS, MH Connect, Microsoft Office, and Zoom.

## Course Objectives

By the end of this course, students will be able to:

1. Identify the various components of Organizational Operations
2. Describe the models associated with various facets of Operations Management
3. Apply these models to solve quantitative and qualitative problems
4. Depict the appropriate operational activity throughout the supply chain
5. Explain Supply Chain Management in terms of global flow of goods and services

## Materials

Text. (Connect Access with eBook) Operations Management, 14th edition, William J. Stevenson, McGraw-Hill Irwin. ISBN: 9781264344963. You may purchase it directly through Canvas/Connect or by purchasing an Access card through the bookstore.

MH Connect includes the ebook, so you do not need to purchase a hardcopy. All other course materials will be available through Canvas.

## Teaching Philosophy

All materials, readings, quizzes, and exams are providing within the Canvas shell. The course is integrated with McGraw-Hill Connect, which is required for the course. Please note that accessing Connect directly to do assignments may result in grades not transferring into the Canvas gradebook. Therefore, please access all assignments through Canvas. You are responsible to keep track of your grades in the Canvas gradebook and notify me immediately should a grade not appear.

The course is straightforward but contains a lot of material. It has been designed to provide you with a detailed overview of the Operations Management of an organization. Each module is self-contained. Completing all the assignments in the required time window will prepare you for the exams. I have provided lecture and problem-solving videos to go along with various chapters. While these do not cover all the problems assigned, they do provide detailed explanations for solving problems where previous courses had difficulty. Finally, as always, please reach out to me should you have any questions or concerns regarding the course.

## Course Requirements

| Date | Chapter/Topic | SmartBook Assignment | Quiz |
|---|---|---|---|
| Jan 18 | Course & Semester Overview<br>Chapter 1 – Introduction to Ops Management<br>Chapter 2 – Competitiveness, Strategy, & Productivity | Chapter 1<br>Chapter 2 | Ch 2 |
| Jan 25 | Chapter 3 – Forecasting | Chapter 3 | Ch 3 |
| Feb 01 | Chapter 4 – Product and Service Design<br>Chapter 4 Supplement – Reliability | Chapter 4<br>Chapter 4s | Ch 4<br>Ch 4s |
| Feb 08 | Chapter 5 – Strategic Capacity<br>Chapter 5S – Decision Theory<br>Chapter 11 – Aggregate Planning & Master Scheduling | Chapter 5<br>Chapter 5s<br>Chapter 11 | Ch 5<br>Ch 5s<br>Ch 11 |
| Feb 15 | Chapter 6 – Process Selection and Facility Layout<br>Chapter 7 – Work Design and Measurement | Chapter 6<br>Chapter 7 | Ch 6<br>Ch 7 |

| | | | |
|---|---|---|---|
| Feb 22 | Chapter 8 – Location Planning and Analysis | Chapter 8 | Ch 8 |
| Feb 29 | Exam-1 | | |
| Mar 07 | No Classes / Spring Break | | |
| Mar 14 | Chapter 9 – Management of Quality<br>Chapter 10 – Quality Control | Chapter 9<br>Chapter 10 | Ch 10 |
| Mar 21 | Chapter 12 – Inventory Management | Chapter 12 | Ch 12 |
| Mar 28 | Chapter 13 – MRP and ERP / Case Study 2 | Chapter 13 | Ch 13 |
| Apr 04 | Chapter 14 – JIT and Lean Operations<br>Chapter 14 Supplement - Maintenance | Chapter 14<br>Chapter 14s | Ch 14<br>Ch 14s |
| Apr 11 | Case Study 1 | | |
| Apr 18 | Chapter 15 – Supply Chain Management | Chapter 15 | Ch 15 |
| Apr 25 | Chapter 16 – Scheduling<br>Chapter 17 – Project Management | Chapter 16<br>Chapter 17 | Ch 16 |
| May 02 | Case Study 2 | | |
| May 09 | Exam-2 | | |

*** No late work is accepted.**

## Grading

| Assignment | Points Possible | Percentage of Final Grade |
|---|---|---|
| SmartBook | 200 points | 20% |
| Quizzes | 200 points | 20% |
| Exam 1 | 150 points | 15% |
| Exam 2 | 150 points | 15% |
| Practice Operations Modules- 25 pts each | 100 points | 10% |
| Case Studies- 25 pts each | 50 points | 5% |
| Research Participation (SONA) | 50 points | 5% |
| Class Participation | 100 points | 10% |
| Total Points Possible | 1000 points | 100% |

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Grades are based on total points earned during the semester.

## Course Policies

- **Assignment Policy**. All SmartBook Assignments and Quizzes are due by 11:59pm the Sunday of the week assigned. No late assignments will be accepted. Please access all assignments through Canvas. Doing assignments directly in MH Connect may result in the grades not transferring into the Canvas gradebook. If I have to manually move grades from MH Connect to Canvas, there will be a 10% penalty imposed on each grade that has to be moved.

- **Examination Policy (150 points each)**

There are two 150-point exams in the class. Exams will be held in class during class meetings unless otherwise announced. Each exam covers only the material in that section of the course. There is no comprehensive final. There are no alternative dates for the exams.

