

**University of North Texas at Dallas**  
**Spring Semester 2023**  
**SYLLABUS For MGMT 3720 Organizational Behavior**  
**1/16/2024-5/11/2024**

<b>Department of</b>		Management	<b>School of</b>	Business
<b>Instructor Name:</b>		Dr. Will Burge		
<b>Office Location:</b>		Virtually via Zoom and FH 305		
<b>Office Phone:</b>				
<b>Email Address:</b>		For Email: Please email me questions with the course number in the subject line at William.Burge@unt.edu		
<b>Office Hours:</b>		Mondays 11:30-1:30 FH 305 Tuesdays 1:00-3:00 via Zoom and by appointment via Zoom		
<b>Classroom Location:</b>		Online		
<b>Class Meeting Days &amp; Times:</b>		<b>This course will follow an online course format.</b>		
<b>Course Catalog Description:</b>		Organizational Behavior is a 3-hour course designed to provide students with an overview of individual behavior in formal organizations. Topics discussed include organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making, performance, and individual differences.		
<b>Prerequisites:</b>		Not applicable		
<b>Required Text:</b>		Robbins, S. P., & Judge, T. A. (2019). Organizational behavior (18th ed.). Pearson. ISBN: 9780134729329		
<b>Access to Learning Resources:</b>		<b>UNT Dallas Library:</b> phone: (972) 780-1616 <a href="#">UNT Dallas Library Webpage</a> email: <a href="mailto:library@untdallas.edu">library@untdallas.edu</a> <b>UNT Dallas Bookstore:</b> phone: (972) 780-3652 <a href="#">UNT Dallas Bookstore Webpage</a> e-mail: <a href="mailto:untdallas@bkstr.com">untdallas@bkstr.com</a>		

<p><b>Supported Browsers:</b>          Chrome          Firefox          Flash 28, 29 (for audio/video)          Internet Explorer 11          Safari 10, 11</p> <p><b>Supported Devices:</b>          iPhone          Android          Chromebook          (Tablet users can use the Canvas app)</p>	<p><b>Getting Help with Canvas:</b></p> <p><b>Canvas 24 /7 Phone Support for Students:</b> 1-833-668-8634</p> <p><b>Canvas Help Resources:</b>          web: <a href="https://community.canvaslms.com/docs/DOC-10701">https://community.canvaslms.com/docs/DOC-10701</a></p> <p><b>For additional assistance, contact Distance Learning:</b>          DAL1, Ste 150          email: <a href="mailto:distancelearning@untDallas.edu">distancelearning@untDallas.edu</a></p> <p><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></p> <p><b>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</b></p>
<p><b>Course Goals or Overview:</b> The goals of this course are as follows:</p>	
<p>1. To develop an understanding of individual behavior in formal organizations.</p>	
<p>2. To understand how groups function in formal organizations.</p>	
<p>3. To introduce students to organizational culture.</p>	
<p><b>Learning Objectives/Outcomes:</b> At the end of this course, students will be able to:</p>	
<p>1</p>	<p>Illustrate the relationship between organizational behavior and individuals' traits, personalities, or engagement.</p>
<p>2</p>	<p>Identify how individual attributes influence organizational behavior.</p>
<p>3</p>	<p>Evaluate how leaders and/or team members interact with one another to help organizations succeed in achieving their mission.</p>
<p>4</p>	<p>Identify how motivation influences organizational behavior and success.</p>
<p>5</p>	<p>Recognize how power and politics influence organizational behavior.</p>
<p>6</p>	<p>Analyze the relationship between organizational culture and performance.</p>

## Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Schedule	Topic	Activities	Due Date
Week One 1/16-1/21	Module 1: Readings, Critical Thinking Quiz, and Ice Breaker - Chapter 1: What is Organizational Behavior - Chapter 2: Diversity in Organization	Critical Thinking Quiz 1 (8 items): Chapters 1 & 2 - Discussion Board: Ice Breaker	1/18 by 11:59 pm for Icebreaker 1/21 by 11:59 pm – Critical Thinking Quiz 1
Week Two 1/22-1/28	Module 2: Exam - Exam 1 (20 items): Chapters 1 & 2	Exam 1 [Due: 1/25 by 11:59pm]	1/25 by 11:59 pm
Week Three 1/29-2/4	Module 3: Readings and Critical Thinking Quiz - Chapter 3: Attitudes and Job Satisfaction - Chapter 4: Emotions and Moods	Critical Thinking Quiz 2 (8 items): Chapters 3 & 4	Due 2/4 by 11:59pm
Week Four 2/5-2/11	Module 4: Exam - Exam 2 (20 items): Chapters 3 & 4	Exam 2 [Due: Thursday 2/8]	Exam 2 [Due: Thursday 2/8]
Week Five 2/12-2/18	Chapter Six Module 5: Readings and Case Study Discussion Boards - Chapter 5: Personality and Values - Chapter 6: Perception and Individual Decision Making	Discussion Board 1: Case Study – The Clash of the Traits. First post with your answers [Due Wednesday 2/14 by 11:59 pm]; Two reply posts [Due Saturday 2/17 @ 11:59 PM]  Discussion Board 2: Case Study – Warning Collaboration Overload. First post with your answers [Due Wednesday by 2/14 11:59 PM]; Two reply posts [Due Saturday 2/17 @ 11:59 PM]	2/17by 11:59 pm
Week Six 2/19-2/25	Module 6: Exam - Exam 3 (20 items): Chapters 5 & 6	Exam 3 [Due: Thursday 2/22]	Exam 3 [Due: Thursday] 2/22

Week Seven 2/26-3/3	Module 7: Readings and Critical Thinking Quiz - Chapter 7: Motivation Concepts - Chapter 8: Motivation: From Concepts to Applications - Critical Thinking Quiz 3 (8 items): Chapters 7 & 8	Critical Thinking Quiz 3 (8 items): Chapters 7 & 8 [Due: Thursday 2/29]	Critical Thinking Quiz 3 (8 items): Chapters 7 & 8 [Due: Thursday 2/29]
Week Eight 2/27-3/5	Module 8: Exam - Exam 4 (20 items): Chapters 7 & 8	Exam 4 [Due: Thursday 3/2]	Exam 4 [Due: Thursday] 3/2
Week Nine 3/18-3/24	Module 9: Readings and Critical Thinking Quiz - Chapter 9: Foundations of Group Behavior - Chapter 10: Understanding Work Teams - Critical Thinking Quiz 4 (8 items): Chapters 9 & 10	Critical Thinking Quiz 4 (8 items): Chapters 9 & 10 [Due: Thursday 3/21]	Critical Thinking Quiz 4 (8 items): Chapters 9 & 10 [Due: Thursday 3/21]
Week Ten 3/25-3/31	Module 10: Exam - Exam 5 (20 items): Chapters 9 & 10	Exam 5 [Due: Thursday 3/28]	Exam 5 [Due: Thursday 3/28]
Week Eleven 4/1-4/7	Module 11: Readings and Case Study Discussion Board - Chapter 11: Communication - Chapter 12: Leadership - Discussion Board 3: Case Study – Do Men and Women Speak the Same Language? - Discussion Board 4: Case Study – When CEOs Leave: An Ethical Dilemma	Discussion Board 3: Case Study – Do Men and Women Speak the Same Language? First post with your answers [Due Wednesday 4/3]; Two reply posts [Due Saturday 4/6 ] Discussion Board 4: Case Study – When CEOs Leave: An Ethical Dilemma. First post with your answers [Due Wednesday 4/3]; Two reply posts [Due Saturday 4/6 ]	Discussion Board 3: Case Study – Do Men and Women Speak the Same Language? First post with your answers [Due Wednesday, ]; Two reply posts [Due Saturday ] Discussion Board 4: Case Study – When CEOs Leave: An Ethical Dilemma. First post with your answers [Due Wednesday]; Two reply posts [Due Saturday 4/6 ]
Week Twelve 4/8-4/14	Chapter FifteenModule 12: Exam - Exam 6 (20 items) Chapters 11 & 12	Exam 6 [Due: Thursday 4/11]	Exam 6 [Due: Thursday 4/11]
Week Thirteen 4/15-4/21	Module 13: Readings and Critical Thinking Quiz - Chapter 13: Power and Politics - Chapter 14: Conflict and Negotiation - Critical Thinking Quiz (8 items): Chapters 13 & 14	Critical Thinking Quiz 5 (8 items): Chapters 9 & 10 [Due: Thursday 4/18]	Critical Thinking Quiz 5 (8 items): Chapters 9 & 10 [Due: Thursday 4/18]13 & 14

