E-Management - MGMT 4210 (sections 001, 026)  
**Syllabus**
Spring 2018

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

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


   The above is the ONLY edition of the book that we go by. Readings / assignments as well as quizzes and exams are based on this edition. Earlier or other editions of the book are not compatible. Students should have the book on the first day of class.

2. Videos / video cases. Chapter material is supplemented by short videos (part of the required material). A list, which is a living document that is updated on ongoing basis, will be available through the course website (the Module folder), along with the appropriate links.

3. A **Module folder** is available for each learning unit. The folder consists of additional required content (video cases) as well as supporting material such as Lecture notes, slides, and optional videos. Check the Module folder at the beginning of the week in which the Module is assigned.

---

1 Instructor reserves the right to make changes to the syllabus, as needed.
Communication

Announcements:
The Announcements tool is the primary means by which I communicate important information. 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:
a. Emails from students to the instructor
   a) Contact me at anat.barnir@unt.edu.
   b) Include “MGMT4210” 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 your personal identifier number next to your signed name (you will select this PIN early in the semester - see Student Survey, p. 6). I require this PIN when communicating with you about matters that I consider 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 university business day will be answered within 2 business days. If you do not get a response in that time frame, your email may have been directed to the Junk folder, so please resend it.

b. 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/.

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.

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 5 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

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 and complete those no later than the end of the first week.
   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, experience has taught us that internet connectivity is less reliable from mobile devices. It is therefore recommended NOT to conduct grade-related activities such as quizzes or exams from a mobile device.

II. **Method of instruction and organization – weekly modules**
   To facilitate learning, the course is broken down into weekly units (Modules). Each unit focuses on a specific topic, and is associated with reading material, learning content, a quiz, and a Discussion.
   a. 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.
   b. Each folder consists of an overview of activities and weekly requirements and assignments.
   c. Each folder also consists of a list of the required and optional online links.

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):
   2/3 = February 3rd; 3/2 = March 2nd

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/. 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 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 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 you can after the missed assignment/exam. Please provide supporting documents.

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 build into the course such as taking all quizzes or the optional exam.

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 (1/17 – 1/23)**
A kick-off online discussion forum titled “Meet the Prof” will begin at 7 am on Jan. 17 and will continue through Jan. 23, 9pm. This forum is an online version of the first day of class, when students typically ask questions about the course and syllabus.

- Check the “Meet the Prof” forum (*Discussion Board* tool) and use the pre-set thread to post questions (please do not start new threads.).
- **Please read the syllabus before posting your questions!**
- It is recommended to check this forum to see what others are asking.....Can be quite useful...
- This Discussion forum is for issues that are of relevance to the entire class. Questions pertaining to a student’s individual circumstances should be sent to the professor via email.

XII. **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.
XIII. Dropping the course.
If you decide to drop the course, do so within UNT set deadlines, which are available through the Registrar's website (http://registrar.unt.edu/registration/spring-registration-guide). In order to drop the course, contact either the Management Department or the Registrar’s office and follow their instructions. Students are NOT automatically dropped for non-participation, and emailing me to have you dropped from the course will NOT get you dropped. Going through proper procedures is the only way to get it done.

Performance Evaluation

<table>
<thead>
<tr>
<th>Grade component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Course quiz</td>
<td>32</td>
</tr>
<tr>
<td>2. Student Survey</td>
<td>10</td>
</tr>
<tr>
<td>3. Chapter quizzes (9 @ 12 pts each)</td>
<td>108</td>
</tr>
<tr>
<td>4. Discussion Assignments (DAs) (6 x 35)</td>
<td>210</td>
</tr>
<tr>
<td>5. Exams (3 @ 160 points each)</td>
<td>480</td>
</tr>
<tr>
<td>6. KIA project</td>
<td>160</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

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

Performance Evaluation Components

1. 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: 1/16/18 8 am until 2/4/18, 9 pm.
   - 16 questions at 2 points each (total of 32 points). 20 minutes. One attempt.
   - Material covered:
     - Syllabus
     - Discussion Guidelines document
     - Information posted on the course website

2. Student Survey

You will complete a short survey (available through a designated link on the course home page). We will also use this survey to select your course PIN, and to collect some required and course related information.
   This is an all or nothing grading: complete all items by due date - get all points.
   - Availability period: 1/16/18 8 am to 1/28/18, 9 pm
3. Quizzes

You will take a quiz for each of the course modules.

