FINA3770 (Section 403): Introduction to Finance
Fall 2026
Online (asynchronous delivery)

Contact information

Professor: Dr. Zinat Alam (*she, her, hers*)
Office Location: BLB 365G
Phone Number: (940) 565-3065
Email: zinat.alam@unt.edu

Teaching Assistant (TA): TBA
Email: TBA

Office Hours

Professor's (Zinat) zoom office hours: **Tuesday 8:30 – 9:30 am CST,** starting from Aug 25 (Tuesday), 2026, or by appointment
Zoom link: https://unt.zoom.us/j/86402692722?pwd=hymT9k9HXfM7eqpDd8Eyaa0UMsSG9n.1
Meeting ID: 864 0269 2722 Pass code: 62097

(No office hours during Thanksgiving Break)

TA's (TBA) Office Hours via Zoom: TBA

Note: There are no recordings of Professor's or TA's office hours

Finance Tutor Lab

The Finance Tutor Lab (BLB 006) offers free in person review sessions.

Course Description

FINA 3770 (3 credit hours) is an introduction to the basic principles of finance and the application of these principles to financial decision-making. This class will provide an overview of the financial markets, the time value of money, interest rates, stock and bond valuation, security markets, risk and return trade-offs, capital budgeting, and financial decision-making.

Course Structure

This course is delivered 100% online (asynchronous). Every week, there will be **two 60-minute** synchronous office hours conducted by the Teaching Assistant and **one 60-minute** synchronous office hour conducted by the instructor via a meeting app, e.g., Zoom, throughout the semester. In addition to answering student questions, these office hours will be used to review key topics. These office hours are optional, but they offer bonus credit points, as discussed on page 6. Thus, students are encouraged to attend. Other than that, your interaction with the professor and with your fellow students will take place

on Canvas. There are 14 weeks of content that you will move through. These lectures cover materials from the textbook. PowerPoint slides, short lecture videos, and supplementary materials are designed to summarize the basic concepts and applications introduced in the class. Applied problems are utilized to assess student understanding and help prepare students for the exams.

Course Objectives

Upon successful completion of this course, learners will be able to:

1. Understand the advantages and disadvantages of each type of firm organization
2. Calculate present value, future value, interest rate, periodic payments, and the number of payment periods of different types of cash flows
3. Understand how the changes in interest rate affect the value of your assets or the return of your investments
4. Calculate the value of different types of financial assets, such as stocks and bonds
5. Conceptualize the risk and return trade-off of your investment from both a stand-alone and a portfolio perspective
6. Choose between business projects using different financial criteria (e.g. NPV, IRR, and payback periods)
7. Calculate the cost of capital.

Course Prerequisites or Other Expectations

Completion of pre-business requirements, including ACCT 2010 and 2020 or equivalent, with grades of C or better. The FINA 3770 syllabus is designed with the assumption that students have a sound understanding of basic mathematics, algebra, statistics, accounting (especially balance sheets, income statements, and statements of cash flows), and all other prerequisites. It is your responsibility to read and review these topics thoroughly so that you are comfortable with these concepts.

Required Materials

1. **Textbook**. Fundamentals of Corporate Finance, with WileyPlus, 6th ed by Parrino, Bates, Gillan and Kidwell, Publisher: Wiley, ISBN: 978-1-394-24388-4. UNT has negotiated special pricing for you. In order to receive this special pricing, use promo code **UNT13** to purchase an ebook + one-semester/ 6-month WileyPlus access for $55 from WileyPlus.com THROUGH the CANVAS COURSE PAGE (left-hand menu bar) ONLY. If you are required to purchase from the UNT bookstore, a WileyPlus one-semester code + perpetual access to the e-book will cost $131.The purchase instructions are downloadable from *Canvas -> Modules -> Module 1 -> Questions about New WileyPLUS*.
2. **Online homework system** New WileyPlus. See the instructions for student registration for New WileyPlus in Canvas. Or find it in *Canvas -> Modules -> Module 1 -> Questions about New WileyPLUS*.
3. A **web camera** or a laptop with an integrated camera is required for all remote exams. It is the student's responsibility to obtain a properly functioning camera for remote exams. The test score will be invalid without a functioning camera. All remote exams will be administered through Canvas using Respondus Lockdown Browser with the Camera option. Respondus Lockdown Browser can be downloaded through your Canvas account.

4. A Texas Instruments (TI) BA II Plus **financial calculator**. Required for at-home practice, homework, quizzes, and exams. The TI BA II Plus financial calculator is used to demonstrate calculation problems in the short video lectures. You can find the online manual at http://bit.ly/14A6Fba. Other recommended calculators are HP 12C or TI-84 Plus or TI-84 Plus CE. If a student prefers to use a financial calculator other than the TI BAII Plus, they are responsible for learning how to use it.