Week Fourteen 4/22-4/28	Module 14: Exam - Exam 7 (20 items) Chapters 13 & 14	Exam 7 [Due: Thursday 4/25]	Exam 7 [Due: Thursday 4/25]
Week Fifteen 4/29-5/5	Module 15: Readings and Critical Thinking Quiz - Chapter 15: Foundations of Organization Structure - Chapter 18: Organizational Change and Stress Management - Critical Thinking Quiz (8 items): Chapters 15 & 18 Thinking Quiz (8 items): Chapters 15 & 18	Critical Thinking Quiz 6 (8 items): Chapters 15 & 18 [Due: Thursday 5/2]	Critical Thinking Quiz 6 (8 items): Chapters 15 & 18 [Due: Thursday 5/2]
Week Sixteen 5/6-5/11	Module 16 - Exam 8 (20 items) Chapters 15 & 18	Exam 8 [Due: Thursday 5/9]	Exam 8 [Due: Thursday 5/9]

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Instructor's Response Time:

- Instructor will respond to email messages within 48 hours.
- All exams and quizzes grades will be available after submission.
- Discussion board grades will be available within 7 days.

## Late Work Policy: No late work will be accepted. No exceptions.

### Grading Matrix:

Activities/Assignments	Value (points/percentages)
6 Critical Thinking Quizzes (16	96
8 Exams (40 points each)	320
4 Discussion Boards	72
<b>Total:</b>	<b>488</b>

### Grade

**Determination At**  
the end of the  
course,

439.00 points and  
above = A;

438.99 – 390.00  
points = B;

389.99 – 341.00  
points = C;

340.99 – 292.00  
points = D;

**291.99 – 0 points  
= F**

**To compute grade, add up all points earned in this class. Final numeric scores will NOT be rounded (e.g., 389.99 at the end of the course will be a “C”, 390 will be a “B”, etc.).**

**Final Scores/grades will NOT be “curved” or “adjusted”. No exceptions.**

**Adjustment of Exam scores may be made immediately after the exam (not at the end of the course).**

Discussion Posts Part of an effective class is the synergy created with online discussions. Your assignments require that you participate in online discussions. Online discussions require you to post an Original Response to my question(s) and Reply to the Original Response or replies of your classmates (i.e. peers). As part of your course grade, you are required to post at least 4 Original and 8 Reply postings in the discussion forums as requested in the Discussion Board section of each Module. All Discussion postings are time-sensitive as indicated in the Course Schedule.

**Discussion forums will be locked up (no more posts) at the times indicated.**

No discussion credit will be given if you do not post timely responses to the Discussion Forums. You will not receive partial credit – you must make both posts (i.e., Original Response and Two Replies) and answer all questions to receive credit for/in a discussion forum.

Discussion credit (points) will be assigned the week following the close of a discussion. Discussion Boards are intended to promote discussion between and among students. There is no provision for making up a missed question for discussion and no questions for discussion will be administered at a time different than that provided in the syllabus. Do NOT attach a file in lieu of text in a Discussion post.

No one will read it done this way as it requires a download and it is too much trouble. Just reply to my Discussion Board question(s) rather than creating a new discussion thread. You will do that also in replying to someone else’s post anyway. (New threads are started when you hit “Compose [New] Discussion Message” and change the Subject Line).

Do not start a new discussion thread (by composing a new message) within a discussion forum – reply only to my or someone else’s post(s). Remember that it takes 2 posted responses within a discussion to receive credit. If you reply to my discussion question(s) but do not post a response to your classmate’s, you will receive a ZERO for that

assignment. Remember, also, that you will not receive any credit unless you answer ALL of my questions in a reply to my question(s). Again, remember that you must have at least one (1) original response to ALL of the question(s) I ask in a discussion AND at least two (2) replies to a classmate's post in a discussion forum by the Syllabus deadline for the assignment. Public Discussion replies from me are unusual.

A Discussion reply post from me will be rare simply because of the volume involved. I do READ and EVALUATE every post. I may reply to your post PRIVATELY. I will let you know privately if you are not in the right track. Please do not be offended if I do not reply to your discussion post. I do reply to all email. I suggest that you save all messages/mail/posts until the end of the course. I do ... so I can prove what was/was not sent/received during the semester. Although discussion posts are locked up Saturdays @ 11:59 pm (except for the last week of classes), grades will not be posted until I read, evaluate, and process all posts. This will usually be by the Wednesday following the close of discussion. In other words, there is not an immediate return of Discussion evaluation/grades as there is with Quizzes.

