Syllabus

Entrepreneurship - MGMT 3850 (sections 001, 026)

Fall 2017

Professor: Dr. A. BarNir
Office: 385 F, Business Leadership Building
Phone: 940-565-4334
E-mail: anat.barnir@unt.edu **best way to reach me**
Office hours: Mondays, 10 am -1 pm (appointment recommended). Other times – by appointment. Online – as needed.

Course Description and Objectives

**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

Required Material

2. MyEntrepreneurshipLab / MyLab (you will need an Access code).

The UNT Bookstore sells the mandatory MyLab access code (eBook included). If you purchase that, you do not need the hard-copy textbook as the eBook is identical, and you can print pages from it if needed. If you prefer a hard-copy book, you can purchase it and then log to ML from Blackboard according to the instructions on the last page of the syllabus.

You must register for MyLab (ML) through Blackboard. Easiest way is to follow the instructions attached to this syllabus (Appendix II, last page). You will be instructed where to enter your AccessCode if you already purchased it, or how to purchase it if you have not.

MyLab is where you engage in the required Simulation assignments in this course. The Sims become available on the second week of the semester, so the sooner you obtain access to ML the sooner you can begin the Simulation assignments.

1 Instructor reserves the right to make changes to the syllabus, as needed.
3. **A Module folder** is available for each learning unit. The folder consists of additional content (such as videos, PowerPoint slides, readings). The additional content is an integral part of the course.

**Communication**

**Announcements:**
This is the primary means by which I communicate important information to the entire class. Make sure to frequently check for new announcements, and no less than every 48 hours. Read all messages from me promptly, and email with any questions or concerns.

**E-mail:**

1. **Emails from students to the instructor**
   a) Contact me at anat.barnir@unt.edu.
   b) Include “MGMT3850” in the subject of the email.
   c) Sign your email. If you use a name that is different from that under which you are registered in the course, also include your registration name.
   d) Type in your personal identifier number next to your signed name in all emails (see item 1b on pages 5-6). I require this identifier when communicating with you on any matter which I consider to be confidential or personal (e.g., grades, absences).
   e) Email response time: Emails received before 5 pm on a business day will be answered no later than the end of the next business day. Emails received after 5 pm or not on a regular business day will be answered no later than within 2 business days. If you do not get a response in that timeframe, your email may have been directed to the Junk folder, so please resend it.

2. **Emails from instructor 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, visit: https://eagleconnect.unt.edu/.

3. **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.

**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/. 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 should obtain an accommodation letter from UNT Office of Disability Accommodation (ODA). The UNT ODA is located at Sage Hall, Suite 167. Their telephone number is 940-565-4323. If an accommodation has been recommended for you, please inform
me via email within the first week of the semester. The ODA notification of a needed accommodation must be received by me no less than 3 working days prior to the time the accommodation is 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 the UNT Standards of Academic Integrity available at [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

**Policies, Course Procedures, and Method of Instruction**

I. **Online delivery & technology requirements**
   a. This course is taught using distance-delivery methods. Although the methods provide flexibility, the course has a set schedule of weekly assignments and deadlines that must be met as well as scheduled times and defined availability windows for taking quizzes/exams or submitting assignments.
   
b. All course assignments are accepted ONLY through BbLearn. If you are not familiar with Blackboard, browse through the tutorials links posted on UNT Blackboard page. By the end of the first week of the semester all students are expected to know how to use BbL.
   
c. This is a 100% online course. You should have reliable internet access to complete it successfully. You may access the course from any desktop, laptop, or a mobile device (iPad, tablet, smartphone). However, past experience taught us that internet connectivity is less reliable from mobile devices. It is therefore recommended that **grade-related activities such as quizzes or exams not be conducted from a mobile device**.

II. **Organization – weekly modules**

To facilitate learning, the course is broken down into weekly units (Modules) which include content and activities. A folder is available for each week through the Learning Modules button from the menu or folder icon on the Home page. Check this folder routinely as it provides information and links to Internet resources such as lectures, current events, or videos that help explain the required readings.