Notes:

a. **Required**: Submit at least 9 quizzes from the 11 available. You may submit all quizzes, in which case the highest 9 scores will count, or you may choose to “drop” 1 or 2 quizzes.

b. **Coverage**: quizzes cover all required material (chapter and videos).

c. **Availability**: Quizzes are available for one week- from Monday 8 am until the following Sunday, 9 pm during the module’s availability - per syllabus schedule. (Exception – Module 1 quiz, see course calendar).

d. **No Makeups**: There are no provisions for missed Quizzes. CAUTION: given that quizzes are available for a full week, if you wait until the last hours to submit and experience an emergency / technical difficulty and miss the deadline, the quiz will count as one of your “dropped” quizzes.

e. **Two attempts.** Each quiz may be taken twice, with the higher score counting. Quiz questions are randomly drawn from a pool of questions, so each attempt may have different questions.

f. **Format**:
   - Six multiple choice and True/False questions @ 2 points each.
   - Questions are presented one at a time, NO REVISITING (a question must be answered when presented).
   - Each quiz lasts for 8 minutes from the time started.
   - 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.

4. Discussions 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).

a. **Required**: Submit 6 DAs from those available. Although more than 6 DAs are available and you can choose which to submit, due to class size, it is **NOT possible** to submit more than the required number of DAs. Consider the extra DAs as “back-Up” for weeks you cannot submit a DA. If you submit more than 6 DAs, the grades of the first 6 will count.

b. **Availability**: DAs are available for one week- from Monday 8 am until the following Sunday, 9 pm during the module’s availability - per syllabus schedule and can only be done within that time window.

c. **No Makeups.** There are no provisions for missed/late DAs. DAs are available for a full week. If you wait until the last hours to submit and experience an emergency / technical difficulty and miss the deadline, the DA will count as one of your “BackUp” DAs.

d. **Submission**: DAs must be submitted through Blackboard Discussion tool; they cannot be submitted over email.

DAs typically require students to read an article, view a video/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, **plan on at least 3-4 hours of work** for each DA. Therefore, waiting until the last hour or two before the DA forum closes to start this assignment is not likely to result in a good grade...

**Additional Information** is available through the course home page. See the *Discussion Assignment Guidelines* document for more information on grading criteria, expectations, and submission instructions.
5. Exams

Required exams: You will take three exams during the course. An exam not taken grants zero points. See table below for availability periods and coverage. 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 required 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. Taking a make-up exam on the designated make-up exam day requires instructor permission.

Exams dates & coverage:

<table>
<thead>
<tr>
<th></th>
<th>Availability dates</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>Sun., 2/18, 7 pm – Mon., 2/19, 9 pm</td>
<td>Modules 1-4</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Sun., 3/26, 7 pm – Mon., 3/27, 9 pm</td>
<td>Modules 5-8</td>
</tr>
<tr>
<td>Exam 3</td>
<td>Sun., 4/29, 7 pm – Mon., 4/30, 9 pm</td>
<td>Modules 9-11</td>
</tr>
<tr>
<td>Make-up exams</td>
<td>Tues., 5/1, 9 am -11 am</td>
<td>Same as above</td>
</tr>
<tr>
<td>Final exam</td>
<td>Sun., 5/6, 7 pm – Tues., 5/8, 9 pm</td>
<td>All modules</td>
</tr>
</tbody>
</table>

See Appendix to this syllabus. Additional, exam specific information will be available closer to the exam date.

6. KIA – Knowledge In Action project

You will select a topic on current issues related to managing in digital economy and prepare your assignment. The deliverable is a power point presentation, with NOTES, which will be uploaded to be reviewed by the class. (Guidelines and specifications will be posted.)

Students will work on this assignment during the last third of the semester, once the key content areas have been covered.

The list of topics to choose from will be published on Blackboard. Topics to choose from may include academic or current issues (e-commerce through history, net neutrality, first mover advantage, etc.) or more applied areas (platforms for starting an online business, business models, website design, etc.)