Discussion Board	Assigned Chapter	Reading Module	Maximum Points Earned
DB 1	CH 5 & CH 6	MOD 5	18 Points
DB 2	CH 5 & CH 6	MOD 5	18 Points
DB 3	CH 11 & CH 12	MOD 11	18 Points
DB4	CH 11 & CH 12	MOD 11	18 Points

Quizzes: No Make-up or retakes are allowed for quizzes.

You will have 6 Critical Thinking Quizzes over the course term.

No Chapter Quiz grades will be dropped. There will be six modules where you will find a quiz that will expire on the dates specified on the Course Schedule.

All Quizzes are open book, open notes. Complete the quizzes without the help of anyone else. Complete the quizzes after you finish reading the assigned work for that week.

You will receive a zero if you do not complete a quiz by its deadline. Each quiz contains 8 multiple choice or True/False questions and has a time limit of 15 minutes. You can take a Chapter Quiz only once.

Quiz scores will be posted to your student record in CANVAS. There is no provision for making up a missed quiz and no quiz will be given at a different time than that provided in the course syllabus. Chapter Quiz results are returned after a quiz is graded.

Table 4 List of Quizzes			
Quiz	Assigned Chapter Reading	Module	Maximum Points Earned
Quiz 1	CH 1 & CH 2	MOD 1	16 points
Quiz 2	CH 3 & CH 4	MOD 3	16 points
Quiz 3	CH 7 & CH 8	MOD 7	16 points
Quiz 4	CH 9 & CH 10	MOD 9	16 points
Quiz 5	CH 13 & CH 14	MOD 13	16 points
Quiz 6	CH 15 & CH 18	MOD 15	16 points

**EXAMS** You will take 8 online exams over the course term.

No exam grades will be dropped.

There will be eight modules where you will find an exam that will expire on the dates specified on the Course Schedule. All exams are open book, open notes.

Complete the exams without the help of anyone else. Complete the exams after you finish reading the assigned work for that week. You will receive a zero if you do not complete an exam by its deadline.

Each quiz contains 20 multiple choice or True/False questions and has a time limit of 40 minutes.

You can take an exam twice. Exam scores will be posted to your student record in CANVAS. There is no provision for making up a missed exam and no exam will be given at a different time than that provided in the course syllabus. Exam results are returned after an exam is graded. Exam policy: No retakes will be allowed for exams.

Makeup examinations will be not allowed (except for documented and verifiable emergencies. See Student Handbook).

**Table 5 List of Quizzes**

EXAM	Assigned Chapter Reading	Module	Maximum Points Earned
Exam 1	CH 1 & CH 2	MOD 2	40 points
Exam 2	CH 3 & CH 4	MOD 4	40 points
Exam 3	CH 5 & CH 6	MOD 6	40 points
Exam 4	CH 7 & CH 8	MOD 8	40 points
Exam 5	CH 9 & CH 10	MOD 9	40 points
Exam 6	CH 11 & CH 12	MOD 12	40 points
Exam 7	CH 13 & CH 14	MOD 14	40 points
Exam 8	CH 15 & CH 18	MOD 16	40 points

**CH = Chapter; MOD = Module**

**Table 6 Summary of Course Evaluation Methods**

Assessment	Assigned Chapter Readings	Module	Points
Quiz 1	CH 1 & CH 2	MOD 1	16 points
Quiz 2	CH 3 & CH 4	MOD 3	16 points
Quiz 3	CH 7 & CH 8	MOD 7	16 points
Quiz 4	CH 9 & CH 10	MOD 9	16 points
Quiz 5	CH 13 & CH 14	MOD 13	16 points
Quiz 6	CH 15 & CH 18	MOD 15	16 points
Exam 1	CH 1 & CH 2	MOD 2	40 points
Exam 2	CH 3 & CH 4	MOD 4	40 points
Exam 3	CH 5 & CH 6	MOD 6	40 points
Exam 4	CH 7 & CH 8	MOD 8	40 points
Exam 5	CH 9 & CH 10	MOD 9	40 points
Exam 6	CH 11 & CH 12	MOD 12	40 points
Exam 7	CH 13 & CH 14	MOD 14	40 points
Exam 8	CH 15 & CH 18	MOD 16	40 points



DB 1	CH 5 & CH 6	MOD 5	18 points
DB 2	CH 5 & CH 6	MOD 5	18 points
DB 3	CH 11 & CH 12	MOD 11	18 points
DB 4	CH 11 & CH 12	MOD 11	18 points

**CH = Chapter; DB = Discussion Board; MOD = Module**

### **Requests to Leave Class Early and Missed Lecture Material**

The scheduled in-person class will not be recorded. It is your responsibility for the material covered in class.