III. **Times & dates**

All times noted in this syllabus are **U.S. Central times**. Also note that all dates are written according to U.S. conventional format (month / day):

9/10 = September 10th; 10/9 = October 9th

IV. **Technical issues and help**

If you have difficulty accessing the course, please contact the Blackboard Vista Support staff at vista@unt.edu, phone: (940) 565-2324; in person: Sage 130, [http://www.unt.edu/helpdesk/](http://www.unt.edu/helpdesk/). If you encounter a technical problem, you may notify me, but please do not contact me with technical questions as I cannot provide help with those. The Help Desk advisors can often walk you through a problem and
solve it with you while on the phone, so make sure to have the Help Desk phone number handy (especially during exams) and to contact them promptly.

Also, make 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.

V. **Students who are F-1 Visa Holders**

Check the note under the appropriate link in the *Start Here* folder (course Home Page). Make sure to contact the International Student office if you have questions as this issue may have important immigration implications for you.

VI. **Sundown Rule**

Students have seven (7) business days from the time a grade is posted to inquire about it. The purpose is to resolve any question as soon as grades are posted rather than wait till the end of the semester. Check your grades on Blackboard frequently and contact me with any questions. Exams / quizzes are not returned, and students wanting to go over them should contact me for an appointment (onsite or phone). At least 48 hour notice is required to schedule an appointment. Exams / quizzes will not be reviewed during an exam’s availability period or during the day an exam becomes available.

VII. **Plagiarism and TurnItIn policies**

Course assignments / discussions / projects / or exam questions may be checked electronically at [www.TurnItIn.com](http://www.TurnItIn.com) for similarities to already published work appearing in an extensive database, to prevent plagiarism and to ensure independent and original work of students. The instructor reserves the right to decide which assignments will be checked, and will usually apply a randomized process. Plagiarism will not be tolerated and will be considered as a breach of UNT academic Integrity Policy. An assignment deemed plagiarized will incur a grade of zero. Recurring plagiarism may result in course failure and university level consequences.

VIII. **Missed deadlines / excused absences**

Assignments / exams / quizzes are due on/by the scheduled dates. *Legitimate, verifiable, and documented* excuses such as medical emergencies, natural disasters, or UNT computer problems that affect ALL students may grant accommodation but will be dealt with on a case-by-case basis. Work related issues, traffic, travel, travel related delays, personal conflicts, malfunction of personal computer, typically do NOT constitute grounds for accommodation.

If you believe that you deserve special consideration for a particular event, contact me via email prior to the scheduled assignment/exam, if possible or as soon as possible after the missed assignment/exam. Please provide supporting documents.

IX. **Acceptable student behavior**

Student behavior that interferes with the instructor’s ability to conduct the course or with other students’ ability to learn is disruptive and unacceptable. If a student’s behavior is deemed disruptive, the student will be warned and instructed to cease the disruptive behavior. If this does not happen, the student may be removed from activities and/or referred to the Dean of Students for consideration whether the behavior constitutes violation of the Code of Student Conduct.

X. **Kick-off Online Discussion – Meet the Prof**

A kick-off online discussion forum titled “Meet the Prof” will begin at 7 am on Tuesday August 30 and will continue through 7 pm on Sunday, Sept., 3rd. Check the “Meet the Prof” forum in the Discussions tool and use the pre-set thread to post questions (please do not start new threads.). Please read the syllabus.
before posting your questions! Lastly, even if you do not have question, do check this forum to see what others are asking….you can gain information on the course that way as well.

This Discussion forum is for issues that are **of relevance to the entire class.** Questions associated with a student’s individual circumstances should be sent to the professor via email.

**XI. Course evaluations.**

Course evaluations are conducted for each organized course at UNT. At the end of the semester you will be informed of the availability of the evaluation. Please take time to complete it.

