



Department of Mechanical Engineering

CNET 2180 – Building Construction Techniques

3 Credit Hours (1,4)

Sections 001/101/102/103 – Spring 2021 Syllabus

Instructor Contact

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Communication Expectations: The primary tool that will be used to communicate directly with students, are email and the learning management system. Students should send personal concerns or questions to my email address. Generally, students can expect to receive a response to emails within 48 hours. The time frame in receiving feedback on assignments is one to two weeks depending on the type of assignment. Grades will be posted within 48 hours after the assignments are graded and returned. Additionally, CLEAR has a webpage for students that provides [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>).

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

The course covers contemporary techniques used in the construction industry; nature, use, and characteristics of materials; construction methodology, application, and sequencing in the building process. Course will include hands-on construction of a scale model of a building.

Course Structure

This course is partially remote. The lecture component will be delivered online while the lab component will be delivered face-to-face. The length of the semester is sixteen weeks. The following course outline, **which is subject to change**, shows the topics to be covered weekly together with due dates for assignments and discussion posts, and scheduled exam dates.

COURSE OUTLINE
(Subject to change)

Week	Date	Material/Topic	Assignments/Discussions/Exams/ Lab Reports
1	11-Jan	Course Introduction / Review of Syllabus	Review the syllabus and familiarize yourself with the materials on technical writing guidelines and how to build a playhouse.
	13-Jan	Handouts: <ul style="list-style-type: none"> • Technical Writing Guidelines • How to Build A Playhouse 	
	Lab	Virtual Lab via Zoom meeting <ul style="list-style-type: none"> • Obtain Architect's scale • Obtain safety glasses 	Assignment No. 1: Watch any "you tube" video of your choice on playhouse construction. Write a step-by-step paper on how the playhouse was constructed starting with the foundation/floor and ending with the roof. <ul style="list-style-type: none"> • Cite the source of the video. • This is an individual assignment. • Due Date: Monday, Jan. 25, at 8:30 a.m.
2	18-Jan	No Class – University closed on Monday	
	20-Jan	Handout: Permits and Engineering	
	Lab	No face-to-face lab <ul style="list-style-type: none"> • Start finalizing your paper on the "you tube" video on how to build a playhouse. 	Assignment No. 1 continues. <ul style="list-style-type: none"> • Due Date: Monday, Jan. 25, at 8:30 a.m.
3	25-Jan	Handout: Surveying Fundamentals	Discussion Post No. 1: <ul style="list-style-type: none"> • Due Date: Monday, Feb. 1, at 8:30 a.m.
	27-Jan	Handout: Surveying Mathematics	
	Lab	Tool Safety Certification	
4	1-Feb	Handout: Tape Measurements	Assignment No. 2: <ul style="list-style-type: none"> • Due Date: Monday, Feb. 8, at 8:30 a.m.
	3-Feb	Proctor & Toenjes, Chp. 1 – Print Reading	
	Lab	Start Construction of Playhouse (Use Option 1 of How to build a playhouse for floor construction). <ul style="list-style-type: none"> • A) Proctor & Toenjes, Chp. 2 • B) Kultermann & Spence, Chp. 19 and Chp. 20 	Group Lab Report Part 1: Start writing Part 1 of your group lab report.
5	8-Feb	Proctor & Toenjes, Chp. 1 – Print Reading	Discussion Post No. 2: <ul style="list-style-type: none"> • Due Date: Monday, Feb. 15, at 8:30 a.m.
	10-Feb	Proctor & Toenjes, Chp. 2 – Construction Materials	
	Lab	Construction of Playhouse continues	Group Lab Report Part 1: Continue

			working on Part 1 of your Group Lab report.
6	15-Feb	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A1.1	Assignment No. 3: • Due Date: Monday, Feb. 22, at 8:30 a.m.
	17-Feb	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A1.3	
	Lab	Construction of Playhouse continues	Group Lab Report Part 1: Continue working on Part 1 of your Group Lab report.
7	22-Feb	Read Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A1.11 TEXO Competition: No Zoom Meeting	Group Lab Report Part 1: Continue working on Part 1 of your Group Lab report.
	24-Feb	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A1.11	
	Lab	Construction of Playhouse continues	
8	1-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A1.12	Start finalizing Part 1 of your Group Lab report. • Due Date: Monday, Mar. 8, at 8:30 a.m.
	3-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A1.12	
	Lab	Construction of Playhouse continues	
9	8-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A2.1	Discussion Post No. 3: • Due Date: Monday, Mar. 15, at 8:30 a.m.
	10-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A3.2	
	Lab	Construction of Playhouse continues	Group Lab Report Part 2: Start working on the rest of your lab report.
10	15-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A4.1	Assignment No. 4: • Due Date: Monday, Mar. 22, at 8:30 a.m.
	17-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A4.2	
	Lab	Construction of Playhouse continues	Group Lab Report Part 2: Continue working on the rest of your lab report.
11	22-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A5.1	Discussion Post No. 4: • Due Date: Monday, Mar. 29, at 8:30 a.m.
	24-Mar	Proctor & Toenjes, Chp. 6 - Multifamily Dwelling – Plans A5.4	
	Lab	Construction of Playhouse continues	Group Lab Report Part 2: Continue working on the rest of your lab report.