5. **Technology Requirement/Skill**: The student must have access to a computer with a reliable internet connection to complete New WileyPlus Homeworks/quizzes. Zoom software is used for online office hours. The student is also responsible for acquiring the necessary knowledge to navigate the New WileyPlus and Canvas sites and ensuring that grades have been recorded correctly in Canvas.

Suggested Reading

The Wall Street Journal. UNT offers free subscription to Wall Street Journal for all students upon opening an account.

Course Site (Canvas)

PowerPoint slides and other supplementary course materials are available through the course website on Canvas at canvas.unt.edu/. The student can use Canvas to access the New WileyPlus homeworks, quizzes, and all exams. All grades will be available on Canvas so that the student can track their progress. We will also use announcements and discussion boards to communicate about course materials.

Grades

The course grade will be determined as follows. Detailed explanations for each component are below.

Contribution to Grade	**Percentage of Final Grade**
Homework (10 assignments, lowest one dropped)	15%
Quiz (10 assignments, lowest one dropped)	15%
Midterm Exams (3 exams, lowest/missed one dropped)	40%
Final Exam (mandatory)	30%
Total	100%
Extra Credit: Syllabus quiz (1%), Office hour participation (2%), and SPOT group credit (1%)	4%

The final grade will be determined based on the percentage points of the assignments accumulated over the semester, as follows:

A = 90-100 B = 80-89.99
C = 70-79.99 D = 60-69.99
F = below 60

Grade-related Policies

Homework and Late Submission Policy

There will be 10 graded homework assignments, and the **best 9 homework** assignments will be graded. You have one attempt to complete each individual homework; however, you are allowed 3 attempts per

question. Your best score will be kept as the question score. You have unlimited time to complete each homework. Each homework assignment is equally graded. Please watch a short video *in Canvas ->Modules -> Module 1 -> Questions about New WileyPLUS* if you want to know more about how to sit for the homework.

The HWs are to be submitted online via *WileyPLUS* platform. All homework assignments are to be completed by 11:59 pm (Central time) of the due date unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline. There will be a 10% grade deduction if the homework is submitted one day after the due date. Any unsubmitted homework one day after the due date will receive a grade of zero. Homework dates are posted in the Canvas calendar. You will be able to see your grade in the Canvas grade book immediately after you complete the homework.

These homeworks are designed to give students an opportunity to apply the financial concepts they learn in this course in making business and personal finance decisions, as well as to prepare them for the exams. You should plan on spending at least 3-4 hours per week to work on your assignments. I would suggest that everyone start working on the homework/quiz well before the due date so that you have more time to work on your assignments, more opportunities to get help from me or from my teaching assistant. Thus, late homework will be accepted only with a 10% grade deduction, even in the case of technical difficulty. YOU CAN ALWAYS SUBMIT THE HOMEWORK EARLY.

Quiz Policy

There will be 10 graded quizzes, one from each chapter, and the **best 9 quizzes** will be graded. Each quiz is timed. You have one attempt to complete each quiz; however, you are allowed 3 attempts per question. There will be a 20% score reduction per question after the second attempt. The best grade for each quiz will be recorded. Each quiz is equally graded. Please watch a short video in *Canvas ->Modules -> Module 1 -> Questions about New WileyPLUS* if you want to know more about how to take the quiz.

Quizzes are to be submitted online via the *WileyPLUS* platform. All quizzes are to be completed by 11:59 pm (Central time) of the due date unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline. There is no late submission policy for the quiz. Any unsubmitted quiz after the due date will receive a grade of zero. YOU CAN ALWAYS SUBMIT THE QUIZ EARLY! Quiz dates are posted in the Canvas calendar. You will be able to see your grade in the Canvas grade book immediately after you complete the quiz.

Midterms and Final Exam Policy

FINA3770 has a total of four exams, including **three mid-term exams and one final exam**. I will drop the lowest score midterm exam. Each midterm exam is worth 20% of the course grade for a total of 40%. The final exam is cumulative and worth 30% of the course grade. The final exam is mandatory and cannot be dropped. Any missed exam, including the final exam, will receive a grade of zero.

All exams have similar formats and are closed-book and closed-note. Exams will consist of multiple-choice questions – both conceptual and numerical- and/or true/false questions. Any material discussed in this course (including but not limited to course notes and supplementary materials posted on Canvas, assigned textbook chapters, problems assigned as homework, quizzes, and ungraded practice quizzes) is

examinable. I will provide an exam formula sheet ahead of each exam. Students will be able to view their grade in the Canvas grade book after all students have completed the exam. Midterm and FINAL exam dates are posted in the Canvas calendar.

