FINA 3770-007 & 009: INTRODUCTION TO FINANCE
FALL 2020

Where & When: Tue/Thr 9:30-10:50 am (Sec 7), 3:30-4:50 pm (Sec 9)
Remote Synchronous, via ZOOM

Professor: Zinat Alam
Office: BLB 365G
Telephone: 940-565-3065
Email: zinat.alam@unt.edu

How Can You Reach Me?

Office Hours: Tue/Thr, 11 am – 12pm or by appointment via ZOOM

Communication and Feedback: Preferable mode of communication is email (please use zinat.alam@unt.edu while sending emails). If I do not get back to you within a few days, please contact me again. Your email probably has not found a way to reach me. You can also use canvas discussion board to pose questions that are not discussed in the syllabus and are useful for other students. Here is a guideline for Online Communication. I will occasionally pass to you Critical Incident Questionnaire (CIQ) and “The Muddiest Point” question that relate to the class contents and teaching techniques. These anonymous assessments are designed to receive feedback from you in order to facilitate learning.

I will communicate with you via canvas about quizzes, HW assignments/exams deadlines, grades and all class related materials. I will also contact you by e-mail whenever necessary. I will only send e-mail messages to your EagleConnect (e-mail) account. It is your responsibility to check your e-mail account on a regular basis. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu/. Note that any information about your grade will only be communicated via Canvas.

1 I will provide the details occasionally via email.
About FINA 3770

Course Objective
The goal of this course is to provide you with a working knowledge of fundamental concepts in financial management and the ability to apply these concepts to real-world problems. Upon successful completion of this course, students will have developed an understanding of firm organization, principal-agent relationships, risk/return relationships, time-value-of-money, valuation, and capital budgeting as they relate to the financial management of the firm.

Course Description
FINA 3770 is an introduction to the basic principles of finance and the application of these principles to financial decision-making. This course is designed for all business students, not just finance majors. Special emphasis is given on topics such as time value of money; financial information; analysis and financial decision making; security markets; and risk and return trade off.

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

Course Site (Canvas)
PowerPoint slides and other course materials are available through course website on Canvas at canvas.unt.edu/. All slides have embedded notes in their note pages placed for your convenience. You can also use canvas link to access MyFinanceLab HW assignments. The grades will be available on Canvas so that you can track your progress. We will also use announcements and discussions boards to communicate about course materials. The teaching will be via Zoom, Canvas has a recurring zoom meeting link for this class. Each class will be recorded and posted in Canvas later on. Class zoom recordings are reserved for use only by students in this class for educational purposes. The recordings should
not be shared outside the class in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Credit  3 Credit hours

**What You Must Have (REQUIRED)**


2. **Access to MyFinanceLab**: A web-based homework/learning management system accompanying the textbook, which you will use to complete and submit your individual online HomeWorks and short quizzes. You can purchase it through the “MyLab & Mastering Links” on the Canvas course page. Make sure to add your course ID **alam37425** in MyFinanceLab. **Step by step registration process is posted on Canvas.**

3. **Non-Programmable Financial Calculator**: Required for in-class use, homeworks and exams. I will use TI BAII Plus in the classroom. Other recommended ones are TI BAII Plus, HP 12C, or TI-84. If you use a financial calculator other than TI BAII Plus, you are responsible for learning how to use these. I will provide some (not exhaustive) information about external resources on other models of financial calculator on Canvas.

4. **Zoom**: We will have **real time classes** via Zoom T/TH 9:30-10:50 am for Sec 7 and T/TH 3:30-4:50 pm for Sec 9. **The zoom meeting links is posted in Canvas.** The lecture recordings will be posted in canvas after a class is over. You can either download zoom app or use Zoom within Canvas (**https://online.unt.edu/zoom-access-students**). Once you are in Zoom, you can open the attendee and chat windows on the right side, and can use the “raise hand” button if you want to speak. I would appreciate your keeping you **mike muted** until you are called on, as in a large group like this, audio feedback can be a problem. If you don’t have a mike on your computer, there are dial in numbers so that you can dial by phone. You can also download the Zoom app and join using your mobile phone. Go into settings to mute audio there.
5. **Required Equipment/Software**: You must have an access to a **computer** with a reliable internet connection and **Zoom software/app**. A **web camera** or a laptop with integrated camera is required for all remote exams. It is your responsibility to obtain a properly functioning camera for remote exams. Your test score will be invalid without a functioning camera. All remote exams will be administered through Canvas using **Respondus Lockdown Browser** with **Camera option**. Respondus Lockdown browser can be downloaded through your Canvas account.

