Course Title: Basketry
Course Meeting Location: ART 258
Course Meeting Days: Tues & Thurs
Course Meeting Times: 11:00-1:50
Term & Year: Fall 2023

Instructor Name: Amie Adelman
Email: Amie.Adelman@unt.edu
Office Phone: 940-891-6742
Office Location: Art 210
Office Hours: Tues & Thurs 10:00-11:00

Canvas
- This course will be available on the UNT Instructure portal, Canvas.
- You can print reference materials, handouts, assignments, and the syllabus.
- You will be handing in assignments on Canvas.

Course Announcements
Students must turn on notifications for course announcements in Canvas to receive important information during the semester.

Course Description *
3 hours (3;3). Graduate Seminar is an intensive interdisciplinary-based course which encourages innovation and the development of a creative portfolio, art artifacts, performances or installations. Seminars are structured around group critique, studio practice and reading/writing/presentation/discussion. Critiques are not themed and require students to develop their own projects and creative voice. Open to all Studio MFA students, all years. Prerequisite(s): Must be a current Studio Art MFA student.

Course Content Statement
"Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students because of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, it is not the college's practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or uncomfortable by such expressions should withdraw and seek another course at the beginning of the semester."

Course Objectives
Upon successful completion of this course, learners will be able to:
1. **Goal:** Master an understanding of materials related your field.
   **Objective:** Utilize various materials in a series of samples and completed projects.
2. **Goal:** Master an understanding of how to use equipment and tools related to your field.
   **Objective:** Utilize various tools to create samples and complete projects.
3. **Goal:** Master techniques related to your field of study.
4. **Objective:** Through a series of samples and completed projects, students master techniques in their field of study.

5. **Goal:** Master eye-hand-mind coordination and the ability to translate ideas into completed projects.  
   **Objective:** Use and practice keen visual observation of form, plane, mass, volume, and space to create artworks.

6. **Goal:** Master the ability to evaluate concepts, formal aspects (elements and principles), and craftsmanship of one's artwork and the work of others.  
   **Objective:** Apply the vocabulary of art, craft, and design when critiquing and analyzing one's artwork and the work of others.

7. **Goal:** Master professionalism, work ethic, and resilience, and learn from necessary failure.  
   **Objective:** Create four ambitious projects that require guided time management and reflection upon critiques with peers and the instructor.

**Communication Expectations**

While I want to make myself available as much as possible to each of you, I must set some boundaries. General questions should go through the Q & A forum in the Discussion Board area on Canvas. Either one of your classmates or I will respond to your questions. This way, we can all benefit from the questions asked. You may also want to find someone you can regularly communicate with about the course. If you have a private question, please contact me via email, and I will do my best to respond within 24 hours, Monday through Friday. Please do not expect a response over the weekend.

**Communicating via Email**

- Check the syllabus before asking a question about the course, and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making students' syllabi as comprehensive as possible.
- Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails, and a descriptive subject line helps them identify student inquiries more efficiently.
- Be concise and to the point.

**Course Announcements**

Students must turn on notifications for course announcements in Canvas to receive important information during the semester.

**Course Structure**

- **Online:** Course information, including announcements, assessments, discussions, handouts, instructions, and syllabus, are available on Canvas. After each in-person critique, images of samples, sketches, and projects will also be uploaded to Canvas.
Lab: This class requires a 2-hour 50-minute lab meeting twice a week. In the lab, you will be practicing and analyzing the information absorbed in the lecture through a series of sketches, samples, and projects. The samples will allow students to learn and practice technical skills. The projects will require preparatory work, including sketching and research, and in some cases, more samples.

Digital: This class requires you to submit digital images of your assignments. Therefore, you must document your research, sketches, samples, and projects, requiring you to take professional images of your sketchbook, samples, and artwork.

Outside Work: Although time will be given to work on projects in class, students should expect to work on physical projects, documentation, written responses, and readings outside class.