The students are allowed to bring **ONLY one non-programmable financial calculator** from the recommended list in Canvas, scratch paper, pen/pencil, printed/online formula sheet, and a form of ID (UNT student card/ driver's license/ passport) for the remote exam. You must display the model of the non-programmable financial calculator on the web camera when you take the remote exam. You must also ensure an uninterrupted internet connection during the exam. Inability to complete an exam due to a lost internet connection will not be accommodated.

All exams are administered online via Canvas and require the use of a webcam and Respondus Lockdown Browser. If you are using a UNT computer to take the test, please ask an administrator to download Respondus for you and ensure that the computer has a webcam. If you have any issues with the Respondus software or the web camera, you should resolve them well in advance of the exam. Please take the ungraded mock quiz under "Quiz" in your course navigation menu (on the left) to check if Respondus is working properly. If not, then email helpdesk@unt.edu and resolve the issue prior to the exam and/or during the exam if unavoidable situations arise.

Makeup Exam Policy

I anticipate that you will take the exams at these pre-specified time slots and dates. Make sure to arrange other appointments (including work, job interviews, doctor's appointments, etc.) well in advance if there is a conflict with the exam date and time. Makeup exams are only allowed in case of extreme circumstances and university-excused absences. In such cases, you must notify me and the TA in writing (via email) at least one week prior to the exam date, provide appropriate supporting documentation, and obtain confirmation from me prior to the exam. If such extreme circumstances are unforeseeable (i.e., an accident), please contact me as soon as possible, and I will determine how to proceed.

Grading Errors and Disputes

If you believe that any of your work is graded or recorded incorrectly, you may submit a written appeal (email is okay) for review within one week of the time grades are reported. Any request submitted after this deadline will not be considered.

Grade appeals will be accepted only in writing within two days after grades become available to students. The student is required to provide a written explanation for why the grade needs to be re-evaluated. Please note that re-evaluation of grades may result in a lower grade.

Extra Credit

There are three extra credit opportunities in this course.

(1) You must score 80% in the **extra credit syllabus quiz** to receive 1% extra credit. You have unlimited attempts and unlimited time to submit this quiz. This quiz must be submitted by the end of the semester deadline (Nov 30, Monday) or before. No late submissions will be accepted. The syllabus quiz is based on Module 1: Introduction and tests your knowledge of the FINA3770 syllabus.

(2) There is a **SPOT group credit** available for each section of the class. If 85% of students in each section complete the SPOT evaluation by the deadline, all students in that respective section will receive 1% extra credit for the course.

(3) **Online office hour participation (2%).** You can earn up to 2% bonus points for participating in online (Zoom) office hours with the instructor or the TA. What does a student need to do to achieve this credit? **First**, the student must attend at least one office hour session during the entire semester. **And second**, the student must seek help to understand and solve a particular problem during office hours. The problem could be a chapter problem or a homework/quiz problem. **No credit** is achieved without the second point mentioned above. The instructor and the teaching assistant reserve the right to determine if a student is eligible for the office hour participation credit. The participation credit starts from the very first office hour. There is **no makeup credit** if a student miss showing up in at least one office hour the entire semester.

Office Hours

In the optional weekly office hours, held via a meeting app such as Zoom, the professor will review the important topics covered in the prior week, work on example problems as necessary, and answer specific questions you may have. Additionally, the class teaching assistant (TA) will hold office hours twice a week to review specific topics. Students are highly encouraged to attend these weekly office hours with the instructor/TA, as office hour participation offers bonus credit points, as discussed on page 6 of the syllabus. Please refer to the first page of the syllabus for details on TA office hours. Note that there will be no video recordings of these office hours.

Change of Recorded Grades

Components of your grades will be posted on Canvas throughout the semester. You need to review your grade book carefully to ensure that all items contributing to your grade are recorded correctly. If, however, any item is incorrectly recorded, I need to be informed in writing (via email with supporting evidence) within one week of when it is posted on Canvas. If no request to adjust grade is made within that time frame, all graded items are finalized, and no further corrections will be made.

Incomplete Grade

An incomplete grade can only be assigned if you follow the University policy regarding incomplete grades. You must check with me to arrange an incomplete before the final exam is administered. Not performing well in class, not being able to complete an assignment in time, or being out of town during a test are inadequate reasons for requesting or granting an "I".