**Course Requirement and Grading**

<table>
<thead>
<tr>
<th>Individual Evaluation Item</th>
<th>Points (%)</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Quizzes in MyFinanceLab (6 x 25 each)</td>
<td>150 (15%)</td>
<td><strong>A = 900-1,000</strong></td>
</tr>
<tr>
<td>MyFinanceLab HWs (6 x 25pt each)</td>
<td>150 (15%)</td>
<td><strong>B = 800 - 899</strong></td>
</tr>
<tr>
<td>Midterms (2 x 225pt each)</td>
<td>450 (45%)</td>
<td><strong>C = 700 - 799</strong></td>
</tr>
<tr>
<td>FINAL Exam</td>
<td>250 (25%)</td>
<td><strong>D = 600 – 699</strong></td>
</tr>
<tr>
<td>Online Zoom Class Attendance (bonus)</td>
<td>25 (2.5%)</td>
<td><strong>F = 599 or below</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,000 (100%)</td>
<td></td>
</tr>
</tbody>
</table>

*You can receive a max of 1025 pts by attending online zoom classes*

Your grade will be determined from your score out of a maximum achievable total of 1,050 points which are broken down as follows: (1) **6 out of 8 short quizzes** (the lowest (or missed) 2 quiz scores will be dropped) to be submitted online for a total of 150 points (2) **two out of three** midterms (the lowest midterm score will be dropped) for a total of 450 points, (3) one **partially comprehensive** final exam for a total of 250 points; (4) **6 out of 8 MyFinanceLab HWs** for a total of 150 points (the lowest (or missed) 2 HW scores will be dropped), (5) **Online Zoom Class Attendance** for a total of 25 points. As you can see from the chart above, you could potentially earn a 2.5% extra credit in this course.
To the best of my ability, your grade will reflect your demonstrated performance in the course. Grades are not negotiable and will only be changed in the event of a math or grading error. In such case of grade disputes, I will re-grade all your course work to make sure that errors do not affect your grade.

About HWS and Exams (Must Read)

Course Policies

A. MyFinanceLab Short Quizzes

Timed short quizzes will be available through and completed via MyFinanceLab. There are 8 quizzes, best 6 quizzes will be counted. All quizzes will be administered ONLINE. The quizzes count 150 points of your final grade. The quizzes are timed tests ranging from 30 min to 1 hr. You have two attempts on each quiz. Your highest grade will be recorded. Quizzes will not be reposted. There is also no make-up for missed quizzes. In addition, there are two reasons you will not see a grade on your Quiz: a) you went over the designated time limit or b) your quiz is INCOMPLETE. Please do not go over the time limits. ALL QUIZZES ARE DUE AS INDICATED ON PG 9 by 11 pm. The quizzes will remain open until 11 pm on the day of submission. You have to complete the quiz before the deadline. YOU CAN ALWAYS SUBMIT THE QUIZ EARLY!

It is a pre-requisite to read the suggested chapter from the textbook before attending those quizzes. These are the quizzes that the students will attend at home at the end of a topic/chapter. These quizzes are designed to organize students with the study material before midterms and to encourage understanding and class participation.

B. MyFinanceLab HomeWorks

HomeWorks (HWs) are to be completed via MyFinanceLab by 11pm on the due date (see schedule on pg. 9). You will have 8 problem sets. I will drop two lowest (or missed) score HW sand keep the scores of the best 6. You are allowed to work on each HW twice. The best grade will be recorded. Only work submitted via MyFinanceLab will be accepted.
Each HW will be scored as follows:

80% or better = 25 points (full credit);
Less than 80% = Actual score;
Incomplete = 0 points (incomplete if you have not answered all the questions)

I have also assigned additional ungraded practice questions to each problem set. It is highly recommended to solve these practice problems before approaching the HWs in order to do well.