If you leave before attendance is called, you will be counted absent for the class.

Also, if you leave early, I will not repeat material that is covered in class. If I receive a request about material you missed because you left early, I will refer to this policy on the syllabus.

### **Mistakes**

There are honest and dishonest mistakes. If you make an honest mistake, you are still responsible for meeting the course requirements.

Example of an “Honest” Mistake

I just forgot that the assignment was due on Thursday. Can I have an extension?

### **Assignment Due Dates**

Assignment due dates can be ANY day of the week. It is the student’s responsibility to refer to the syllabus for assignment due dates. Assuming there is a NORM for due dates is not an excuse for missing an assignment.

### **Questions Before Class Starts, In-Class or At the End of Class**

Questions about the material we cover are encouraged during class. It helps you as well as other classmates learn about the subject matter.

However, before and after the class is not the time to address administrative issues or questions about the class. Please address these issues during office hours, via Canvas message, or scheduled Zoom Meetings.

### **What are administrative issues?**

Here are a few examples of administrative issues that should be addressed during office hours, email, or scheduled Zoom meeting.

Ex. Student “forgot” to submit an assignment. Earns a zero for that Assignment. Students wants to argue about why they deserve a third chance to complete the assignment.

Ex. Student comes before class to explain why they need to leave early. I am not interested in why you “HAVE” to leave early. I have to attend the entire in-person session. I expect you to also attend the class. This is not an online class.

The professor will not stick around after class is over to answer questions.

### **Excused Absences Due to Illness**

Absences due to illness must be accompanied by written documentation to be excused. Examples of documentation include a doctor’s note.

The professor is not going to ask for the doctor’s note. It is the student’s responsibility to provide written documentation for the absence.

Students that email explanations of why they were absent are not acceptable in this class. The student should provide written documentation about the absence due to illness.

### **Examples of absences that WILL NOT be excused.**

1. Professor Burge I felt bad and could not complete the work on time. Student did not go to the doctor and/or does not have written documentation for the absence.
2. My neighbor’s kid got sick. I had to help them.
3. My pet is sick. I had to take them to the vet. No, this is not excused. You need to be sick.
4. I have a cold and slept past the due dates. You slept all week? 24/7
5. I think I have COVID because I have been feeling bad. Please send me the doctor’s note. Professor Burge I didn’t go get tested but I feel bad and need an extension. No, this is not acceptable as a documented absence due to illness.

\*These are just a few of the examples of unexcused absences. Any other absences due to illnesses without documentation will not be accepted.\*

### **Taking Exams Early**

Do not ask to take the exams early. The due dates and exam periods are posted on the syllabus. These are the exam dates that will be followed in this class.

### **Technology Problems**

It is the student’s responsibility to have the proper technology in place to successfully complete assignments in this class. Technology problems are not an excuse for failing to complete and submit assignments by the due date.

### **Student Requests to Add, Drop, or Be Reinstated Due to Nonpayment**

The professor will not automatically sign forms to add, drop, or reinstate a student due to nonpayment. The professor will refer the student first to the program coordinator.

Please include your name, course number, and a brief description in an email to the professor for any request to drop, add, or be reinstated in the class. This will help process the required paperwork for the request.

**\*Failure to do so will result in delays for the request. Emails that are unprofessional, abusive, or are hostile are not acceptable!\***

## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance):**

#### **Chapter 7(7.004) Disability Accommodations for Students:**

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the [Disability Services Office website](#). You may also contact them by phone at 972-338-1777; by email at [UNTDisability@untdallas.edu](mailto:UNTDisability@untdallas.edu) or in the Student Center Building, 1<sup>st</sup> floor.

#### **Canvas Instructure Accessibility Statement:**

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Course Management System's Accessibility Statement](#) is also provided.

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

#### **Course Evaluation Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

#### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures in the [Student Code of Academic Integrity](#) Code 7.002 for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to

submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

## **Classroom Policies**

### **Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [Registrar's Office](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

### **Online "Netiquette":**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, discussion board forum threads and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the [Student Code of Student Rights Responsibilities and Conduct](#) Code 7.001. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

### **Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Technology Assistance:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, call Canvas 24/7 Help Desk at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see [Canvas Student Guide](#).