Add/Drop Deadlines

If you are not currently enrolled in this course, you must add it by the designated deadline. If you want to drop the course without penalty, you may do so by the appropriate date. For these and other deadlines, including receipt of an automated grade of "W", please consult UNT's Office of the Registrar.

Student Responsibility

Each student is responsible for the information contained in this syllabus and all announcements made in this course. This includes announcements made on the first day of class. Students are responsible for

turning in quizzes, homework, and exams on time. The students are also responsible for withdrawing from the class should they decide to do so.

Instructor Responsibility

As an instructor, my responsibility is to deliver the course knowledge outlined in this syllabus, help you grow and learn, provide clear instructions for activities and assessments, answer questions about assignments and exams, and identify additional resources as necessary.

Use of Generative AI (GenAI) Tools

In this course, I want you to engage deeply with the material and strengthen your own critical thinking skills. For this reason, the use of Generative AI (GenAI) tools such as Claude, ChatGPT, Gemini, and similar platforms is not permitted for completing any part of an assignment or exam. While these tools can be helpful in some contexts, they do not align with our goal of fostering independent thought. Using GenAI to complete assignments or exams will be considered a violation of academic integrity and will be addressed in accordance with the Student Academic Integrity Policy. However, you may use GenAI tools to enhance your understanding of the course material (e.g., for practice, clarification, or exploring related concepts), as long as the work you submit is entirely your own.

Help and Support

If you feel that you are struggling to understand the material, please contact me or the TA sooner rather than later. To ensure that we can help you, be specific about what you do not understand – that is, section of the notes, text, or a particular problem that you are struggling with (For example, if it is a numerical problem, email me, or discuss in the office hours with a copy of the question and your attempt to solve it such as, a picture of your handwritten note).

Supporting Your Success and Creating an Inclusive Learning Environment

I appreciate the diverse perspectives that students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be conducted in a respectful and civil manner. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my Zoom office hour and let me know. We are all learning together.

Course Contract

This syllabus represents a binding contract between you (the student) and me (the instructor). Please read it carefully. Your enrollment in this course constitutes agreement to these terms for the length of the course. I look forward to working with you to achieve the goals outlined in this syllabus.

Tentative Course Outline/Schedule

Start Date	Week	Topic/Assigned Reading	Chapters	HW/Exam Dates
Aug 17	1	Module 1: Introduction		
	1	Module 2: The Financial Manager and the Firm	Chapter 1	
Aug 24	2	Module 3: The Financial System and the Level of Interest Rates	Chapter 2	Chp 1 HW 8/25 Chp 1 Quiz 8/26
Aug 31	3	Module 4: Financial Statements, Cash Flow and Taxes	Chapter 3/4	Chp 2 HW 9/1 Chp 2 Quiz 9/2
Sep 8	4	Module 4: Financial Statements, Cash Flow and Taxes	Chapter 3/4	Chp 3/4 HW 9/8
	4	Module 5: Time Value of Money (Introduction)	Chapter 5	Chp 3/4 Quiz 9/9
Sep 14	5	Module 5: Time Value of Money (Introduction)	Chapter 5	Chp 5 HW 9/15
	5	Review and Self-Study before Midterm 1		Chp 5 Quiz 9/16
Sep 19	5	**(Saturday) online Canvas exam, open 9 am-8 pm CST**	**MIDTERM 1**	**(75 min)**
Sep 21	6	Module 6: Discounted Cash Flows and Valuation	Chapter 6	
Sep 28	7	Module 6: Discounted Cash Flows and Valuation	Chapter 6	Chp 6 HW 10/06
	7	Module 7: Bond Valuation	Chapter 8	Chp 6 Quiz 10/07
Oct 05	8	Module 7: Bond Valuation	Chapter 8	Chp 8 HW 10/13 Chp 8 Quiz 10/14
	8	Module 8: Stock Valuation	Chapter 9	Chp 9 HW 10/20
Oct 12	9	Module 8: Stock Valuation	Chapter 9	Chp 9 Quiz 10/21
Oct 19	10	Review and Self-Study before Midterm 2		
Oct 24	10	**(Saturday) online Canvas exam, open 9 am-8 pm CST**	**MIDTERM 2**	**(75 min)**
Oct 26	11	Module 9: Risk and Return	Chapter 7	Chp 7 HW 11/03 Chp 7 Quiz 11/04
Nov 02	12	Module 10: The Fundamentals of Capital Budgeting	Chapter 10	Chp 10 HW 11/10 Chp 10 Quiz 11/11
Nov 09	13	Review & Self-Study before Midterm 3		
Nov 14	13	**(Saturday) online Canvas exam, open 9 am-8 pm CST**	**MIDTERM 3**	**(75 min)**
Nov 16	14	Module 11: The Cost of Capital	Chapter 13	Chp 13 HW 12/01 & Chp 13 Quiz 12/02
Nov 23- 29		**THANKSGIVING BREAK**		
Nov 30	15	Review of all chapters & Self-Study before Final		
Dec 5		**(Saturday) online Canvas exam, open 9 am-11:59 pm CST**	**FINAL EXAM**	**(120 min)**