There are no “extra credit” HWs. The HWs are online. You can attend to your HWs from anywhere in the world. If you think you may be late, then SUBMIT EARLY.

**Late HW Policy:** You may turn in a HW one day after the due date and receive 25% penalty. HWs are NOT accepted after the late due date under any circumstances (*including technical difficulties*). Since the HW will close on the deadline, you must let me know via email by the deadline that you would like to submit the HW late with a 25% penalty.

**C. Midterms and Final Exam**

1. **Exam Dates.** All exams will be administered online via Canvas. Please refer to schedule on pg. 9 of the syllabus for the dates. You need to download the “Respondus Software” and need to have a webcam that you will be using to take the exams. LockDown Browser disables the student's ability to print, copy, access other applications or go to another URL. Respondus Monitor uses a webcam feature that records students while they are taking the exam. If you are using UNT computer to take the test, please ask an administrator to download the Respondus for you and make sure that there is a webcam in the computer. The link to the UNT Respondus download page is as follows:


2. **Missed Exams.** I anticipate that you will take the exams in the scheduled times. **Makeup exams will not be offered** for a missed midterm since the **best two out of three midterm exams** will count toward your grade. Since the exams will be conducted online, it will not be possible to take the exam prior
to the regular exam date and time. It is mandatory to take the Final exam at the designated time and date. The final exam score will not be dropped.

3. **Identification Required.** **A student card and a webcam is required while taking online exam.** Any attempt to receive credit for an exam you did not take will result in zero points for that exam’s grade. The case will be reported to the University officials for academic integrity violation processing. The same standard will apply to the person who took the exam for you.

4. **Exam Format.** Exams will consist of multiple-choice questions. Midterm exams are not comprehensive, i.e., they will test only the relevant material we have covered for each midterm. Since we are taking the exam online, we will decide about the total time for the exam later prior to exam dates.

5. **Exam Content.** Exam questions will be based on the material from the current course section as well as questions that are from the relevant problem sets. A list of relevant formulas will be provided.

6. **Exam Formula Sheet.** The exams are closed book & closed notes. I will provide an exam formula sheet ahead of the exam on Canvas so that you can familiarize yourself with it. You must print a copy of the formula sheet for your use during the exam since you will not be able to keep the formula sheet open online.

7. **Exam Review.** Prior to each exam we will review the material for it in class. Following each exam, we will review the four most relevant exam questions in the next class session.

8. **Grading Errors.** 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 that is turned in after this time limit will not be considered.

9. **Exam Retention.** I will retain the graded exam papers. You will be able to see how you performed online after the exam deadline. I will provide selected exam question solutions on Canvas following your exam (typically the answers to the four most difficult questions).
D. Online Zoom Class Attendance

Class attendance consists of bonus 25 points for attending at least 1 hour of the class online via Zoom. Class attendance will be checked on a random basis (i.e., the attendance will not be taken every class day). There will be between 10-15 class attendance grades on random dates. If a student misses the class, they miss the attendance point for that class. Points earned in those 10-15 classes will be added together to calculate the total class attendance points.

Getting Help

(A complete list of Student and Academic Affair resources guide is on Canvas under “Start Here”)

Take care of yourself
Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax and above all STAY INSIDE if you can. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. UNT has made many helpful resources available during this difficult time. And I am available any time you need me via zoom.
# Revised Course Schedule (subject to change when notified by instructor)