Time Management: Students can expect to spend an average of 10-12 hours a week working inside and outside of class (6 hours in class and 4-6 hours outside of class), completing research, sketches, samples, and projects successfully.

To be successful in this course, you will need to:
- Attend class
- Commit to spending a minimum of 10 hours a week working on assignments.
- Show progression from class to class; final projects should exhibit the amount of time given.
- Cite sources, giving credit to where you obtain information.
- Network with others and utilize tact when offered differing perspectives.
- Actively participate in group discussions and critiques.
- Submit assignments on time.

Schedule Changes
The schedule reflects expected class progress in the course subject matter and is tentative. The course schedule is subject to change in content and scope at the Course Instructor's discretion.

Course Requirements *
Stay organized by maintaining a separate notebook for each studio course that includes samples, sketches, research, and notes.

Sample 1 – Coiling
- Correctly use tools and materials while learning coiling techniques.
- Complete a coiling sample.
- Familiarize yourself with contemporary artists who use coiling techniques in their artwork.
Develop ideas for a finished project through samples and sketches.
Submit an assignment proposal and discuss your proposal and project ideas with your peers and instructor.
Complete finished artwork based on research and techniques learned in the samples.
Participate in critiquing your work and the work of others.
Upload a professional image of your artwork to Canvas.

Sample 2 – Cathead
Correctly use tools and materials while learning coiling techniques.
Familiarize yourself with contemporary artists who use cat head techniques in their artwork.
Develop ideas for a finished project by completing samples and sketches.
Submit an assignment proposal and discuss your proposal and project ideas with your peers and instructor.
Complete a finished piece of artwork based on techniques learned in the samples.
Participate in critiquing your work and the work of others.
Upload a professional image of your artwork to Canvas.

Sample 3 – Twining & Waling
Correctly use tools and materials while learning coiling techniques.
Familiarize yourself with contemporary artists who use twining techniques in their artwork.
Develop ideas for a finished project through samples and sketches.
Submit an assignment proposal and discuss your proposal and project ideas with your peers and instructor.
Complete a finished piece of artwork based on techniques learned in the samples.
Participate in critiquing your work and the work of others.
Upload a professional image of your artwork to Canvas.

Assignment 1: Coiling – Barriers
Research artists who use coiling techniques in their artwork.
If needed, make samples to guide you in discovering your aesthetic and concept.
Present a proposal for the assignment that includes idea sketches and color studies.
Apply one or more of the class techniques to create contemporary artwork.
Accurately mount or display the artwork.
Upload images of the final project to Canvas.

Assignment 2: Coiling or Cat Head – Self-Portrait
Research artists who use coiling techniques in their artwork.
If needed, make samples to guide you in discovering your aesthetic and concept.
Present a proposal for the assignment that includes idea sketches and color studies.
Apply one or more of the class techniques to create contemporary artwork.
• Accurately mount or display the artwork.
• Upload images of the final project to Canvas.

Assignment 3: Coiling, Cat Head, or Twining & Waling – Environment
Research artists who use coiling techniques in their artwork.
• If needed, make samples to guide you in discovering your aesthetic and concept.
• Present a proposal for the assignment that includes idea sketches and color studies.
• Apply one or more of the class techniques to create contemporary artwork.
• Accurately mount or display the artwork.
• Upload images of the final project to Canvas.

Professional Images of Student Artwork
Documenting artwork is an integral part of a successful studio practice. Therefore, each student must submit images of sketches, samples, and completed artwork. Although professional images are preferred, photos taken with your digital camera or phone will be accepted.

• CVAD Photo Documentation Room
  This service will resume on the Monday following the 12th class day of the semester. The Photo Documentation Room in Art 316 provides photographing and documenting services at no cost to CVAD students, faculty, and staff. Part of the function of the service is to create a database of student work that the university can utilize when creating promotional materials. Because of this, users must sign a Permission to Use Artist’s Work form to have their artwork photographed. For more information and to make a reservation, visit: https://myunt.sharepoint.com/sites/CVADITServices/SitePages/CVAD-Photo-Documentation-Service.aspx

• Self Documentation
  If you cannot schedule a time in the Photo Documentation Room, you will need to take photos of your artwork and sketchbook with your camera or phone. Cameras, lights, and tripods can be checked out from the CVAD Student Computer Lab, room 375.