### Performance Evaluation

<table>
<thead>
<tr>
<th>Grade component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Individual</strong></td>
<td></td>
</tr>
<tr>
<td>1a. Course quiz</td>
<td>24</td>
</tr>
<tr>
<td>1b. BII Survey</td>
<td>8</td>
</tr>
<tr>
<td>1c. Chapter quizzes (10 @ 10 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>1d. Simulation assignments (MyLab) (7 x 30)</td>
<td>210</td>
</tr>
<tr>
<td>1e. Exams (3 @ 156 points each)</td>
<td>468</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

*Individual grades will be affected by peer evaluation.*

**Letter grade equivalent**

1. Grades will be weighted on a straight scale as follows:
   - 900-1000 – A
   - 800–899.9 - B
   - 700–799.9 - C
   - 600–699.9 - D
   - below 600 - F

2. Students registered to receive a grade on a *Pass/Fail* scale should contact the instructor. Guidelines & requirements regarding the Business Plan will be different for those students.

### Performance Evaluation Components

**1a. Course Quiz**

You will complete a quiz on the course and its requirements as manifested in the syllabus and online documents, to ensure that you have read the syllabus and understand the requirements.

**Details:**

- Availability period: 8/28/17 8 am till 9/17/17, 9 pm.
- 16 questions at 1.5 points each (total of 24 points). 20 minutes. One attempt.
- Material covered:
  - Syllabus
  - Information posted on the course website
**1b. BII (Business Idea & Information) Survey**

You will complete a short survey (available through a designated link on the course home page). The survey will prompt you to start thinking about ideas for entrepreneurial startups. We will also use this survey to select your course PIN, and to collect some required information.

This is an all or nothing grading: complete all items by due date - get all points.

- **Availability period:** 8/28/17 8 am to 9/8/17, 9 pm

**1c. Quizzes**

You will take a quiz for each of the course chapters. Quizzes are available from the start of the Module until the start time of the Exam covering the module. For example, Module 2 quiz can be taken any time between Sept. 4, 8 am and Oct. 1, 7 pm (start time of Exam 1).

**Note:**

1) **Extra quiz option:** Thirteen quizzes will be available through the semester. Take all quizzes and you will be able to drop the lowest 3 scores. A quiz not take grants 0 points.

2) **Multiple attempt option.** Each quiz may be taken twice, with the higher score counting. Quiz questions are randomly drawn from a pool of questions, so each attempt will likely have different questions.

3) **No Makeups.** There are no makeups for missed quizzes. CAUTION: given that quizzes are available for 1-3 weeks, if you wait till the last hours to submit and experience an emergency / technical difficulty, no recourse is available.

4) **Quiz format:**
   a. Five multiple choice and True/False questions @ 2 points each.
   b. Questions are presented one at a time, NO REVISITING (question must be answered with presented).
   c. Each quiz lasts for 7 minutes from the time started.
   d. Quizzes are designed as closed books in terms of the questions and time allocation (~1 minute per question). Searching for answers during a quiz/exam is time consuming, and if you do that you will run out of time. Online proctoring methods may be used.

**1d. Sims (Simulation assignments)**

Many of the topics covered in this course are highly applicable, and hands-on experience is critical for learning and comprehension. Therefore, several of the topics are associated with 1-2 simulation assignments. The sims are available through MyLab (see p. 1 – Required material). Each Sim is available from the start of the Module to which it pertains until the start time of the Exam covering the module. For example, Module 2 Sim is available between Sept. 4 and Oct. 1, 7 pm (start time of Exam 1).

**Note:**

1) **Extra Sims option:** There are 9 Sims in the course. Take all 9 and you will be able to drop the lowest 2 scores. A sim not take grants zero points.

2) **Multiple attempts.** Each Sim may be taken twice, and the highest score counts.

3) **No Makeups.** There are no makeups for missed Sims. CAUTION: given that quizzes are available for 1-3 weeks, if you wait till the last hours to submit and experience an emergency / technical difficulty, no recourse is available.

3) **Time & format.** There is no time limit for a Sim, but you should plan on 30 minutes for each. A sim must be taken in one sitting.

4) **Grading and Record keeping.** See the document Sims grading and record keeping posted on the course website (Sims folder, in the Assignments section of the course.

