Course description

MGMT 3850: Initiation of new ventures and approaches to growth of existing firms through opportunity recognition, innovation, and change. Course emphasizes developing effective entrepreneurial skills and behaviors and includes preparation of a comprehensive business plan. (UNT Undergraduate catalog).

Course Objectives:
Upon completion of the course, students should –

- Understand the basic theory and principles of entrepreneurship and small business management
- Be able to conduct research related to business planning and start-up
- Be able to recommend effective courses of action for entrepreneurial businesses and solve problems for such businesses
- Be able to conduct feasibility analysis and prepare a business plan
- Be able to implement a business plan

Blackboard Learn and Online Access
This course uses Blackboard Learn (BbL) to support class interactions. Material and grades will be posted on BbL. Additionally, I use the Announcement tool to communicate important information. Students should check BbL at least prior to each class.

E-mail: Contact me at anat.barnir@unt.edu.
- Make sure that “MGMT3850” is typed in the subject of the email.
- Always sign your email, and always with the name under which you are registered in the course. If you use a nickname, middle name, or another name, make sure your registered name is also included so I know who the message is from.
- Emails from me to the class: I will email you via your EagleConnect/myUNT address. If you do not check or use this account, make sure to log in and change the settings so that all messages from this account are forwarded to your preferred e-mail. (Please test the settings to make sure the forwarding works.) For information about Eagle Connect, including how to activate an account and how to have EagleConnect forwarded to another email address, visit: https://eagleconnect.unt.edu/.

* Instructor reserves the right to make changes to the syllabus, as needed.
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- **Broadcast emails.** Broadcast emails (emails sent from a student on which the entire class or a large group of students is copied) are **NOT allowed**, without prior permission from me. If there is something you feel is pertinent for everyone to know, please contact me first.

**Technical Difficulties**

If you have difficulty accessing the course, please contact the Blackboard Support staff at helpdesk@unt.edu, phone: (940) 565-2324; in person: Sage 130, [http://www.unt.edu/helpdesk/](http://www.unt.edu/helpdesk/).
The Help Desk advisors can often walk you through a problem and solve it with you while on the phone, so make sure to contact them promptly. Also, please take note of BlackBoard scheduled maintenance during which BbL is not available, currently scheduled weekly on Saturdays 11 pm till Sundays 2 am. It is not recommended to engage in any BbL related activity within 15 minutes of that timeframe.

**ADA Compliance**

The College of Business complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disability. If you have an established disability as defined in the ADA and would like to request accommodation, you must obtain an accommodation letter from UNT Office of Disability Accommodation (ODA). Any student that has obtained an accommodation should notify me AND ensure that I receive the ODA letter within the first week of the semester. If you have a letter of accommodation, DO NOT hang on to it but turn it to me immediately, and no later than 7 working days prior to the time the accommodation needs to be arranged. University policy requires that students notify their instructor within the first week of class that an accommodation will be needed.

**Academic Integrity**

Academic integrity policies are designed to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, your case will be referred to the appropriate authority for review. Scholastic dishonesty includes, but is not limited to, a) use of unauthorized assistance in taking tests, exams, or any assignment not designated as a group project; b) acquisition, without permission, of tests or academic material belonging to faculty or university staff; c) plagiarism, including copying from any published / non published work without proper citation (including material published online). For detailed information about UNT policy please see [http://vpaa.unt.edu/academic-integrity.html](http://vpaa.unt.edu/academic-integrity.html).

**There is zero tolerance policy for any violation of academic integrity.**

**Course Material**

1) **Textbook:**


The book is available through the university bookstores. If you prefer an electronic version of the textbook, it can be purchased through UNT bookstore or VitalSource ([www.vitalSource.com](http://www.vitalSource.com)).

2) **Business Plan software:**

The business plan is a required project. We will use Live Plan software. Live Plan ([www.LivePlan.com](http://www.LivePlan.com)) is a commercial product prepared by Palo Alto software and sold to small businesses who seek to start a business or prepare a business plan. The software is sold on a subscription model.

LivePlan is offered to UNT students for a reduced price of $45 for 3 month subscription
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(which can be extended for additional fees.) The 3-month subscription begins from the time you purchase the software. You do not need the software until late September or October, so if you wait with the purchase till then the three month subscription can cover you through the end of the semester. You can view a demo and read about the software by going to their website. Information on purchasing it at the discount price for UNT will be provided through our course website.