When taking photographs
• Pay extra attention to documentation; everything you make will be translated into a digital image and seen through a screen.
• Start to scope out possible documentation locations: white background (use poster board or foam core) and natural lighting.
• Review the how-to videos available on Canvas for photographing 2D and 3D artworks.

Edit! Edit! Edit!
• After taking photographs of your artwork.
  o Crop the image if needed
Use tilt if needed
- Check for hotspots - if the image has hotspots, choose another image
- Check for shadows - if the image has shadows, use another image
- Lighten or darken the image if needed
- Use the contrast if needed
- Be careful not to over-edit

Assignment & Assessments *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion: Introduce Yourself to the Class</td>
<td>5</td>
</tr>
<tr>
<td>Discussion: Coiling Materials – Think Outside of the Box</td>
<td>6</td>
</tr>
<tr>
<td>Discussion: Book Review</td>
<td>12</td>
</tr>
<tr>
<td>Coiling Sample</td>
<td>20</td>
</tr>
<tr>
<td>Coiling Research</td>
<td>30</td>
</tr>
<tr>
<td>Assignment 1 Proposal (coiling)</td>
<td>40</td>
</tr>
<tr>
<td>Assignment 1 Critique</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 1 Final Project</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 1 Artist Statement</td>
<td>10</td>
</tr>
<tr>
<td>Cathead-Preparation (painted watercolor paper)</td>
<td>12</td>
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<tr>
<td>Cathead-Sample</td>
<td>20</td>
</tr>
<tr>
<td>Cathead- Research</td>
<td>30</td>
</tr>
<tr>
<td>Assignment 2 Proposal (coiling or cathead)</td>
<td>40</td>
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<tr>
<td>Assignment 2 Critique</td>
<td>10</td>
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<tr>
<td>Assignment 2 Final Project</td>
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<tr>
<td>Assignment 2 Artist Statement</td>
<td>15</td>
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<tr>
<td>Twining &amp; Waling Sample</td>
<td>20</td>
</tr>
<tr>
<td>Twining &amp; Waling Research</td>
<td>30</td>
</tr>
<tr>
<td>Assignment 3 Proposal (coiling, cathead or twining &amp; waling)</td>
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<tr>
<td>Assignment 3 Critique</td>
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<tr>
<td>Assignment 3 Final Project</td>
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<td>Assignment 3 Artist Statement</td>
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<tr>
<td>SPOT Evaluation-Must upload confirmation to Canvas</td>
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<tr>
<td>Total</td>
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Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90% - 100%)</td>
<td>Excellent</td>
<td>Exceeds the assignment goals and objectives</td>
</tr>
<tr>
<td>B (80% - 89%)</td>
<td>Above Average</td>
<td>Meets all assignment goals and objectives</td>
</tr>
<tr>
<td>C (70% - 79%)</td>
<td>Average</td>
<td>Mixed strengths and weaknesses to assignment goals and objectives.</td>
</tr>
</tbody>
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Designed with accessible typography, font styling, and structure.
Syllabus may change without notice.
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**D 60% - 69%)** | **Below Average** | Lacks the initiative to explore assignment goals and objectives. The highest grade possible for unfinished work. A grade of "D" is considered passing by the university but does not satisfy CVAD degree requirements.

**F (0% - 59%)** | **Failure** | Does not indicate an understanding of materials or techniques. Work lacks initiative or creativity. Handing in a project or design from another class for credit will automatically receive an F.

- Final grades will consider perseverance, improvement, attitude, attendance, and participation in class discussions and critiques.

**Late Work**
Late assignments will not be accepted unless a student experiences extenuating circumstances covered under UNT Policy 06.039 Student Attendance and Authorized Absences and contacts the Dean of Students to advocate on their behalf. If a late assignment is accepted, a minimum of 1 point may be deducted for each day the project is late.

