eManagement-MGMT 4210
Syllabus

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 **

When emailing me, make sure that the subject of your email includes “MGMT 4210” in the subject (for example: MGMT 4210 – exam question). Student email has priority, but due to the volume of emails I receive, if your email does not have course number in the subject, it may take longer to respond to. I check email daily and usually respond within a day. If you do not get a response from me within 1-2 business days, please email again.

I will contact you via your via your Eagle Connect/myUNT address.

Office hours: Online as needed. Onsite (Denton Campus) by appointment.

Course Description and Objectives

The increasing scope of commercial activity that is conducted electronically affects all businesses, often in radical ways. The electronic commercial activity influences the nature of competition, the structure of the supply chain, the types of opportunities and threats facing firms, and the effectiveness of a firm’s strengths and capabilities. Further, the changes arrive on the information superhighway, leaving little time for firms to adjust and prepare, rapidly changing the face of competitive arenas.

This course has three main objectives:
1. To highlight emerging issues associated with managing the traditional business given the increase in electronic commerce activity.
2. To explore which, when, and how online business activity can support a business and lead to competitive advantage.
3. To re-view traditional management issues such as strategy, supply chain management, organizational functions, or leadership in the light of digital economy.

Required Material

1. Laudon, Kenneth C. & Traver, Carol Guercio, 2014. E-Commerce Essentials, Pearson. The above is the ONLY edition of the book that we go by. Assignments, readings, and cases are assigned from this edition only. Earlier or other editions of the book are not compatible with the material, assignments, and exams in this course.

   Students should have the book on the first day of class. You can purchase the book through the bookstore or a lower priced e-textbook, which is available through various providers (do an online search and check with UNT bookstore).

2. A Module page has been set up online for each learning unit. In that folder additional content (such as videos, PowerPoint slides, readings, and other resources) is provided. The additional content is an integral part of the course. Make sure to review this link weekly.

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1 Instructor reserves the right to make changes to the syllabus, as needed.
Student Survey and Pin Selection

One of the first tasks is to click on the link to complete the required student survey. This is important for two reasons: First, you will select a PIN for yourself, which will facilitate communication with me over email (see bullet # 4 under E-mail, in the Communication section below.) Second, if you complete the survey by **Tuesday 1/31/2017, 7 pm** you will get a 5 point extra credit. A link to this survey will be provided on the course website.

Communication

The two primary communication methods in this course are **Announcements** and **E-Mail**.

**Announcements:**

This is the primary means by which I communicate important information to the entire class. The Announcement tool in BbLearn does not always alert you to the existence of new announcements with a callout icon. You must actively click on the Announcement button in the course to check if there are new announcements. Make a habit of checking this link as many times a day as you can, but not less than every 48 hours. Read all messages from me promptly, as they may include important information regarding assignments or the course. E-mail me with any questions or concerns.

**E-mail:**

A. **Emails from students to the instructor**
   a. Contact instructor at anat.barnir@unt.edu.
   b. Provide descriptive Subject:
      All emails must include a subject “MGMT 4210” plus a descriptive subject for the email (for example, “MGMT4210 project” or “MGMT4210-Chapter 1 link”)
   c. Sign emails:
      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.
   d. Include your PIN
      Type your personal identifier number next to your signed name in all emails. (See Student Survey and PIN Selection section above.) I require this identifier when communicating with you on any matter which I consider to be confidential or personal (for example, performance or grades). If you send an email about such matters and it does not have your PIN, you will get a reply from me asking for it, which means it will take longer to provide you with an answer.
   e. Be professional:
      My name is Dr. Barnir or Prof. Barnir and not “Ms. Barnir,” “Mrs. Barnir,” “Mr. Barnir,” “Hey teach,” “Yo,” “Howdy,” etc. Please begin all emails with the proper address.

B. **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/](https://eagleconnect.unt.edu/).

C. **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.
**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). The UNT ODA is located at Sage Hall, Suite 167. Their telephone number is 940-565-4323.

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. A notification of needed accommodation must be received by me no less than 4 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, note that this course is **not** self-paced but has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed and it has 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, please take some time to browse through the different 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. Additional technologies you will require are available through UNT computer labs as well as on most personal computers (e.g., Microsoft Word, Adobe Acrobat).
   c. This is a 100% online course. You must have reliable internet access to complete it successfully. Although you may access the Internet from any desktop, laptop, or a mobile device (iPad, tablet, smartphone), past experience taught us that internet connectivity is less reliable from mobile devices. It is therefore recommended that grade-related activities such as quizzes, exams not be conducted from a mobile device.
   d. Make sure to check BlackBoard maintenance schedule, posted on their Portal to ensure you do not engage in assignments during that time.
   e. For troubleshooting regarding access and technology issues, please check the resources through [UNT Helpdesk](http://unt.edu/helpdesk). Phone number for the Student HelpDesk is 940-565-2324.