Method of Instruction

Readings from the textbook are assigned to each class, per course schedule. Students are expected to come to class after they have read the assigned material. In class we will spend time discussing select topics from course, and building on the content through applications, discussions, and hands on activities. Note that class lectures will NOT systematically repeat the content of the chapter, and it is the responsibility of students to make sure that they thoroughly read and study all assigned material. Additional material, which may include video segments or articles may be assigned from time to time. Often, this material will reflect content that is either new or just identified as relevant to the course, and is therefore not specified on the syllabus.

Handouts with copies of slides or class notes will be posted on the course BbL page 24 hours prior to the class. When such material is posted students should print one copy and bring to class with them.

Grade Components

Grading will be based on the following:

<table>
<thead>
<tr>
<th>1. Individual</th>
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</thead>
<tbody>
<tr>
<td>1a. Business concept assignment</td>
<td>85</td>
</tr>
<tr>
<td>1b. Chapter quizzes (10 @ 12 pts each)</td>
<td>120</td>
</tr>
<tr>
<td>1c. Exams (2 @ 210 each)</td>
<td>420</td>
</tr>
<tr>
<td>1d. Research Topic assignment</td>
<td>85</td>
</tr>
<tr>
<td>1e. Participation points</td>
<td>30</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Team**</th>
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</thead>
<tbody>
<tr>
<td>2a. Feasibility assignment</td>
<td>110</td>
</tr>
<tr>
<td>2b. Business plan assignment</td>
<td>150</td>
</tr>
<tr>
<td>Optional final</td>
<td>0 or 210</td>
</tr>
</tbody>
</table>

| Total                 | 1000  |

** Components 2a & 2b are team based points where individual points will be affected by peer evaluation.

Notes regarding grades and grading:

1. All grades will be weighted on a straight scale out of 1000, as follows:
   - 900-1000 points - A (extraordinary, superb, excellent);
   - 800-899.9 points - B (impressive, good, fine/satisfactory);
   - 700-799.9 points - C (fair, marginally satisfactory, marginally acceptable);
   - 600-699.9 points - D (passing);
   - below 600 points - F (failure).

2. Letter grade equivalent for students graded on Pass/Fail scale is as follows:
   - Pass=750 points or higher, Fail=less than 750 points. These students will do business plan project individually, per specific guidelines.
All exams and assignments are due only as scheduled. Late assignments are accepted at instructor’s discretion, with a late submission penalty.

1. Individual grade components

1a. Business concept (BC) assignment
This assignment is an idea generation exercise that will lead to ideas that may become the basis for your feasibility analysis and business plan. The assignment will be handed out on the day of class and is due per course calendar. Make sure to follow submission guidelines.

1b. Chapter quizzes
A quiz on each of the chapters discussed in class is available through Blackboard. Students are required to take the quizzes to ensure they are prepared for class and are on track in their learning. Fourteen (14) quizzes are available and students should take all of them. The highest 10 scores count toward the grade. A quiz not taken or missed grants zero points. There are no provisions for missed quizzes.

**Availability:**
Quizzes are available online, and must be taken through Blackboard. Each quiz is available for a week. A quiz becomes available at 12:30 pm on Thursday prior to the week during which the Chapter is discussed and remains available until **10:30 am on Thursday of the week during which the chapter is discussed** (with the exception of the quiz for Chapter 1). Students must take the quiz during the time it is available: waiting till the last 30 minutes to take the quiz is NOT recommended, as technical or other issues may occur.

Quiz grades will be released **after the availability period has ended** and all students had a chance to take the quiz.

**Format:**
- Twelve multiple-choice and True/false questions at 1 point each for a total of 12 points per quiz
- Each quiz is available for 11 minutes from the time started (~ 50 seconds per question)
- Design is closed-books. This factor is impossible to proctor online. However, the time allocated per question is based on the time given to and typically needed by students in in-class, proctored, closed-book exams, plus a few seconds for uploading questions. **Students who search for answers in the book during a quiz will run out of time.**
- Questions are presented one at a time. NO Revisiting. This means a question must be answered when it is presented: if you move to the next question without answering and saving your answer you CANNOT return to the question.
- The first item in each quiz is the Integrity Statement. Students must answer YES for this item to indicate they will abide by the ethical standards stated.

