

# Course Syllabus

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## Course Information

<i>Course Prefix, Number, Section</i>	<i>IMS 4350.001.F25</i>
<i>Course Title</i>	<i>Global Market Entry Strategies</i> <i>(part of Global Development Initiative)</i> <a href="https://jindal.utdallas.edu/centers-of-excellence/cgb/initiatives/">https://jindal.utdallas.edu/centers-of-excellence/cgb/initiatives/</a>
<i>Term</i>	Fall 2025
<i>Days &amp; Times</i>	Monday and Wednesday (11.30 am – 12.45 pm)
<i>Classroom</i>	JSOM 2.802

## Professor Contact Information

<i>Professor</i>	<i>Hubert Zydorek</i>
<i>Office Phone</i>	<i>972 – 883 – 5037</i>
<i>Email Address</i>	<a href="mailto:Hubert.Zydorek@utdallas.edu">Hubert.Zydorek@utdallas.edu</a>
<i>Office Location</i>	JSOM 3.613
<i>Office Hours</i>	Monday (1 pm-2 pm) <i>Individual In-person or Virtual Meetings – by appointment. Please use Outlook Calendar.</i>
<i>Teaching Assistant (TA)</i>	<i>Oleg Piatov</i> <a href="mailto:oleg.piatov@utdallas.edu">oleg.piatov@utdallas.edu</a> <i>(Copy TA on all communication re: this course)</i>

## Course Description

This course focuses on developing market entry strategies for international companies. It aims to equip students with the necessary skills to succeed and navigate through the complex global business environment. In this course students are partnered with companies seeking to expand into international markets, learn how to conduct market analysis, apply global skillsets, and prepare recommendations for company consideration. This course utilizes a hands-on approach and provides resume-building learning experience.

The State of Texas is dedicated to building a vibrant and thriving economy by attracting new investment and jobs, through marketing and recruitment efforts and by working with existing and potential employers. The goal of the course is to provide students with an opportunity to apply theory learned in previous courses to real-world international business problems and opportunities. As more small and medium (SME) size companies plan to expand their operations to international markets they need **research, support, and contacts** to facilitate entry. Through this course, you, as Global Business students, will be able to learn about international companies' industries, their products/services, the competition they face and the problems they try to solve. Through your research and critical thinking, you will be able to analyze possible market entry opportunities for these companies.

## **IMPORTANT - Code of Conduct**

### **Use of Generative Artificial Intelligence (AI) in This Course**

Please familiarize yourself with the UTD Policy <https://policy.utdallas.edu/utdsp5017>

*In this course students are expected to use generative AI ethically and responsibly. Students should document and attribute the use of generative AI as appropriate to the academic style (APA, MLA, Chicago, etc.) or a professional style specified by the faculty member. Students must follow written guidelines from faculty on citation styles. Students must validate or verify the output from generative AI.*

### **Student Code of Conduct in This Course**

Please familiarize yourself with the UTD Policy <https://policy.utdallas.edu/utdsp5003>

*The Jindal School of Management at the University of Texas at Dallas is a nationally ranked, respected university with an outstanding reputation. All JSOM students are expected to conduct themselves in a manner that demonstrates the highest standards of integrity and professionalism. JSOM has established a mandatory code of conduct and ethics policy for students. Failure to follow the policy guidelines will result in significant negative consequences as outlined below.*

### **Student Learning Objectives/Outcomes**

Upon completion of this course, you will be able to:

1. Apply international professional business practices when working with international companies
2. Conduct market research using a variety of resources (library databases, industry reports, company reports, academic research etc.)
3. Recognize various market entry strategies for small and medium international companies planning to expand to Texas
4. Present and defend your findings to an international business audience

### **Required Textbooks and Materials**

No textbook required.

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Additional readings will be assigned throughout the semester. Students have access to various Library Databases that include electronic access to international business newspapers and magazines. See **Resources** folder on eLearning.

## Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage <https://ets.utdallas.edu/elearning>

## Course Access and Navigation

The course can be accessed using the UT Dallas NetID account at: <https://elearning.utdallas.edu>. Please see the course access and navigation section of the site <https://ets.utdallas.edu/elearning/students/current/getting-started> for more information. To become familiar with the eLearning tool, please see the Student eLearning Tutorials <https://ets.utdallas.edu/elearning/students/current/tutorials>. UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The eLearning Support Center <https://ets.utdallas.edu/elearning/helpdesk> services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

## Turnitin

Turnitin is the world's most widely recognized and trusted resource for helping prevent Internet plagiarism. It will be used by students to submit their essays and other assignments on e-learning. Please make sure you are able to access Turnitin with appropriate browser supported by the program. For additional information, please check the following link:

<https://www.utdallas.edu/oit/helpdesk/article.php7?busObRecId=9460dc183c6fa51223e37a436282d8d72867cf88a4>

## Communication

In addition to in-class communication, this course also utilizes online tools for interaction and communication. For more details, please visit the eLearning Tutorials webpage <https://ets.utdallas.edu/elearning/students/current/tutorials> for video demonstrations on eLearning tools.