5) Sims are tailored to the content of the weekly Module and should be done after reading the designated chapter.
1. Exams

**Required exams:** You will take three required exams during the course. See table below for availability periods and coverage. Exams cover designated modules, which include the chapter as well as all material in the Module folder (videos, articles, etc.) Exams have one attempt.

**Final exam:** Final exam is offered per course schedule, is comprehensive, and optional. You can opt to take or not to take the Final. If you take the Final, you will have four exam scores (Exam 1, 2, 3, and Final), and will able to drop the lowest score. If you decide not to take the Final, your grade will be based on the grades of the required exams.

**Makeup exams:** If you have a legitimate reason as stated under the heading *missed deadlines / excused absence* for not taking any of the exams, contact me to discuss a make-up. Make-ups can be either by taking the Final and having it substitute for the missed exam, or by taking a make-up for the missed exam on a designated make-up date (typically at the end of the semester) in which case you will be able to take the Final as a 4th exam).

<table>
<thead>
<tr>
<th>Exam dates &amp; coverage:</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exam 1</strong></td>
<td>Sun., 10/1 7 pm – Mon., 10/2, 9 pm</td>
</tr>
<tr>
<td><strong>Exam 2</strong></td>
<td>Sun., 10/29, 7 pm – Mon., 10/30, 9 pm</td>
</tr>
<tr>
<td><strong>Exam 3</strong></td>
<td>Sun., 12/3, 7 pm – Mon., 12/4, 9 pm</td>
</tr>
<tr>
<td><strong>Make-up exams</strong></td>
<td>Tues., 12/5, 9 am -11 am</td>
</tr>
<tr>
<td><strong>Final exam</strong></td>
<td>Mon., 12/11, 7 pm – Wed., 12/13, 9 pm</td>
</tr>
</tbody>
</table>

More information will be available in the **Exams** folder (course website) and in the Appendix to the syllabus.

2. Business Plan (Team)

The project in this course is a business plan. For the business plan, you will work with a group of students to prepare a business plan for a new startup in an industry that you are interested in. The assignment involves multiple steps, including selecting the industry (from a list provided), thinking about possible business ideas in that industry, discussing with your classmates various business ideas, signing up for a team with other students interested in the business, and then working with your team on the business plan for the selected concept. Additional information is available in the **Business Plan** section of the course website.

You will self-select into teams based on your industry of interest. Peer evaluation will apply at the end of the semester, and your individual grade on the assignment will be weighted by peer evaluation.

On the course website, in the **Business Plan** you will find the following documents, which will help you in understanding the process, selecting industry, and signing into a project team.

- **Industries for Review**
- **Team Formation Process**
- **Peer Evaluation**
The table below provides a brief overview of the process:

<table>
<thead>
<tr>
<th>Step / Activity</th>
<th>See Document*</th>
<th>Time frame / due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review industries for possible start-ups</td>
<td><em>Industries for Review</em></td>
<td>9/4 – 9/20</td>
</tr>
<tr>
<td>➢ Review 7 different options from list provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Engage with classmates, through the discussion forums, regarding possible business ideas in the different industries.</td>
<td><em>Team Formation Procedure</em></td>
<td>9/4- 9/20</td>
</tr>
<tr>
<td>➢ Form groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Inform instructor of emerging groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Sign up for groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Deadline for group selection</td>
<td><em>B-Plan Guidelines</em></td>
<td>9/20, 9 pm</td>
</tr>
<tr>
<td>4 Groups submit <em>New Venture</em> form (1 per team).</td>
<td></td>
<td>9/27, 9 pm</td>
</tr>
<tr>
<td>5 Work with your team on your business plan, submit worksheets / drafts as instructed</td>
<td><em>B-Plan Guidelines</em></td>
<td>Due 11/5, 9pm</td>
</tr>
<tr>
<td>➢ Draft assignment due</td>
<td></td>
<td>Due 12/2, 7pm</td>
</tr>
<tr>
<td>➢ Complete plan due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Submit Peer evaluation</td>
<td><em>Peer evaluation</em></td>
<td>12/2, 11 pm</td>
</tr>
</tbody>
</table>

*All documents area available in the Business Plan folder on Blackboard.