See the Appendix on the last page of this syllabus for additional important information.

1c. Exams
Two exams will be administered during the semester, per course calendar. Exams will be conducted in class, and will consist of multiple choice and true/false questions. Exams are closed books/notes and cover the material per course calendar (not cumulative). All readings, videos, and class applications are considered course material.
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Exams begin promptly at 11. Late students who arrive more than 15 minutes from the start of class OR after the first student left the room will not be allowed to take the exam. Late students will not be granted extra time to make up for the late start of the exam.

An optional exam will be given on the week of final, and is comprehensive. Students can take the optional exam under the following conditions:
1) The student has taken Exams I and II and wants to improve his/her grade. In this case, the grade on the final will replace the lower of the first exams IF the grade on the final is higher. If the grade on the final is lower than either of the first exams, the first exam grades will count.
2) A student has an excused absence (see definition) for missing one of the first exams. Any student who missed one of the first exams must get the instructor’s permission prior to taking the optional final.

1d. Research Topic assignment
This assignment entails researching a specific topic from a list given, and submitting a report. The report will include the research as well as a current event analyses. See Research Topic Assignment Guidelines on course website. This assignment is due toward the end of the semester. However, students should review this assignment and start working on it early on to make sure they have time to do the research and identify appropriate current events.

This is an individual assignment. However, students may conduct it in small teams (up to 3 individuals). If conducted in teams, please carefully read the provisions for team work for this specific assignment as indicated on the Research Topic Assignment Guidelines.

1e. Participation points
Participation points are good-faith points. This means that you are given points based on the assumption that you will participate and engage in class and learning related activities.

You are expected to complete all learning-related activities in-class as well as those given to be done at home to apply content or prepare for class. When such activities are assigned, students will be required to complete them and provide evidence of completion. If the evidence is not provided as instructed or if it is incomplete, points will be deducted from the participation points.

2. Team based grade components
There are two team based assignments: Feasibility analysis and the Business plan. Students will self-select into teams (with help from the instructor) and both these assignments will be done with the same team.

Peer evaluations will be conducted for each team assignment. The evaluation will be factored in when individual grades of the assignment are calculated. Accordingly, expect that the individual grade of team members may differ, depending on how their contribution to the team project is perceived by other team members. It is imperative that you take your team seriously: missing out on deadlines, not submitting quality work, or not communicating in a timely manner will be detrimental to your project grade.

2a. Feasibility analysis
Teams will select two business ideas from those proposed by their team members in the BC assignment.* The team will prepare a short Feasibility Analysis for each idea. The Analyses will be presented in class (see course schedule), after which the team will chose
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one of the ideas and will develop it into a full business plan. Additional information will be provided through the course website.

*Note that certain business ideas proposed in the BC assignment may not be eligible for becoming the focus of a business plan in this course.

2b. Business plan

A business plan is a document in which you outline how you would start a hypothetical business. The type of business will be determined by the team following team discussion, feasibility analysis, and in accordance with the guidelines posted on the website. The business plan must be feasible and reflect a venture that you would actually consider undertaking. It involves research, creativity, and integration, and teamwork is an integral part of it. Additional information will be provided later in the semester.

In this course, we will use the LivePlan software. You are encouraged to go to the LivePlan website and review the demos. We will have a dedicated class for reviewing and learning how to use the software.

Team problems. If you would like to discuss with me problems or issues with your team, feel free to contact me. However, I most strongly encourage you to discuss such issues and try and resolve them amongst yourselves (this is the situation you will encounter when working with colleagues in real life…). Serious problems with a team member must involve documentation, and a meeting with ALL group members. Removal of member from a group is possible, but only as last resort. I will expect to see clear evidence that the underperforming member of the team has been made aware of the team’s concern, and you MUST involve me in the situation. In the event that a student is dropped from the team, he/she will be required to do the project on his/her own.

Course Policies

I. Participation and Attendance

You should attend all classes, because this is how you learn and add value to the class. Attendance and participation mean arriving on time, staying the full session, staying awake, and focusing on class activity. Participation also means submitting homework assignments or engaging in class related activities, when they are assigned. Engaging in any type of non-class related activity during class (including texting, checking email, etc.) is prohibited and may result in the student being counted as absent (see #4 under General Conduct & Technology Policies, below). Attendance will be taken, typically through a seating chart, and if you are not in class when roll is taken, you are absent. If you leave class after roll is taken, you are considered absent.