Exams are open-book and open notes. You may not use websites outside of Canvas (especially those with exam questions) to help solve the exam problems. Exams are individual assignments. Working together on an exam is cheating and will be dealt with according to university and RCoB policy.

Should you lose Internet connection during an exam, please let me know immediately and try and reconnect to the exam. In general, the exam will allow you to reconnect. If it doesn't, please contact the Student Helpdesk at helpdesk@unt.edu or 940.565.2324 and obtain a ticket number and then contact me. I can reset the exam for you to retake it as long as you are within the available time window for the exam.

There are no make-up exams so please plan accordingly.

- **Practice Operations Modules (25 points each).** There are four Practice Operations Modules included with the course. Each module involves a simulation of the material we are learning in the course. Please note, however, that the modules do not fully align with the chapters, so you may need to look up some of the information on your own in order to complete each assignment. For each module, you'll have the opportunity to earn up to 25 points, so there are a total of 100 points available. The modules get harder as you progress, so be sure and earn as much credit as you can on the earlier ones! **To receive credit for each module completed, you must post a reply in the appropriate discussion thread for that module**. The modules are available from January 25, 2024 to April 28, 2024, and you have unlimited attempts at completing each. You can access the modules by clicking on the Assignments tab and going to the Practice Operations group.

- **Case Studies (25 points each).** The course includes two Case Studies, each carrying equal weightage of 25 points. One case study focuses on services, and the other on production, providing a comprehensive understanding of operations management in diverse sectors. They will be conducted in groups. This collaborative approach is designed to foster teamwork and collective problem-solving skills, essential in real-world operations management. I will distribute the case study material and accompanying questions at the beginning of the session designated for each case study. This ensures that all groups have equal time and resources to work on the case study. Each case study session is structured to encourage in-depth analysis and discussion. The first part of the session will be dedicated to group work, where teams will analyze the case and prepare their responses. In the second part, each group will present their findings and solutions, followed by a class-wide discussion. The evaluation of each case study will be based on the thoroughness of the analysis, the feasibility and creativity of the proposed solutions, and the quality of the presentation. Collaboration within groups and contribution to the class discussion will also be considered. Groups must submit a written report of their case study analysis before the end of the session. Reports should be concise, well-structured, and demonstrate a clear understanding of the case's key issues and proposed solutions.

- **Research Participation (SONA)  (50 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.

  The amount of credit assigned is based on the length of time the study takes to complete and whether you participate online or in-person in the COB behavioral Lab (BLB 279):

| Online Studies | In-Person Lab Studies (Behavioral Lab - BLB 279) |
|---|---|
| ➢  <15 minute studies = 1 credit | ➢  <15 minute studies = 3 credit |
| ➢  15-30 minute studies = 2 credits | ➢  15-30 minute studies = 4 credits |
| ➢  >30 minute studies = 3 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.

➔   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)   Assign your credits to the proper course. This course is: OPSM 3830.502.
3)   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!
4)   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 Dec 1st.

**Important Deadlines!**

**April 26th, 5:00 PM** – Last day to participate in SONA. You will have one week from this date to adjust your final credits assigned to particular classes in SONA (May 3rd). On May 4th, final scores will be distributed to instructors and cannot be changed after that point.

## Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, I will also
- Post announcements as needed to clarify and update information on the course
- Answer any questions/concerns you may have about the course, assignments, due dates, etc.
- Respond to all course inquiries usually within 24 hours, but always within 48 hours.

## Late Work

I do not accept late work. Please plan your schedules accordingly.

## Class Participation

Class participation comprises various elements, such as attendance, individual in-class discussions related to daily course content, and engagement with outside readings. In-class participation will be evaluated based on class preparation, frequency of participation, quality of contributions, organization, and conciseness.

Throughout the classes, we will use Slido software to enhance the course content and foster active learning. You will encounter quizzes, polls, and open-ended questions attached to chapter slides, which will help enrich your learning experience and increase engagement. Your responses to these questions, as well as your class attendance, will contribute to the overall participation points.

## Syllabus Change Policy

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted noted the changes and an updated syllabus will be posted in Canvas.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. You will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding you to complete the SPOT evaluation.

## Course Technology & Skills

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, adjustments to the time windows may be provided based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## Minimum Technology Requirements

- Internet-enabled computer with video camera
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

## Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using Zoom video conferencing
- Using MH Connect

## Rules of Engagement

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language. No profanity.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

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

## Getting Help

### Technical Assistance

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

**UIT Help Desk**: [http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm)
**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone**: 940-565-2324
**In Person**: Sage Hall, Room 130
**Walk-In Availability**: 8am-9pm
**Telephone Availability**:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

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

## 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

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

## Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all

instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

## Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

## Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available at the end of the semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

## Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

## Important Notice for F-1 Students taking Distance Education Courses

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit,

cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

## Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

## Use of Student Work

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

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

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

## Academic Support & Student Services

### Student Support Services

*Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

*Chosen Names*

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

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

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

*Pronouns*

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

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

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

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

*Additional Student Support Services*

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)

- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

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