12	29-Mar	Handout: Project Closeout - Punch Lists	Assignment No. 5: • Due Date: Monday, Apr. 5, at 8:30 a.m.
	31-Mar	Handout: Project Closeout - Substantial Completion	
	Lab	Construction of Playhouse continues	Group Lab Report Part 2: Continue working on the rest of your lab report.
13	5-Apr	Handout: Project Closeout- System Testing and Documentation	Discussion Post No. 5: • Due Date: Monday, Apr. 12, at 8:30 a.m.
	7-Apr	Handout: Project Closeout - Record/As-Built Drawings	
	Lab	Complete Construction of Playhouse	Group Lab Report Part 2: Continue working on the rest of your lab report.
14	12-Apr	Playhouse Report / Presentations	Group Lab Report Part 2: Start Finalizing the rest of your lab report. • Due Date: Monday, April 19, at 8:30 a.m.
	14-Apr	Presentations	
	Lab	Finalize As-Built Drawings for Playhouse	
15	19-Apr	Handout: Financial Resolution of a Building Project	Group Lab Report Part 2: • Submit Final Group Lab Report Written Per the Technical Writing Guideline. • Submit Power Point Slides. Due Date: Monday, Apr. 19, at 8:30 a.m.
	21-Apr	Review for Final Exam	
	Lab	Zoom Meeting: • Power Point Project Presentations During Assigned Lab Periods	Power Point Presentations
16	26-Apr	Final Exam	
		Monday: 08:00 a.m. – 10:00 a.m.	

Course Prerequisites or Other Restrictions

There are no prerequisites for the course.

Course Objectives

By the end of this course, students will be able to:

1. Demonstrate ability for selecting appropriate construction materials and practices
2. Understand the terminology/basic process and methods used in the construction industry, along with an introduction to sustainability and "green building."

Course Outcomes: (ABET Student Outcomes addressed):

1. ABET #1: an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.

Materials

REQUIRED TEXTBOOKS:

A) Printreading for Residential and Light Commercial Construction " 6th Ed by Thomas Proctor, Leonard Toenjes. American Technical Publishers, Inc. ISBN 9780826904843

RECOMMENDED TEXTBOOK:

B) "Construction Materials, Methods, and Techniques: Building for a Sustainable Future" by Eva Kultermann;/William P. Spence: Delmar/Cengage Learning; Fourth edition; 2016:ISBN 9781305086272

SUPPLEMENTAL TEXTS AND MATERIALS:

- Architectural scale
- OSHA Personal Safety Glasses required for Lab work
- Additional supplemental materials will be given as handouts or web links in class/lab

Teaching Philosophy

My approach for teaching this course involves lecture, group presentations by students, class discussions, assignments, tests, and exam. To succeed in this course, I recommend you spend a minimum of two hours studying the course material for each hour of class lecture. To best benefit from the course, do not wait till the last minute before an assignment is due or the day of an exam to seek help. If you send questions via email, my goal is to respond within 48 hours. Therefore, use this as a guideline when you seek my help.

Course Technology & Skills

Minimum Technology Requirements

Below is a list of the minimum technology requirements for students:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Below is a list of course-specific technical skills students must have to succeed in the course:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”

- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

The table below contains all required assignments and graded activities for the course, along with a short description and the points possible with corresponding percentages.

<i>Assignments and Graded Activities Based on the Course outline Shown under Course Structure.</i>	<i>Points Possible</i>	<i>Percentage of Final Grade</i>
<i>5 Individual Assignments @ 20 points each</i>	<i>100 points</i>	<i>20%</i>
<i>5 Individual Discussion Posts @ 20 points each</i>	<i>100 points</i>	<i>20%</i>
<i>Group Lab Report Part 1</i>	<i>100 points</i>	<i>20%</i>
<i>Group Lab Report Part 2</i>	<i>100 points</i>	<i>20%</i>
<i>Final Exam</i>	<i>100 points</i>	<i>20%</i>
<i>Total Points Possible</i>	<i>500 points</i>	<i>100%</i>

Grading

Below is the grading scale (A-F) along with the point totals that will be used to calculate the final grade.

A = 450-500

B = 400-449

C = 350-399

D = 300-349

F = 0-299

Under the “Course Structure” are more details on assignments and graded activities.

Additional Information on Graded Activities

1. The assignments, discussions posts, and exam will be completed individually.
2. Each student will be assigned to a lab group; the group will remain together for the rest of the semester.
 - A student’s grade in the lab is dependent on the student’s attendance and active participation.
3. All graded activities will be submitted via CANVAS.

4. Late work will not be accepted. All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline.
5. All graded activities must be typed and prepared professionally.

Extra Credit:

There is none.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. The SPOT evaluations survey for the spring 2021 semester will open towards the end of the semester.

Course Policies

Attendance Policy

Students are expected to attend every class. Attendance will be taken at the discretion of the instructor.

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction

The UNT spring schedule requires this course to have partial remote instruction. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include Computer, Reliable internet access, Speakers, Microphone, Plug-ins, Microsoft Office Suite, and [Canvas Technical Requirements](#) (<https://clear.unt.edu/supported-technologies/canvas/requirements>).

Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings while in UNT facilities for any reason. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

Class Participation

1. Students are expected to participate in classroom discussions via discussion posts as shown under the “Course Structure”.
2. There will be five discussion posts worth a total of 100 points and 20% of the course grade.
3. The due dates are shown under the course structure.
4. Additional instructions will be provided for each discussion post.

Late Work

1. No late work will be accepted. All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline.

Tests/Examination Policy

1. There will be a final exam also worth 100 points towards your overall grade.
2. The final exam is open book.
3. Should a student lose Internet connection during the exam, the student should contact the Student Helpdesk and document the remedy ticket number before contacting the instructor.

Assignment Policy

The official due dates for assignments are as shown under “Course Structure”. Additional instructions will be posted in CANVAS under the assignment link. File type assignments should be saved as .DOC. Files should be submitted via Assignment drop box.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Syllabus Change Policy

This syllabus is subject to change. Student will be notified of any change.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA 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 with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available towards the end of the semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination, or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.

- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

[Academic Support & Student Services](#)

[Student Support Services](#)

[Mental Health](#)

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or

its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)

- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)