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Date</th>
<th>Topic</th>
<th>MyFinanceLab Quizzes (Q) &amp; HWs DUE Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25-Aug, T</td>
<td>Syllabus and Introduction</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>27-Aug, Th</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>28-Aug, Fr</td>
<td>Last day to add a class</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>01-Sep, T</td>
<td>Financial Markets</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>03-Sep, Th</td>
<td>Financial Statements</td>
<td>Q1 due by 11 pm</td>
</tr>
<tr>
<td>-</td>
<td>06-Sep, Sun</td>
<td>Last day to drop a class online</td>
<td>Problem Set 1 due by 11pm</td>
</tr>
<tr>
<td>2</td>
<td>08-Sep, T</td>
<td>Financial Statements</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10-Sep, Th</td>
<td>Financial Statements</td>
<td>Q2 due Sep 12 Saturday 11 pm</td>
</tr>
<tr>
<td>3, 4</td>
<td>15-Sep, T</td>
<td>Time Value of Money</td>
<td>Problem Set 2 due by 11pm</td>
</tr>
<tr>
<td>-</td>
<td>17-Sep, Th</td>
<td>Exam 1 Review</td>
<td>Q3 due Sep 19 Saturday 11 pm</td>
</tr>
<tr>
<td>-</td>
<td>22-Sep, T</td>
<td>Exam 1 Online via Canvas</td>
<td>Time: Class Time</td>
</tr>
<tr>
<td>3, 4</td>
<td>24-Sep, Th</td>
<td>Time Value of Money</td>
<td>Problem Set 3 Sep 25 Friday due by 11pm</td>
</tr>
<tr>
<td>3, 4</td>
<td>29-Sep, T</td>
<td>Time Value of Money</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>01-Oct, Th</td>
<td>Interest Rates</td>
<td>Q4 due by 11 pm</td>
</tr>
<tr>
<td>5</td>
<td>06-Oct, T</td>
<td>Bonds</td>
<td>Problem Set 4 due by 11pm</td>
</tr>
<tr>
<td>6</td>
<td>08-Oct, T</td>
<td>Bonds</td>
<td>Q5 due by 11 pm</td>
</tr>
<tr>
<td>-</td>
<td>15-Oct, Th</td>
<td>Exam 2 Review</td>
<td>Problem Set 5 due by 11pm</td>
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<tr>
<td>-</td>
<td>20-Oct, T</td>
<td>Exam 2 Online via Canvas</td>
<td>Time: Class Time</td>
</tr>
<tr>
<td>7</td>
<td>22-Oct, Th</td>
<td>Stocks</td>
<td></td>
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<tr>
<td>7</td>
<td>27-Oct, T</td>
<td>Stocks</td>
<td>Q6 due Oct 31 Saturday 11 pm</td>
</tr>
<tr>
<td>-</td>
<td>Nov-2, Mon</td>
<td>Last Day to drop a course</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>03-Nov, T</td>
<td>Risk and Return</td>
<td>Problem Set 6 due by 11pm</td>
</tr>
<tr>
<td>11</td>
<td>05-Nov, Th</td>
<td>Risk and Return</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>10-Nov, T</td>
<td>Exam 3 Review</td>
<td>Q7 due by 11 pm</td>
</tr>
<tr>
<td>-</td>
<td>12-Nov, Th</td>
<td>Exam 3 Online via Canvas</td>
<td>Time: Class Time</td>
</tr>
<tr>
<td>12</td>
<td>17-Nov, T</td>
<td>Systematic Risk and Equity Risk Premium</td>
<td>Problem Set 7 due Nov 14 Saturday by 11pm</td>
</tr>
<tr>
<td>12</td>
<td>19-Nov, Th</td>
<td>Systematic Risk and Equity Risk Premium</td>
<td>Q8 due Nov 23 Monday 11 pm</td>
</tr>
<tr>
<td>8</td>
<td>24-Nov, T</td>
<td>Investment Decision Rules</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Nov 26-27</td>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>01-Dec, T</td>
<td>Final Exam Review</td>
<td>Problem Set 8 due by 11pm</td>
</tr>
<tr>
<td><strong>FINAL EXAM</strong></td>
<td>Dec-10, Thursday</td>
<td>Departmental Final Online via Canvas</td>
<td>Time: 4-6 pm</td>
</tr>
</tbody>
</table>
Consult as Needed

General Policies

Class Format: In general, I will lecture using PowerPoint presentations and solve numerical problems. You can download the presentations from Canvas. Please note that I may not use all the slides in these files and I will cover some additional information. You are still responsible for taking notes. Studying only the slides is not sufficient. I also strongly recommend reading the chapter prior to class before completing the short quizzes. This is also required in order to complete MyFinanceLab HWs.