Grade implications:

a. Missing classes. Students are allowed up to 3 absences without penalty (unless class is required). Students with 4 unexcused absences will lose 15% from final points. Students with 5 unexcused absences will lose a letter grade. Students with more than 5 unexcused absences will fail the course.

b. Seating chart: Please select a place in class that you are comfortable in and keep this seat the entire semester. By the end of week 2 a seating chart will be prepared and will be used for roll taking and keeping track of student activity.

c. Student responsibility: Students are responsible for obtaining all notes, information, or handouts in the event they missed class. If you have to miss a class, please do not call or
email me asking if you “missed something important” – the answer is always YES. I will not repeat the lecture/class content: you should get together with a friend and get updated on what went on in class.

d. **Excused absence**: Excused absences are absences for family or medical emergencies, which are documented and verifiable. Work related absences, traffic or car problems, missed classed due to travel or travel delays, etc., do not constitute excused absences. Exam or schedule conflict due to events not mentioned above can be petitioned for an exception, provided that the request is made at least 10 days prior to the event. The Instructor will make a determination and/or refer the student to the Dean of Students. All requests for recognizing an absence as excused will be dealt with on a case-by-case basis. See resources available at [https://deanofstudents.unt.edu/resources](https://deanofstudents.unt.edu/resources).

II. **General Conduct & Technology policies**
To minimize distractions to your fellow students and to the instructor, please adhere to the following:

a. Please refrain from eating in and during class.

b. Recording of lectures or any class activities is prohibited unless permission has been granted in writing, prior to the recording.

c. Pagers, phones, cameras, or any other electronic device is not to be used during class and must be either turned off or set to a “silent” mode during class. Messaging, texting, social-networking, emailing, etc., is not permitted during class and/or exams. Usage of other electronic devices during class/exams requires prior permission from me.

d. Using technology in unauthorized fashion in class
   ➢ If any electronic device not authorized for used is being used, the student will be warned and instructed to remove the device.
   ➢ If a student continues with the use of the device after receiving a warning, the student will be considered absent from class (count as unexcused absence).
   ➢ If the student continues to use the device, the student is considered as interfering with the instructor’s ability to conduct the class (see III below) and as violating the Student Code of Conduct, and the instructor has a right to apply the appropriate measures.
   ➢ In addition, if a student is found using an unauthorized device, the instructor has the right to give an unannounced Quiz/assignment to the entire class. This would be a required assignment, and any student not submitting it will incur 10 point reduction of his/her grade.

e. **Laptops/tablets** are considered an electronic device and are not allowed out in class, unless teamwork time is provided. I discourage the use of laptops to take notes, as students learn better by taking notes on copies of slides. If you feel that you must use your laptop to take notes, then you must receive permission, and I will require you to occupy a designated seating area in class and to submit your notes taken on the laptop to me after each class period via email. If notes are not provided after each class period then you will be asked to refrain from using your laptop during subsequent class meetings. Under no circumstances are laptops allowed for non-class related activity.

f. **Quizzes and technology**. Using any form of technology other than the computer used to take the quiz while taking a quiz is prohibited. Texting, emailing, or taking pictures of the quiz questions is prohibited and is considered a violation of copyright protections.
III. **Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunities to learn is unacceptable and disruptive, and will not be tolerated in any instructional form at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including university and electronic classrooms, discussion groups, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr). Please be courteous and respectful to each other and to the instructor. Be a considerate and contributing member of your team.

IV. **Use of personal computers for course related work**

You will obviously use your personal computers for class and project activities. When you do that, make sure to have several “back-ups” at different points into the project. Also, make sure to distribute the work done among all members of the team so everyone is on board and so that there are different copies in case there is a problem with one computer.

V. **Sundown Rule**

Students have seven business days from the time grades are posted to inquire about a grade. The purpose is to resolve any question as soon as grades are posted rather than wait till the end of the semester. Note that exams and quizzes are not returned. Students wishing to review a quiz or exam should contact me for an appointment. Exams/quizzes will not be reviewed on the day of an exam or the preceding business day.