Individual or team? The assignment may be done individually, or you may choose to work in a small group. More information to be provided as we get closer to the release of this assignment.
**MGMT 4210 – Spring 2018**  
**Tentative Course Schedule**

*Modules*: become available 8 am on stated dates.  
*Discussions (DA) and quizzes*: Available starting Monday 8 am and are due by the following Sunday, 9 pm, on the Module week (1\textsuperscript{st} column on the table below).  
* Videos ~ Links are available through your Module folder on BbL.

<table>
<thead>
<tr>
<th>Week / Dates</th>
<th>Topic &amp; Reading (also check Module folder online)</th>
<th>Assignments, tasks, important dates</th>
</tr>
</thead>
</table>
| **Weeks 1 & 2** | 1/16 – 1/28 Course overview Module 1: The effect of the Internet on Management and business - Read: Ch. 1, Videos 1.1, 1.2, 1.3 | - Obtain book  
- Log on to Course website, review website and syllabus, ensure compatibility issues, take tutorials if needed  
Course quiz available (until 2/4)  
Module 1 quiz due (1/28, 9 pm) |
| **Week 3** | 1/29 – 2/4 Module 2: Business models - Read: Ch. 2, Videos 2.1, 2.2, 2.3 | Module 2 quiz due  
Discussion 1 due  
Course quiz (due 2/4, 9 pm) |
| **Week 4** | 2/5 – 2/11 Module 3: Internet infrastructure - Read: Ch. 3, Videos 3.1, 3.2 | Module 3 quiz due  
Discussion 2 due |
| **Week 5** | 2/12 – 2/18 Module 4: Building an e-commerce site - Read: Ch. 4, Videos 4.1, 4.2, 4.3 | Module 4 quiz due  
Discussion 3 due |
| **Exam 1 (Modules 1-4)** | Available Sunday 2/18 7 pm – Monday 2/19 9 pm |
| **Week 6** | 2/19 – 2/25 Module 5: Online Security & Payment systems - Read: Ch. 5, Videos 5.1, 5.2 | Module 5 quiz due  
Discussion 4 due  
Discussion 5 due |
| **Week 7** | 2/26 – 3/4 Module 6: Ethical and public policy issues - Read: Ch. 7 (!!!), Videos 6.1, 6.2 | Module 6 quiz due  
Discussion 6 due |
<table>
<thead>
<tr>
<th>Week 8</th>
<th>3/5 – 3/11</th>
<th>Module 7: Marketing concepts</th>
<th>Module 7 quiz due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Read: Ch. 6 (!!!)</td>
<td>Discussion 7 due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Videos 7.1, 7.2, 7.3</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>3/12 – 3/18</td>
<td>Spring break</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>3/19 – 3/25</td>
<td>Module 8: Online Retailing &amp; services</td>
<td>Module 8 quiz due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Read: Ch. 8</td>
<td>Discussion 8 due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Video 8.1, 8.2</td>
<td></td>
</tr>
<tr>
<td>Exam 2 (Modules 5-8)</td>
<td>Available Sunday 3/26 7 pm – Monday 3/27 9 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>3/26 – 4/1</td>
<td>Module 9: Online content</td>
<td>Module 9 quiz due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Read: Ch. 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Video 9.1, 9.2</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>4/2 – 4/8</td>
<td>KIA assignment work week 1</td>
<td>KIA assignment due 4/8, 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Preparation and submission</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>4/9 – 4/15</td>
<td>Kia assignment work week 2</td>
<td>Due via weblink 4/15, 9 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Review and ranking</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>4/16 – 4/22</td>
<td>Module 10: Social networks, auctions, portals</td>
<td>Module 10 quiz due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Read: Ch. 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Video 10.1, 10.2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Read: Ch. 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Video 11.1, 11.2</td>
<td></td>
</tr>
<tr>
<td>Exam 3 (Modules 9-11)</td>
<td>Available Sunday 4/29 7 pm – Monday 4/30 9 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>4/30 – 5/6</td>
<td>Pre-Finals days</td>
<td>Make up exams (5/1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final exam (comprehensive)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Available Sunday 5/6, 7 pm - Tuesday, 5/8, 9 pm</td>
<td></td>
</tr>
</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 – IMPORTANT INFORMATION REGARDING EXAMS

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

2. Exams/quizzes 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/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 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 an exam/quiz. If you wait till the last hour of the availability period and encounter difficulties, you may miss the deadline, in which case you get a grade of zero. 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 of exam/quiz 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 exam/quiz, 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, send me an e-mail 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 exam/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.