**Grade Disputes**
You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect you to review the assignment details and reflect on the quality of the work you turned in. If you still want to meet, email me to set up a meeting. It would help if you came to a scheduled appointment with specific examples demonstrating that you earned a higher grade than you received. If you miss the scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule an appointment within seven days of receiving your grade, you also forfeit your right to a grade dispute.

**Extra Credit**
This course may include extra credit opportunities.

**Final Exams**
According to the published schedule, final exams must be administered at the designated times. Suppose a student has three final exams scheduled on one day. In that case, they may appeal to their respective faculty member to reschedule one of those examinations for another day during the final examination period. Should none of the faculty members agree to reschedule an examination, the student may appeal to the Dean of their respective major. The decision of the Dean is final. Please consult UNT Policy 06.031 for information on the procedures for requesting rescheduling final examinations.
# Course Schedule
See Calendar on Canvas for the most updated information

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
</tr>
</thead>
</table>
| 1    | Tue | Aug 22 | • Introduce Class  
      |      |       | • Sign syllabus agreement for  
      |      |       | • Sign Permission to Use Artwork Form |
|      | Thurs | Aug 24 | Due: Introduce yourself on Canvas  
      |      |       | Individual Studio Visits (20 minutes each) |
| 2    | Tues | Aug 29 | Group Critique – In-progress |
|      | Thurs | Aug 31 | |
| 3    | Tue | Sept 5 | Individual Critiques (Group A) |
|      | Thurs | Sept 7 | Individual Critiques (Group B) |
| 4    | Tue | Sept 12 | Group Critique-Artwork #1 |
|      | Thurs | Sept 14 | |
| 5    | Tue | Sept 19 | Individual Critiques (Group A) |
|      | Thurs | Sept 21 | Art Historian, Marin Sullivan PhD  
      |      |       | Individual Critiques (Group B) |
| 6    | Tue | Sept 26 | Group Critique – In-progress |
|      | Thurs | Sept 28 | |
| 7    | Tue | Oct 3 | Individual Critiques (Group A) |
|      | Thurs | Oct 5 | Individual Critiques (Group B) |
| 8    | Tue | Oct 10 | Mid-Term - See Canvas for mid-semester grades  
      |      |       | Group Critique – Artwork #2 |
|      | Thurs | Oct 12 | |
| 9    | Tue | Oct 17 | Individual Critiques (Group A) |
|      | Thurs | Oct 19 | Individual Critiques (Group B) |
| 10   | Tue | Oct 24 | Group Critique – In-progress |
|      | Thurs | Oct 26 | |
| 11   | Tues | Oct 31 | Individual Critiques (Group A) |
|      | Thurs | Nov 2 | Individual Critiques (Group B) |
| 12   | Tues | Nov 7 | Group Critique-Artwork #3 |
|      | Thurs | Nov 9 | |
| 13   | Tue | Nov 14 | Individual Critiques (Group A) |
|      | Thurs | Nov 16 | Individual Critiques (Group B) |
| 14   | Tue | Nov 21 | Fall Break |
|      | Thurs | Nov 23 | Fall Break |
| 15   | Tue | Nov 28 | Individual Critiques (Group A) |
|      | Thurs | Nov 30 | Individual Critiques (Group B) |
| 16   | Tue | Dec 5 | Group Critique Artwork #4 |
|      | Thurs | Dec 7 | |
| 17   | Tues | Dec 12 | Finals week – All documents must be uploaded to Canvas by midnight |
Attendance Policy