**Grading and teamwork:**
Grading of the project will be done by the instructor. Once the project grade is determined, your individual grade will be weighted by the evaluation you will received from your team mates. Please read carefully the document *Peer Evaluation* (Business Plan section) to fully understand the effect the evaluation can have on your grade.

Problems with team members: If you would like to discuss problems or issues with your team, feel free to contact me. However, I 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 meeting with ALL group members. Removal of member from a group is possible, but only as last resort. I will expect to see evidence that the underperforming member has been made aware of the team’s concern, and you MUST involve me in the situation. Students dropped from a team will be required to do the project on his/her own.

The business plan will be submitted electronically, and electronic versions may be uploaded to TurnItIn to integrity of writing and lack of plagiarism.

*See detailed instructions under the “Business Plan” link on the home page.*
**MGMT 3850 – Fall 2017**  
**Tentative Course Schedule**

*Modules:* Module # may be different from Chapter number.  
*Module Quizzes and Sims:* available 8 am on Monday of Module week until the start of the Exam covering the module.  
Exams: Available per dates stated.

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Topic</th>
<th>Assignments (Chapter # may be different from Module #) ML Sim = MyLab Simulation</th>
<th>Due No Later Than …</th>
</tr>
</thead>
</table>
| 8/28           | Course overview | • Obtain book & MyLab Access code  
• Log on to Course website, review website and syllabus, check compatibility, take tutorials if needed  
• **Course quiz available** | |
| 9/4            | Introduction to Entrepreneurship | Module 1 – Chapter 1  
• Read Chapter 1  
• Take Ch. 1 quiz  
• ML Sim 1: Getting your business off the ground.  
• BII Survey | Fri., 9/8, 9 pm |
| 9/11           | Ethics and Social Responsibility in Entrepreneurship | Module 2 – Chapter 2  
• Read Chapter 1  
• Take Ch. 2 quiz  
• ML Sim 2: Ethics and social responsibility  
• ML Sim 3: Navigating murky ethical waters  
• **Course quiz** | 9/17, 9 pm |
| 9/18           | The Entrepreneurial Mind | Module 3 – Chapter 3  
• Read Chapter 3  
• **Take Ch. 3 quiz**  
• ML Sim 4: Entrepreneurship  
Module 4 – Chapter 5  
• Read Chapter 5  
• Read and review the B-Plan folder, including the templates and instructions  
• **Take Ch. 5 quiz**  
Deadline for team sign-up | Wed., 9/20, 9 pm |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Module</th>
<th>Activities</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| 9/25       | Legal Structure              | Module 5 | - Read Chapter 6  
- Take Ch. 6 quiz  
Submit New venture proposal (1 per team) …… | Wed., 9/27, 9 pm |
| 10/1 - 10/2| Exam                         | Exam 1   | (Modules 1-5) –  
Available Sun., 10/1, 7 pm - Mon., 10/2, 9 pm  | Mon 10/2, 9 pm  |
| 10/2       | Feasibility Analysis & business models | Module 6 | - Read Chapter 4  
- Take Ch. 4 quiz  | |
| 10/9       | The Marketing plan           | Module 7 | - Read Chapter 8  
- Take Ch. 8 quiz  
- ML Sim 5: Product development  
- ML Sim 6: Segmentation, targeting, positioning | |
| 10/16      | Pricing                      | Module 8 | - Read Chapter 10  
- Take Ch. 10 quiz  
- ML Sim 7: Pricing | |
| 10/23      | Location considerations      | Module 9 | - Read Chapter 14  
- Take Ch. 14 quiz  | |
| 10/29 - 10/30 | Exam                    | Exam 2   | (Modules 6-9) –  
Available Sun., 10/29, 7 pm - Mon., 10/30, 9 pm  | 10/30, 9 pm  |
| 10/30      | B-Plan work week             |          | B-Plan Draft Assignment due (1 per team)……… | Sun., 11/5, 9 pm |
| 11/6       | Financial plan               | Module 10 | - Read Chapter 11  
- Take Ch. 11 quiz  
- ML Sim 8: Financial management | |
| 11/13      | Cash flow                    | Module 11 | - Read Chapter 12  
- Take Ch. 12 quiz  
- ML Sim 9: OBM and financial management | |
| Sources of funding | | Module 12 | - Read Chapter 13  
- Take Ch. 13 quiz | |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Event Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20</td>
<td>Internal organization</td>
<td>Module 13 – Chapter 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read Chapter 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Take Ch. 16 quiz</td>
<td></td>
</tr>
<tr>
<td>11/27</td>
<td>B-Plan worktime</td>
<td>B-plan final document due (1 per team)……………</td>
<td>12/2/17 7 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Peer evaluations due ………………………………………..</td>
<td>12/2/17, 10 pm</td>
</tr>
<tr>
<td>12/4</td>
<td>Exam</td>
<td>Exams (Modules 10-13) –</td>
<td></td>
</tr>
<tr>
<td>12/5</td>
<td></td>
<td>Available Sun., 12/3, 7 pm - Mon., 12/4, 9 pm</td>
<td>12/4, 9 pm</td>
</tr>
<tr>
<td></td>
<td>Final exam (optional, comprehensive)</td>
<td>Available Monday 12/11 7 pm - Wednesday, 12/12, 9 pm</td>
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</tbody>
</table>
UNT College of Business Student Ethics Statement