## Course Format

### *Class Engagement and Participation*

Active participation and preparation for class is essential. Students engage in learning through in-class discussion, group projects, homework, readings and **virtual interaction with international companies**. Additional tasks such as summary of films or articles may be assigned throughout the semester. Discussion will be based on issues related to textbook reading assignments, lectures, and current articles from leading international periodicals: Business Week, The Economist, Management of International Business Studies, International Management Journal and The Wall Street Journal.

## Class Participation

### **Regular class participation is expected**

Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in groups or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to university requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

**NOTE:** Not only regular attendance/participation is critical for students' success in the course but also frequent and well-conducted, professional communication with your assigned company's representative(s) as well as your professional mentor and student coach is required. Students need to communicate any class or company meeting absences in advance. Extensive absences will lead to academic failure.

### *Group Project (See rubric)*

#### *Groups*

Students will be assigned to groups based on alphabetical order, unless students have language fluency that aligns with one of the companies in the program. Each group will be assigned to an international company to work with throughout the semester. Each group will select a leader who will ensure the team meets regularly throughout the semester, communicates well with stakeholders, prepares a quality written market analysis report on time and is ready to present during the assigned date/time. It is critical that team members have each other's contact information and know each other's preferred time to meet in person or virtually. More about the responsibilities of Team Leaders is covered in **Course Introduction** and will be emphasized during the first week of the semester. Active participation from all members during the project is required. In case of team conflict, the *Team Leader* should meet with the group and discuss the root cause of the conflict and possible ways to resolve it. If a team is unable to resolve the conflict, the *Team Leader* should meet with the instructor and discuss the situation. Groups are encouraged to schedule meetings with instructors (in class or virtual) to discuss questions regarding their work.

This course is divided into three parts:

### **PART 1 – INTRODUCTION AND ONBOARDING**

- Self-introduction and presentation
- Professional international business skills
- Library databases training
- Overview of Texas and DFW
- Project and company onboarding

## **PART 2 – MARKET ANALYSIS FOR ASSIGNED COMPANY**

- Research and analysis
- Weekly meetings with groups, company, and mentors
- Weekly presentations and status reports
- Presentations from industry speakers

## **PART 3 – PRESENTATION AND CONCLUSION**

- Presentation of your findings
- Market analysis report
- Closing activities

### **ASSIGNMENTS**

Throughout this course you will submit three types of assignments:

#### **1. Group - Written Market Analysis Report**

A 15–20-page report (soft copy) will be submitted (via eLearning/Turnitin) **on the day indicated in the syllabus**. The written report should be typed and double-spaced and follow the University's writing standards. You will be provided with the market analysis template to use. Graphs, tables, and other methods may be used to illustrate the problem and support your findings. Sources/bibliography should be provided at the end of the report. Proper citation is required. It is preferred that sources of your research come from *industry* (industry reports, databases, legitimate websites, etc.) and *academic* (recent research papers documented in prime business, economic and international journals). Please consult the University's writing guidelines as needed.

<https://libguides.utdallas.edu/citation-resources-guide>

<https://www.utdallas.edu/studentsuccess/writing-and-speaking/writing-center/>

#### **2. Group - Virtual Presentation (PPT Format)**

Plan your time for a 20-minute presentation. All group members are required to be present, and each team member should be allotted equal presentation time. Team performance will be graded based on methods of analysis, quality of presentation, and effectiveness as a team (See Rubric and sample presentation in eLearning). Creative presentation style is encouraged; however, contents and messages should reflect the key points (findings) from the report. Each presentation will be followed by a 10-15 min Q&A session from the company, business professionals and the instructor. Make sure that you follow professional presentation standards when delivering the presentation in class. Please consult with the instructor if you have any questions regarding the delivery of your presentation.

**3. Individual - Homework Assignments (IND-HW)** are assignments that need to be submitted to eLearning (assignments) by the indicated deadline. There will be no extension to homework deadlines, and it is up to each student to verify the document is properly submitted.