General Course Policies

Communication and Feedback: The best way to contact me is via email. Students must use their official UNT email address to communicate with the Professor. I batch process emails and will do my best to reply to you within a 24-hour period (usually sooner). My response may be delayed over the weekend. Moreover, some questions do not lend themselves to an easy answer via email, so I may ask you to arrange an appointment time for an online meeting. Also, sometimes emails go missing – if it seems that I have not responded to you, please feel free to follow up with me. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person whom you can email with questions.

Students are expected to use appropriate and professional etiquette when communicating via email. As business students, you should exhibit a high level of care as to whether your message is communicated clearly and in an appropriate manner, so the recipient can understand. You want your email to reflect well on you and your intelligence. Check for spelling, punctuation, and grammatical errors. Despite the fact that most of us compose emails on our cell phones, emails are not text messages. Be mindful of your "tone" and language. Use appropriate greetings, full sentences, and a closure statement. Do not use text message shortcuts or acronyms. Here is a guideline for online communication.

I will post announcements or may contact you by e-mail whenever necessary and will send e-mail messages to your EagleConnect (e-mail) account. It is your responsibility to check your e-mail account on a regular basis. Note that any information about your quiz/homework/exam grades will only be communicated via the Canvas grade book. I will not post or discuss the final grade via email or in person/Zoom. You have to wait until the registrar's office publishes the FINAL grade.

Student Success: FINA 3770 has frequent deliverables and challenging goals. My experience is that students who keep up with the material from the beginning of class typically do very well. Do not procrastinate! Make sure that you can relate the relevant points in the text back to the learning objectives. Based on your review of the class power points, your reading of the text, and your attempt at solving the quizzes and homeworks, come to the office hour with a list of questions (areas of confusion, etc.). If you follow this approach, you will turn a passive activity of reading the lecture into an active task of seeking specific knowledge or skills that are consistent with the learning objectives.

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 referred 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. The Code of Student Conduct can be found at Student Conduct and Community Standards | Division of Student Affairs.

Academic Integrity: 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.

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.

Accommodations for Disability: 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 at disability.unt.edu.

Religious Accommodations: It is University policy to excuse absences of students that result from religious observances and to provide, without penalty, for rescheduling of examinations and additional required class work that may fall on religious holidays. Students who plan to observe such a holiday are requested to notify the instructor as soon as possible in order to make appropriate arrangements for class work or rescheduling of examinations. Please consult UNT list of major religious Holidays.

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.

Emergency Plan: 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 the UNT Learning Management System (LMS) for contingency plans for covering course materials. Every campus building has emergency shelters and evacuation plans. Please familiarize yourself with the plans

of each building in which you take classes or attend meetings. Make sure to note the routes to the lowest level of the buildings for shelter during inclement weather, as well as exits from the buildings in the event of fire or other emergencies. For more information, see Emergency Floor Plans | Emergency Management & Safety Services.

COVID-19 Policy: Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms testing/symptoms.html) 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.

Syllabus Change Policy: The Instructor reserves the right to change this syllabus if needed. Announcements will be made in Canvas.

Students' Perceptions of Teaching (SPOT): Student feedback is an important and 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 late in the semester to provide you with an opportunity to evaluate how this course is taught. You will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Once you complete the survey, you will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website or email spot@unt.edu.

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 and assignments submitted during the duration of the course, are kept for at least one calendar year after course completion. Coursework completed via Canvas, 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 students' records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy, 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.

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 reported non-confidentially 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 online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus 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: Student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) they create 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.

Help and Support: If you feel that you are struggling to understand the material, please contact me sooner rather than later. To ensure that I can help you, be specific about what you do not understand – that is, section of the notes, text, or a particular problem that you are struggling with (For example, if it is a numerical problem, email me, or bring to office hours, a copy of the question and your attempt to solve it such as a picture of your handwritten note).

Technical Assistance: Part of working in the online environment involves dealing with the inconveniences and frustrations 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.

UNT Help Desk: UNT Student Help Desk site
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

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

Academic Support Services:

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

Student Support Services:

Mental Health Services
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)

Additional Student Support Services

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

I have read this syllabus and agree to the schedule and procedures stated therein.

Print name:_____ (Signed) _____

Student ID:_____ Date:_____