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](http://unt.edu/learningmodules) button
from the menu or folder icon on the Home page. Please 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. If you are outside this time zone, make sure to adjust the times and deadlines you go by, to reflect adherence with the syllabus schedule. Also note that all dates are written according to U.S. conventional format (month / day): 3/4 = March 4th; 4/3 = April 3rd

IV. **Technical 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 contact them promptly.

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 five (5) 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, during the day an exam becomes available, or during the business day preceding 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; 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.

VIII. **Missed deadlines**
Assignments / exams / quizzes are due on/by (and only on/by) the scheduled dates. In fairness to students who do meet deadlines, there will be no deviation from the schedule. **Legitimate, verifiable, and documented** excuses such are family or 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, you should contact me via email prior to the scheduled assignment/exam, if possible. If this is not possible, contact me as soon as possible after the missed assignment/exam. In your email, explain the reasons for missing the deadline and provide supporting documentation. I will review those and make a determination.
**IX. Extra credit**
If you are counting on a grade in this class that you need to graduate, your best strategy is to work hard, pay attention to the requirements, and utilize the opportunities built into the course, such as taking all quizzes or completing the Bonus assignment (see below).

**X. 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.

**XI. Kick-off Online Discussion – Meet the Prof**
A kick-off online discussion forum titled “Meet the Prof” will begin at 7 p.m. on Wednesday January 18 and will continue through 7 pm on Tuesday, January 24. I will attempt to respond to your question in the shortest possible time. Look for pre-set threads on the “Meet the Prof” forum in the Discussions tool. **Before posting questions, read the syllabus carefully, then post any questions you have or clarifications you require.**

The Meet the Prof discussion forum is the online equivalent of the first day of an onsite class, where the instructor reviews the syllabus and answers questions. In onsite classes, students often benefit from being in class listening to questions raised by other students. The same applies to online courses, and students are strongly encouraged to go to the forum and browse through questions and answers posted.

- Given the size of the class, it is necessary to maintain a reasonable level of structure to this and subsequent discussion forums. Therefore, please do not add new threads, but type your questions to the existing threads. If you feel strongly about creating a new thread, simply ask for a thread to be set-up before you post your question, and let me decide... Thanks in advance for your cooperation on this issue.
- Note that the forum is for questions that are of relevance to the entire class. Questions associated with students’ particular circumstances should be sent to the professor via email.

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**Performance Evaluation**

1. Course quiz 30 pts
2. Exams (3 @ 180 pts each) 540
3. Discussion assignments -DAs (8 @ 35) 280
4. Chapter quizzes (10 @ 15 each) 150

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**Total Points 1000 points**

Optional points:
5. Student Survey Bonus (0 or 5)
6. Final exam (0 - 180)
7. Bonus assignment (0 - 25)

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


**Course Quiz**

This quiz is intended to make sure students go over and understand the syllabus and key requirements. The quiz is available during the first two weeks of the semester – check **assessment** link on course menu.

Details:
- **Availability period:** Can be taken any time between 1/17/17 8 am and 1/31/17, 7 pm.
- **20 questions at 1.5 points each. 20 minutes. One attempt.**
- **Material covered:**
  - Syllabus
  - Discussion Guidelines document
  - Also - information posted on the course website such as
    - What constitutes plagiarism (Start Here/Quality in eLearning folder)
    - Proper referencing (Start Here/Quality in eLearning folder)
    - Good online sources

**Exams**

**Required exams:** Three exams will be given during the semester, per course schedule. The exams are mandatory, and pertain to all material included in the Modules covered for that exam (including cases, online videos, and material posted in the Module folder). Exams can be taken once (single attempt). Exams are not returned. If you would like to go over an exam, please contact the instructor to make a phone or onsite appointment. See note under **Sundown Rule.** A missed exam grants 0 (zero) points.

**Makeup deadlines** (p.5) for not taking any of the exams, please 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, per course schedule (in which case you will be able to take the Final as a 4th exam).

**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 have four exam scores (Exam 1, 2, 3, and Final). The highest three will count towards the grade. (Hence, the Final cannot lower your score, only increase it.) If you decide not to take the Final, your grade will be based on the grade of the required exams.