Items to consider when submitting homework:

- Attention to detail. Be specific about the work accomplished, issues to be raised or questions to be asked.
  - Ensure proper editorial review is conducted
  - Ensure the most current version is submitted (no updates to submitted version)
  - Submit before the assignment is due (don't wait until the last moment to submit the assignment)
  - Use other **Internet Browsers** to submit if the one you are using is giving you problems
  - Ensure that your document has your name, date, class number and section, and page numbers
- You will receive 1pt for submitting quality response and ½ point or 0 if the assignment is incomplete, its quality is poor or past the deadline.

## Roles

Throughout this course you will be interacting with the following roles.

### Students

Students conduct market analysis for foreign companies. They work in teams and ensure the required hour commitment is fulfilled. Members work closely with team leaders to make sure the work is done on time, proofread, edited and presented with the highest quality. Each team will select a team leader who will be responsible for guiding the team, communicating with the stakeholders and helping to resolve any issues that may arise. **Any issues or conflicts need to be presented to the instructor/faculty advisor as soon as they arise.**

### Instructor/Faculty Advisor

Faculty advisors serve in a consulting capacity to all parties involved in the program. He leads and facilitates weekly virtual sessions as required. He is the point of contact should any issues arise.

### Industry Mentors

Industry mentors help to lead weekly virtual sessions in Part 2 and provide support throughout the program. They work with student leaders, faculty advisor and company representatives to ensure efficiency and progress of the project.

### Company Representatives

Company representatives help to answer student leader/industry mentors' questions regarding their company's business. They will be available for 1-2 hours a week to answer questions through email or virtually.

## Assignments & Academic Calendar

*Topics, Reading Assignments, Due Dates, Exam Dates*

DATES	TOPIC	CONTENT/ACTIVITY	ASSIGNMENTS
<b>PART 1 – INTRODUCTION AND ONBOARDING</b>			
Week 1 8/25	Course Introduction	<ul style="list-style-type: none"> <li>- Course Introduction/Syllabus Overview</li> <li>- Self-introduction</li> <li>- Overview of resources</li> <li>- Review roles/timelines/deliverables</li> <li>- Expectations and QA</li> </ul>	<p><b><i>DUE 8/29</i></b></p> <ul style="list-style-type: none"> <li>- Review syllabus</li> <li>- Create/update LinkedIn profile</li> <li>- Complete talent release and NDA</li> <li>- <b>IND-HW1:</b> Create/update/post resume (no GPA) to eLearning and create 1 slide self-introduction and post to eLearning (one file) that can be shared with companies (Major, Professional Experience, Languages Spoken, Technical Skills, Hobby/Travel)</li> </ul>
Week 1 8/27		<ul style="list-style-type: none"> <li>- Students review and update LinkedIn profiles.</li> <li>- Students review and update their resume and submit to eLearning</li> <li>- Students complete required forms</li> <li>- Students create self-introduction slides and practice presentations.</li> <li>-</li> </ul>	
Week 2 9/1		<ul style="list-style-type: none"> <li>- LABOR DAY – NO CLASS</li> </ul>	
Week 2 9/3	Overview of the Initiative	<ul style="list-style-type: none"> <li>- Overview of Consulting and Professional Services</li> <li>- Discuss professionalism in international business</li> <li>- Review of Weekly Deliverables</li> <li>- Review Final Deliverables (Presentation and Report)</li> </ul>	<p><b><i>DUE 9/6</i></b></p> <ul style="list-style-type: none"> <li>- Review Videos 1-10 (LinkedIn Learning/Lynda)</li> <li>- Prepare for individual presentations</li> <li>- <b>IND-HW2:</b> Write a short summary of 5 best practices related to professionalism in international business and 5 best practices related to effective meeting preparation <b><i>(1 page double-spaced)</i></b></li> </ul>
Week 3 9/8	International Ecosystem and Texas/DFW	<ul style="list-style-type: none"> <li>- Overview of Global Development Initiative (GDI), Process, Goals, Accomplishments, and Future Activities</li> <li>- Introduction to International Ecosystem</li> </ul>	