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another’s thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users’ data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer “hacking” or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

Student Standards of Academic Integrity
http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

Code of Student Conduct and Discipline

Computer Use Policy
http://policy.unt.edu/policy/3-10
Appendix I – IMPORTANT INFORMATION REGARDING EXAMS

1. Carefully read the information on the exam available in previous pages of this syllabus as well as the material *Instructions for Exams*, posted on course website.

2. Exams are available online, and you can access them from any desktop or laptop. **It is not recommended to take tests 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**. It is your responsibility to make sure you know how to use the online delivery platform and that your computer has all appropriate plug-ins etc., to run the test.

4. Exams 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 test 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 test**. If you wait till the last hour of the availability period and encounter difficulties, you may miss the test, in which case you get zero for it. 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.)

6. Time of test 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 exams. Specific guidelines are available through the UNT HelpDesk website (www.unt.edu/helpdesk/blearn/). It is your responsibility to have adequate and adequately configured computer equipment and software to take this online course. Before you take an examination it is a good idea to run the browser to **make sure your computer is set up** correctly. Click on the “Check Browser” link on the page where you find your list or courses when you first login.

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.

10. **Academic Integrity**: Usage of cell phones, cameras, or any electronic device is not allowed during a quiz/exam. Talking to other students or soliciting or giving help is not allowed. Copying, photographing, or disseminating questions in any form is prohibited. The first item in each exam is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit on the test. 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.
Appendix II – Pearson’s My Lab registration instructions

Enter your Blackboard course

1. Sign in to Blackboard and enter your Blackboard course.
2. Do one of the following:
   - Select any Pearson link in the Content area.
   - Select Tools in the left navigation and Pearson’s MyLab & Mastering on the Tools page. Next, select any course link in the top area of the Pearson’s MyLab & Mastering Tools page.

Get access to your Pearson course content

1. Enter your Pearson account username and password to Link Accounts. You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
   - If you don’t have a Pearson account, select Create and follow the instructions.
2. Select an access option:
   - Enter the access code that came with your textbook or was purchased separately from the bookstore.
   - Buy access using a credit card or PayPal account.
   - If available, get temporary access by selecting the link near the bottom of the page.
3. From the You’re Done page, select Go to My Courses.

Note: We recommend you always enter your MyLab & Modified Mastering course through Blackboard.

Get your computer ready

For the best experience, check the system requirements for your product at:
http://www.pearsonmylabandmastering.com/system-requirements/

Need help?

For help with MyLab & Modified Mastering with Blackboard, go to:

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