Exam dates & coverage:

<table>
<thead>
<tr>
<th>Availability dates</th>
<th>Coverage</th>
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</thead>
<tbody>
<tr>
<td><strong>Exam 1</strong></td>
<td>Sun., 2/19 7 pm – Mon., 2/20, 7 pm</td>
</tr>
<tr>
<td><strong>Exam 2</strong></td>
<td>Sun., 3/26, 7 pm – Mon., 3/27, 7 pm</td>
</tr>
<tr>
<td><strong>Exam 3</strong></td>
<td>Sun., 4/30, 7 pm – Mon., 5/1, 7 pm</td>
</tr>
<tr>
<td><strong>Make-up exams</strong></td>
<td>Tues., 5/2 9 am -11 am</td>
</tr>
<tr>
<td><strong>Final exam</strong></td>
<td>Mon., 5/8 7 pm – Wed., 5/10, 7 pm</td>
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**Additional Exam Information**

More information is provided in the document **Instructions for Exams** (course website) and in the Appendix to the syllabus.

**Discussion Assignments (DAs)-**

**Overview:**
The objective of DAs is to provide a platform for engagement and for critical thinking. Each DA
entails that you a) post an **original post** answering the set of questions posted by me and b) provide at least one **response post** in which you substantively comment on another student’s **original response**. Both the original post and response post should be in the same DA and are graded as one assignment (that is, evaluation of the DA is based on both components).

1. Submit 8 DAs from those available. Note that more than 8 DAs are available, and you can choose which to skip; however, due to class size, it is NOT possible to submit all available DAs and have the highest count. (If more than 8 are submitted, the first 8 will count).
2. DAs are available for one week (see course calendar) and can only be done within the time window outlined in the schedule of this syllabus.
3. DAs are done through Blackboard Discussion tool ONLY. It is not possible to submit any post through email.
4. There are no provisions for missed/late DAs.

DAs typically require students to read an article, view a presentation, or conduct research, and then to integrate it and post a thoughtful response to a set of questions. If you want a good grade, you should **plan on at least 3-4 hours of work** for each DA. Therefore, waiting till the last hour or two before the DA forum closes to start this assignment is not likely to result in a good grade...

**Additional DA Information**
See **Discussion Assignment Guidelines** document for more information, grading, and submission instructions.

**Quizzes**
A quiz on the chapter/content is available for each module. Quizzes are there to help you study and assess your knowledge of the material, and each quiz may be taken 3 times (see below).

Quizzes are available from the start of the Module till the start time of the Exam covering the module. For example, Module 2 quiz can be taken any time between 1/30 8 am and Feb. 19, 7 pm (start time of Exam 1).

1) **Extra quiz option**: There are 11 Modules in the course, and each module is associated with a quiz. If you take all 11 Module quizzes, the lowest score will be dropped.
2) There are no makeups for missed quizzes. Plan on taking all of them, so that if you have to miss one you will still have 10.
3) **Multiple attempts possible**: Each quiz may be taken up to 3 times (3 attempts). If you take advantage of the three attempts, the highest score of the three will count toward your quiz grade.
4) **Quiz Grading**:
   
   100% (all 5 questions answered correctly) – 15 points  
   80% (4 of 5 questions answered correctly) – 12 points  
   60% (3 of 5 questions answered correctly) – 9 points  
   Less than 60% correct (1 or 2 correct answers) – 0 (zero) points.

   **In other words**: you must obtain a passing grade in at least one attempt of a quiz to have your points count.

5) **Quiz format**:
   a. Each quiz consists of 5 multiple choice and True/False questions. Each question is worth 3 points.
   b. Questions are presented one at a time, and there is **NO REVISITING** (you must answer the question when it is presented).
c. Each quiz lasts for 5 minutes from the time accessed.
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 search for answers during the exam you will run out of time.

**A note on multiple attempt option:**
Note that the highest score of the three attempts counts. Therefore, if you got 100% in your first attempt of a quiz, you may choose either to not attempt any more of the quiz, or to go for additional attempts. If you choose the latter and your scores on the second or third attempts are lower, your credit points will not be negatively affected because the highest score counts.

You may ask: *Why should I bother to go for a 2\textsuperscript{nd} and 3\textsuperscript{rd} attempt of a quiz if I got 100\% on the first attempt?* The answer is – to improve your learning. The questions in each attempt are drawn from a question pool, and it is likely that you will get different questions in each attempt. So, with each attempt, you get exposed to more questions and are better able to infer what you know from the chapter and what you do not know – without hurting your quiz grade.

Quizzes can be accessed from the **assessments** link on the course menu.

**Bonus Assignment - Extra credit opportunity**

An opportunity is provided to submit an assignment that will grant up to 25 points bonus, depending on performance. The assignment will involve research & analysis on a topic I assign and is due ONLY on the designated date per course calendar.

Who is this opportunity for?
This opportunity is primarily targeted at two types of students:

1) A student to whom the grade in the course is important. This student may be an individual who particularly cares about his/her GPA, or an individual who must make a specific grade in order to graduate.