	Economy and Market Entry	<ul style="list-style-type: none"> <li>- Overview of Market Entry Strategy</li> <li>-</li> </ul>	
Week 3 9/10	Student Presentations	<ul style="list-style-type: none"> <li>- 2 min – individual student presentation (based on the supplied template)</li> </ul>	
Week 4 9/15	Lecture	<ul style="list-style-type: none"> <li>- Overview of Market Entry Strategy</li> <li>- Types of market entry</li> <li>- Types of companies and industries</li> </ul>	<p><b>DUE 9/13</b></p> <ul style="list-style-type: none"> <li>- <b>IND-HW3:</b> Write 1 page (double-spaced) about Texas and DFW economy and explain what international companies have expanded their operations to DFW/Texas and why. What was their mode of market entry? You may use the reports provided. Support with data.</li> </ul>
<b>PART 2 – MARKET ANALYSIS FOR SELECTED COMPANY</b>			
Week 4 9/17	Company Assignment	<ul style="list-style-type: none"> <li>- Assign students to companies and mentors</li> <li>- Discuss professional business etiquette</li> <li>- Students discuss overlapping availability for meetings with mentors and companies</li> </ul> <p>Introducing all mentors</p>	<p><b>DUE 9/19</b></p> <ul style="list-style-type: none"> <li>- Leaders draft and send an introductory email to mentors and schedule a virtual intro meeting</li> <li>- Leaders draft and send a welcome email introducing team and request a virtual meeting with company (Grammarly, BCOM, templates)</li> </ul>
Week 5 9/22	Presentation	<ul style="list-style-type: none"> <li>- Overview of past project(s), companies that participated and lessons-learned</li> <li>- Examples of the best deliverables from past projects</li> </ul>	<p><b>DUE 9/20</b></p> <p><b>IND-HW4:</b> Based on Hofstede's dimensions discuss cultural differences between the assigned country and the US (1 page double-spaced).</p>
Week 5 9/24	Preparation	<ul style="list-style-type: none"> <li>- Students review company websites and prepare for company meetings</li> <li>- Students review meeting agenda templates</li> <li>- Students meet with mentors (outside of class) to prepare for company meetings</li> </ul>	
Week 6 9/29	Work In Groups (WIG) - Company Meeting Preparation	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>o students prepare for meeting with companies</li> <li>o prepare agenda, questions and discuss company's industry</li> </ul> </li> </ul>	<b>First Company meeting</b>

Week 6 10/1	All - QA	- Groups present 1 slide about the company (industry/products/services/etc.). Faculty feedback provided.	<b><i>DUE 9/27</i></b> <b>IND-HW5:</b> Write 1 page (double-spaced) about your company's industry, products and/or services.
Week 7 10/6	All	- Groups present status of their first meeting with their assigned company	<b>5-7 mins for each group</b>
Week 7 10/8		<b>TEST 1 – 50 Multiple-choice question exam based on selected industry reports and content covered in the course</b>	
Week 8 10/13	WIG	- WIG: ○ Students work on research and completing items 1-5 from Market Analysis template	<b><i>DUE 10/17</i></b> <b>IND-HW6:</b> Submit data, information researched by each student and presented to the company during the weekly meeting. Propose 2-3 questions to be asked at the next meeting.
Week 8 10/15	WIG	- WIG: ○ Students prepare for company's meeting (research, questions, agenda) ○ Students work on research and completing items 1-5 from Market Analysis template ○ Faculty/Student/Mentor feedback provided	
10/18		<b>Midterm grades posted to eLearning (TEST 1 only)</b>	
Week 9 10/20	WIG	- WIG: ○ Students work on research and completing items 1-5 from Market Analysis template ○ Faculty/Student/Mentor feedback provided	
Week 9 10/22	WIG	- WIG: ○ Each group presents their research updates	<b><i>DUE 10/24</i></b> <b>IND-HW7 –</b> Submit data, information researched by each student and presented to the company during the weekly meeting. Propose 2-3 questions to be asked at the next meeting.
10/27		<b>Group Leaders submit parts 1-5 of the Market Analysis on behalf of the group</b>	
Week 10 10/27		- WIG:	

		<ul style="list-style-type: none"> <li>○ Students work on research and completing items 1-5 from Market Analysis template</li> <li>○ Faculty/Student/Mentor feedback provided</li> </ul>	
Week 10 10/29	All	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Each group presents their research updates</li> </ul> </li> </ul>	<b><i>DUE 10/31</i></b> <b>IND-HW8</b> – Submit data, information researched by each student and presented to the company during the weekly meeting. Propose 2-3 questions to be asked at the next meeting.
Week 11 11/3	WIG	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Students work on research and completing the remaining parts of Market Analysis template</li> <li>○ Faculty/Student/Mentor feedback provided</li> </ul> </li> </ul>	
Week 11 11/5	WIG	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Each group presents their research updates</li> </ul> </li> </ul>	<b><i>DUE 11/7</i></b> <b>IND-HW9</b> – Submit data, information researched by each student and presented to the company during the weekly meeting. Propose 2-3 questions to be asked at the next meeting.
Week 12 11/10	WIG	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Students work on research and completing the remaining parts of Market Analysis template</li> <li>○ Faculty/Student/Mentor feedback provided</li> </ul> </li> </ul>	
Week 12 11/12	WIG	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Each group presents their research updates</li> </ul> </li> </ul>	
Week 13 11/17	WIG	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Students work on research and completing the remaining parts of Market Analysis template</li> <li>○ Faculty/Student/Mentor feedback provided</li> </ul> </li> </ul>	
Week 13 11/19	WIG	<ul style="list-style-type: none"> <li>- WIG: <ul style="list-style-type: none"> <li>○ Each group presents their research updates</li> </ul> </li> </ul>	