VI. **Integrity and originality**

The expectation is that all assignments will be the independent and original work of students. The instructor reserves the right to check assignments through plagiarism detection programs. The instructor will decide which assignments will be checked, and will usually apply a randomized process. Plagiarism will not be tolerated; an assignment deemed plagiarized will incur a grade of zero. Repeat plagiarism will incur a deduction of letter grade or an F in the course, and will be referred to the Dean of Students for handling as breach of UNT Academic Integrity policy. All team members are responsible for the originality of the work submitted by the team.

VII. **Intellectual property**

State common law and federal copyright law protect all material distributed and/or presented for this course and material appearing on the course website. Whereas a student is authorized to take notes in class and to make a copy or print course material, the authorization extends to students in this class only, and only to making one set for the student’s own personal use and no other use. **You are not authorized** to record, photograph or video tape lectures, to make copies of course material, to disseminate course content in any form (including digitally), or to make any commercial use of course material **without express written prior permission from me.**
VIII. **Course evaluations**

Course evaluations will be conducted at the end of the semester. The tool used by UNT is SPOT – *Students Perceptions of Teaching*, which will be available toward the end of the semester. You are most strongly encouraged to provide your feedback. See [https://spot.unt.edu/](https://spot.unt.edu/) for more information.

IX. **Extra Credit**

I do not give extra credit assignments. If you are counting on a grade in this class that you need to graduate this semester, your best strategy is to attend, participate, make an effort, and submit all assignments. Use the built-in options in the course such as submitting all quizzes or taking the optional final.

**Key Success Factors in Course**

1. **Come to class**, be on time, and follow the guidelines for participation. Prepare and make sure you know what is going on. You will find the course interesting only if you take active part in it.
2. **Know the rules**, policies, and grading system. Read the syllabus thoroughly and make sure you understand the requirements. If you don’t – ask!
3. **Assume responsibility**! Your grade and performance are in your hands and under your control. Do not rely on your team to get you to a higher grade! Do not procrastinate (the computer will usually punish you for that)! Do not compromise for quality work!
Course schedule*

Students should have read all assigned readings for the week by beginning of class on Tuesday. Chapter quizzes must be submitted no later than 10:30 am on Thursday of the week during which a chapter is discussed.

<table>
<thead>
<tr>
<th>Date*</th>
<th>Topic</th>
<th>Readings, Assignments &amp; important dates</th>
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</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
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<tr>
<td>8/30/16 &amp; 9/1/16</td>
<td>- Introduction &amp; course overview</td>
<td>Individual assignment handed out</td>
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<tr>
<td></td>
<td>Obtain book, log on to Course website, review and</td>
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<td></td>
<td>browse through Bb</td>
<td>Chapter 1</td>
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<td></td>
<td>Introduction to Entrepreneurship</td>
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<tr>
<td><strong>Week 2</strong></td>
<td></td>
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<tr>
<td>9/6/16 &amp; 9/8/16</td>
<td>- Social entrepreneurship</td>
<td>Chapter 2</td>
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<td></td>
<td>- The Entrepreneurial mind</td>
<td>Chapter 3</td>
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<tr>
<td><strong>Week 3</strong></td>
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<tr>
<td>9/13/16 &amp; 9/15/16</td>
<td>- Feasibility analysis</td>
<td>Chapter 4</td>
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<td>Individual assignment <strong>due</strong> <em>(Thursday, 9/15, 11:00 am)</em></td>
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<td><strong>Week 4</strong></td>
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<td>9/20/16 &amp; 9/22/16</td>
<td>The business Plan</td>
<td>Chapter 5</td>
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<td>Forming teams, work on feasibility project</td>
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<td><strong>Week 5</strong></td>
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<tr>
<td>9/27/16 &amp; 9/29/16</td>
<td>The Marketing plan</td>
<td>Chapter 8</td>
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<td>EC for entrepreneurs</td>
<td>Chapter 9</td>
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<td><strong>Week 6</strong></td>
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<tr>
<td>10/4/16 &amp; 10/6/16</td>
<td>Exam I <em>Tuesday</em> - 10/4 11 am (All material to date)</td>
<td>Exam I</td>
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<td></td>
<td>Feasibility analysis work period</td>
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<td><strong>Week 7</strong></td>
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<tr>
<td>10/11/16 &amp; 10/13/16</td>
<td>Feasibility analysis presentations - Teams</td>
<td><strong>Feasibility Analysis due</strong> <em>(Tuesday, 10/11, 11:00 am)</em> – 1 per team</td>
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<td><strong>Peer evaluation due</strong> Thursday, 10/13, 11 pm, (via weblink)</td>
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<td><strong>Week 8</strong></td>
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<td>10/18/16 &amp; 10/20/16</td>
<td>Business Plan discussion &amp; organization</td>
<td>TBA</td>
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<td>LivePlan Overview</td>
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<td>Week 9</td>
<td>Date</td>
<td>Topic</td>
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<td></td>
<td>10/25/16 &amp; 10/27/16</td>
<td>Pricing, Location considerations</td>
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<td>Week 10</td>
<td>11/1/16 &amp; 11/3/16</td>
<td>The financial plan, Cash flow</td>
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<td>Week 11</td>
<td>11/8/16 &amp; 11/10/16</td>
<td>Sources of funding</td>
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<td>Week 12</td>
<td>11/15/16 &amp; 11/17/16</td>
<td>Legal structure, Internal organization</td>
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<tr>
<td>Week 13</td>
<td>11/22/16 &amp; 11/24/16</td>
<td>Exam II <em>Tuesday</em> - 11/22, 11 am (All material since Exam I)</td>
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<td>Thanksgiving break (Thursday)</td>
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<tr>
<td>Week 14</td>
<td>11/29/16 &amp; 12/1/16</td>
<td>Team meetings, Project work week</td>
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<tr>
<td>Week 15</td>
<td>12/6/16 &amp; 12/8/16</td>
<td>B-Plan Presentations, Attendance mandatory</td>
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<td>Week 16</td>
<td>Finals week</td>
<td>Final Exam (Optional, Comprehensive)</td>
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<td><em>Tuesday</em> - 12/13, 10:30 am</td>
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*Instructor reserves the right to revise the schedule if needed
Appendix – Important Information and Tips for Quizzes Online