Class Recordings & Student Likenesses: Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Class Attendance: Though class attendance is voluntary, I strongly encourage you to come to and participate in all class sessions. A class lasts one hour and twenty minutes; it would take you much longer to understand the material to the same degree on your own. Most importantly, if you are not in attendance, you certainly cannot participate and earn participation points.

COVID-19 Impact on Attendance: While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

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 Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Student Feedback:** In an attempt to facilitate your learning and encourage you to ask questions, I will occasionally pass to you Critical Incident Questionnaire (CIQ) and “The Muddiest Point” question that relate to the class contents and teaching techniques. These anonymous assessments are designed to receive feedback from you. I will respond to the most common feedback/suggestion. Having said that, you have the opportunity to ask me questions face to face any time during the class time or post it in Canvas under open discussion areas.

**Incomplete Grade:** A grade of incomplete 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 a HW in time or being out of town during a test are inadequate reasons for requesting or granting an “I”.

**Extra Credit:** There is an opportunity to earn a maximum of 25 points of bonus/extra credit attending online Zoom classes. There is no other extra credit.

**Syllabus Change Policy:** I do not intend to deviate from what is stated in the syllabus. However, I may change course content or deadline of an assignment to enhance the learning or to correct any error on my part or due to the unprecedented time we are going through. All of these changes will be announced in class and on Canvas.

**Student Responsibility:** Each student is responsible for the information contained in this syllabus and all announcements made in class, regardless of whether the student is in attendance. This includes announcements made on the first day of class. In the event a student misses a class, they should go over that day’s subject and any announcements with a classmate or review recorded class. Students are responsible for turning in short quizzes and HWs on time. The students are also responsible for withdrawing from the class should they decide to do so.
**Laptop & Cell Phone Policy:** Use of laptops & cell phones during class is allowed only for the purposes of the class. You will be expected to access only material directly related to class (e.g., class PowerPoint slides). You should not access material that will distract you or other students from class discussions.

**Add/Drop Deadlines:** If you are currently not enrolled in this course, you need to add it by the appropriate 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 Success:** FINA 3770 has frequent deliverables and challenging goals. Students should spend around 8-10 hours per week outside of scheduled class time preparing for this class, beginning with the first week. My experience is that students who keep up with the material from the beginning of class typically do very well. Do not procrastinate! **Prior to each class, review the lecture notes for that day**. Make sure that you can relate the relevant points in the text back to the learning objectives. Based on your review of the class notes, your reading of the text, and your attempt at solving the text problems, come to class with a list of questions (areas of confusion, etc). If you follow this approach, you will turn a passive activity of listening to the lecture into an active task of seeking specific knowledge or skills that are consistent with the learning objectives.

**Instructor Responsibility and Feedback:** As an instructor, my responsibility is to deliver the course knowledge per this syllabus, help students grow and learn, provide clear instructions for projects and assessments, answer questions about assignments, and identify additional resources as necessary. You are expected to receive a feedback about the exams and HWs within a week after submission.

**Course Contract:** This syllabus represents a binding contract between you (the student) and I (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 in achieving the goals set forth in this syllabus.
More Policies!

UNT Policies

The university requires me to pass along to you a whole litany of contractual information, some of which you may find important, some of which you may not. I have placed the information here and on Canvas. I suggest you refer to these policies as necessary.

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 Blackboard 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.

Academic Integrity Policy
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 ranging from admonition to expulsion from the University. In my class, students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty.
**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](#).

**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](http://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](#).

**Acceptable Student Behavior**
I will expect you to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from making offensive remarks, reading newspapers, sleeping, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave the class. The instructor may also 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. Please review [the Code of Student Conduct](#).

**Student Evaluation (SPOT) 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 during weeks 13, 14 and 15 of the long semesters 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](mailto: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](#) or email [spot@unt.edu](mailto: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, 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 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 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.

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.

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.