2) A student who is interested in the topic of eCommerce/eBusiness and wants to expand their knowledge in the area. Such students will benefit from the opportunity as they will be able to produce a document which they could use in future, show potential employers, or apply in their future workplace.

Please see information about this opportunity posted on Blackboard.
### Tentative Course Schedule

**Modules:** become available 8 am on stated dates.
**Discussions (DA):** available 8 am to 7 pm on stated dates.
**Module Quizzes:** available 8 am on Module date till the start time of the exam covering the Module.

<table>
<thead>
<tr>
<th>Week / Dates</th>
<th>Topic &amp; Reading (also check Module folder online)</th>
<th>Assignments, tasks, important dates</th>
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</thead>
</table>
| **Weeks 1 & 2** | Course overview  
Module 1: The effect of the Internet on Management and business  
- Read: Ch. 1 | - Obtain book  
- Log on to Course website, review website and syllabus, ensure compatibility issues, take tutorials if needed  
Module 1 quiz available  
Course quiz available |
| **Week 3** | Module 2: Business models  
- Read: Ch. 2 | Module 2 quiz available  
Discussion 1 (1/30 – 2/5, 7 pm)  
Course quiz available till 1/31, 7 pm |
| **Week 4** | Module 3: Internet infrastructure  
- Read: Ch. 3 | Module 3 quiz available  
Discussion 2 (2/6 – 2/12, 7 pm) |
| **Week 5** | Module 4: Building an e-commerce site  
- Read: Ch. 4 | Module 4 quiz available  
Discussion 3 (2/13 – 2/19, 7pm) |
| **Week 6** | Module 5a: Online Security  
- Read: Ch. 5 (5.1 – 5.3) | Discussion 4 (2/20 – 2/26, 7pm) |
| **Week 7** | Module 5b: Online payment systems  
Read: Ch. 5 (3.4 to end) | Discussion 5 (2/27 – 3/5, 7pm)  
Module 5 quiz available (entire module) |

**Exam 1 (Modules 1-4)**  
Available Sunday 2/19 7 pm – Monday 2/20 7 pm
<table>
<thead>
<tr>
<th>Week 8</th>
<th>Module 6: Ethical and public policy issues</th>
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<tbody>
<tr>
<td>3/6 – 3/12</td>
<td>- Read: Ch. 7 (!!!)</td>
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<tr>
<td></td>
<td>Discussion 6 (3/6 – 3/12, 7 pm)</td>
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<td>Fri., 3/10: Bonus assignment due, 12 noon.</td>
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<tr>
<th>Week 9</th>
<th>Spring break</th>
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<td>3/13 – 3/19</td>
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<tr>
<th>Week 10</th>
<th>Module 7: Marketing concepts</th>
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<tbody>
<tr>
<td>3/20 – 3/26</td>
<td>- Read: Ch. 6 (!!!)</td>
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<td></td>
<td>Discussion 7 (3/20 – 3/26, 7 pm)</td>
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**Exam 2 (Modules 5-7)**  
Available Sunday 3/26 7 pm – Monday 3/27 7 pm

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<thead>
<tr>
<th>Week 11</th>
<th>Module 8a: Online retailing</th>
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<tbody>
<tr>
<td>3/27 – 4/2</td>
<td>- Read: Ch. 8 sections 8.1 &amp; – 8.2</td>
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<table>
<thead>
<tr>
<th>Week 12</th>
<th>Module 8b: Online services</th>
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<tbody>
<tr>
<td>4/3 – 4/9</td>
<td>- Read: Ch. 8 sections 8.3 to end</td>
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<table>
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<tr>
<th>Week 13</th>
<th>Module 9: Online content</th>
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<tbody>
<tr>
<td>4/10 – 4/16</td>
<td>- Read: Ch. 9</td>
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<td></td>
<td>Discussion 9 (4/10 – 4/16, 7 pm)</td>
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<tr>
<th>Week 14</th>
<th>Module 10: Social networks, auctions, portals</th>
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<tr>
<td>4/17 – 4/23</td>
<td>- Read: Ch. 10</td>
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<tr>
<th>Week 15</th>
<th>Module 11: B 2 B</th>
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<tr>
<td>4/24 – 4/30</td>
<td>- Read: Ch. 11</td>
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**Exam 3 (Modules 8-11)**  
Available Sunday 4/30 7 pm – Monday 5/1 7 pm

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<tr>
<th>Week 16</th>
<th>Pre-Finals days</th>
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<tbody>
<tr>
<td>5/1 – 5/7</td>
<td>Make up exams (5/2)</td>
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**Final exam (comprehensive)**  
Available Monday 5/8 7 pm - Wednesday, 5/10, 7 pm
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 – 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/bblearn/). **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.