1. Carefully read the information on quizzes available in previous pages of this syllabus.

2. Quizzes are available online, and you can access them from any desktop or laptop. It is not recommended to take quizzes from mobile devices such as iPads or tablets due to connectivity issues students have experienced in the past.

3. You must arrange to be available during the scheduled times. Note Blackboard Maintenance schedule, during which you should not be attempting to take quizzes.

4. Quizzes are available for a specific period of time, referred to as the availability period. Availability period means that you can “pick-up” or start the quiz any time during the period. From the time you start, you have the allocated time.

5. It is strongly recommended NOT to wait till the last hours of the availability period to access a quiz. If you wait till the last hour of the availability period and encounter difficulties, you may miss the quiz. Note that when you wait till the last hours, you will have very little recourse to handle any technical or other issues that emerge (see the item Technical Help during an exam/quiz.)

6. Time is measured by Blackboard system: starting time begins when you hit “start/begin” and ending time is when you hit “Submit” and “Finish”.

7. Blackboard does not record any answer entered after the allocated time has passed. Be aware that Blackboard has a few seconds of processing time so if you wait to hit submit in the last seconds, you may not have your answer saved.

8. Computer setup. Make sure that your computer is properly configured and set up with all the necessary software, browser configurations, etc. for taking quizzes. Specific guidelines are available through the UNT HelpDesk website (www.unt.edu/helpdesk/bblearn/). It is your responsibility to make sure you know how to use the online delivery platform and that your computer is adequately configured and has all appropriate plug-ins etc., to run the quiz. If you do not have the necessary computing capabilities, you may take the quiz at any UNT computer lab.

9. Technical help during an exam/quiz. If you encounter technical problems, contact the Help Desk immediately (940-565-2324). Make sure to have the phone number of the Help Desk handy and be mindful of their hours. The folks there often can walk you through a solution over the phone. After you call the Help Desk, leave me an e-mail message to let me know you had a problem and whether it got corrected. In your email, include a phone number where I can reach you in case I am online and can call right away.

10. In this course, tests and quizzes are designed as closed books/notes. Although there is no proctoring of this aspect of the test, since the quizzes are timed, if you rely on searching the material, you will NOT make it through all the questions.

11. Academic Integrity: Usage of cell phones, iPhones, cameras, or any electronic device is not allowed during a quiz/test. Talking to other students, soliciting or giving help is not allowed. Copying, photographing or disseminating the questions in any form is prohibited. The first item in each quiz is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit on the quiz. Being dishonest about any statement of this item is a violation of academic integrity and subject to automatic F in this course and appropriate measures granted by the University for violating academic integrity.