**Week 14 – THANKSGIVING BREAK – NO CLASS (11/24-11/28)**

<b>PART 3 – PRESENTATIONS AND CONCLUSION</b>			
Week 15 12/1	WIG Coaches Mentors Support	○ Dry Run of Presentations (Internal Audience)	
Week 15 12/3	WIG Coaches Mentors Support	○ Dry Run of Presentations (Internal Audience)	<b>DUE 12/5 IND-HW10</b> - Students submit 30sec -1 min videos summarizing their experience Students submit ½ page testimonial about their experience (indicate what you learned, what theory you applied, and what was valuable to you as a business student)
12/5		<b>Group Leaders submit entire Market Analysis Report and Final slides</b>	
Week 16 12/8 – 12/11 (Except 12/10)		Final Presentations (Students will present and defend their findings). Schedules of final presentations are to be finalized after midterms.	
12/18		Final grades posted by <b>12/18</b>	

## Grading Policy

### Grading Weight

Individual Attendance and Participation in Class	30%
Homework	5%
Midterm (Multiple Choice Question Exam)	30%
Group Project (Market Analysis and Presentation)	35%
Total	100%

### Grading Criteria

Scaled Score	Letter Equivalent
101+	A+
91-100	A
88-90	A-

85-87	B+
81-84	B
78-80	B-
75-77	C+
71-74	C
68-70	C-
61-67	D
Less than 60	F

## **Course Policies**

### *Make-up exams*

Make-up exams are only allowed in case of emergency or extraordinary situation.

### *Extra Credit*

There may be a few extra credit opportunities throughout the semester. In order to receive extra credit students will have an opportunity to attend virtual/in-person events and asked to write a short reflection upon attending.

### *Late Work*

Late assignments are only allowed in case of emergency or extraordinary situation. All written assignments are submitted to eLearning (TurnItIn). Make sure you pay attention to due dates in the calendar above. If you are travelling or staying overseas during this semester, make sure that you pay special attention to deadlines as they are indicated in Central Time (CT)/Dallas time. If you have questions about time zones, please consult <https://www.timeanddate.com/>

### *Classroom Citizenship*

We encourage students to support each other during the entire semester. If your team members is/are unable to participate in traditional classroom setting or virtually consult with them frequently to ensure they are up to date with the course materials and deliverables. Please support each other during these times.

### *Instructor Support*

Students in this course are encouraged to contact the instructor or the TA with any questions related to assignments, due dates, progress, etc. If a student is unable to come to class or office hours, he/she should schedule a meeting with the instructor. If you are considering international assignments in the future, you are welcome to reach out to the instructor/TA to request a resume review.

### *Scholastic Honesty and Policy on Cheating*

Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or

materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage.

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

### *Student Conduct and Discipline*

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, A to Z Guide, which is provided to all registered students each academic year. The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3, and in Title V, Rules on Student Services and Activities of the university's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391). A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### *Academic Integrity*

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of **turnitin.com**, which searches the web for possible plagiarism and is over 90% effective.

Students are encouraged to review the quality of their work (editorial review, references, sources, format, etc.) before submitting their written work. Students are encouraged to check **SIMILARITY/AI** on TurnItIn before submitting their work. The recommended similarity should be below **25% (green status)**. Points will be deducted if student's work has over 25% similarity/AI.

### *Email Use*

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individuals corresponding and the security of the transmitted information. **UTD furnishes each student with a free email account that is to be used in all communication with university personnel.** The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

### *Withdrawal from Class*

The administration of this institution has set deadlines for the withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

### *Student Grievance Procedures*

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's Handbook of Operating Procedures. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all parties involved. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

### *Incomplete Grade Policies*

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if **70%** of the course work has been completed. An incomplete grade must be resolved within **eight (8)** weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

### *Disability Services*

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m. Please check the opening hours and virtual meeting schedule with the office.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination based on disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled to accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance. It is the student's responsibility to notify his or her professors of the need for such accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodation. Individuals requiring special accommodation should contact the professor after class or during office hours.

### *Religious Holy Days*

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to

complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must consider the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.

### **Comet Creed**

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

### **Academic Support Resources**

The information contained in the following link lists the University’s academic support resources for all students.

Please see <http://go.utdallas.edu/academic-support-resources>.

### **UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.*