- Regular and punctual attendance during your scheduled lab time is mandatory.
- Three absences (excused or unexcused) will be accepted.
  - After three absences, you will receive an Early Alert.
  - An excused absence will require a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
  - More than three absences (excused or unexcused) will lower your final grade by one letter grade (10 points) per additional absence (4 or more).
- Most critiques, lectures, demonstrations, and assignments will occur at the beginning of the lab and will not be repeated for those who arrive late or miss class.
- If you are late to class, you will need to notify your instructor to replace an absence with a tardy at the end of the class period. Failure to do this could result in an absence; this will not be debated at the end of the semester or any other time.
- Two tardies equal one absence.
- A tardy is arriving after the class begins or leaving class early. Do not ask your instructor if you can leave to move your vehicle, get a cup of coffee, or for any other reason. If you leave class, you will receive a tardy.
- Examinations, quizzes, and in-class assignments missed may only be made up with a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
- Critiques missed may not be made up. Grades will reflect the student’s failure to participate in the critique.

Class Participation

- Attend class and participate in the online course requirements.
- Complete all the required assignments.
- Participate in online and in-class discussions.
- Maintain a classroom and online environment that is conducive to learning.
- To ensure that everyone has an opportunity to gain from time spent in class unless otherwise approved by the instructor, you are prohibited from:
  - Using cellular phones, checking email, surfing the internet, and updating your social networking sites.
  - Using a computer, tablet, phone, etc., for non-class purposes.
  - Working on assignments for other courses.
  - Making offensive remarks.
  - Reading books, articles, newspapers, or magazines that do not pertain to this class.
  - Sleeping in class.
Engaging in any other form of distraction. Inappropriate behavior in the classroom shall minimally result in a request to leave class, which will count as an unexcused absence.

**Required Readings**
Library and internet research that applies to individual study and personal aesthetics.

**Suggested Reading**
Elements and Principles of Art & Design
- Zelanski, Paul and Mary Pat Fisher. *Design Principles and Problems*.

**COLLEGE OF VISUAL ARTS AND DESIGN (CVAD)**

**CVAD Computer Lab and IT**
The College of Visual Arts and Design’s computer labs and IT services offer a wealth of resources to CVAD students:
- Computers with Adobe Creative Cloud, Maya, AutoCAD, Sketchup, Rhino, and Blender software
- Printers able to make large-scale color prints with contactless print pickup
- Scanners to document smaller art and design works

After agreeing to the terms every semester, you will be able to check out equipment from the computer lab:
- Laptops
- DSLR Cameras
- Macro camera lenses
- Video equipment
- Tripods
- Drawing tablets
- Headphones
- GoPro cameras
- Audio equipment
- Lighting to photograph work
- 3D scanners
- Sewing machines
- Projectors
- Makey Makey kits
CVAD Fab Lab
The CVAD Fabrication Labs are located on the 3rd floor in the east wing of the Art Building, Room 361.

- After taking the online safety course and making a reservation, students can use the equipment for their projects, such as:
  - Large flatbed scanners
  - 3D scanners
  - Large format printers
  - 3D printers
  - CNC routers
  - Laser cutters/engravers
  - Fabric printer
  - Knitting machines
  - Hand sewing, crocheting, and knitting tools
  - Sewing machines and floor looms

Adobe Cloud Subscription Available to Students
Student Subscription Information
One-Time Cost: $55.55 with your UNT-student discount
Access: Aug. 15, 2023, or from the date of purchase through Aug. 31, 2024
Details: https://news.cvad.unt.edu/adobe-news
Purchase: https://unt.edu/adobe

CVAD Health and Safety Program Mission
The CVAD Health and Safety Program aims to protect the health and welfare of all students, faculty, staff, and visitors and to cooperate with the University of North Texas office of Risk Management.

  CVAD Emergency Management
  All CVAD classrooms and facility users must follow the health and safety guidelines outlined in this manual, https://unt.instructure.com/courses/75737/files/17718551?wrap=1

CVAD Health & Safety Guidelines
The Health & Safety Handbook requires all CVAD classrooms and facilities users to follow the health and safety guidelines and immediately report any safety issues to your instructor, area technician, departmental office, or the Dean’s office. Each student and instructor must be familiar with and follow all health & safety procedures when they are in CVAD buildings. Each member of CVAD must follow health & safety practices to keep the working and teaching environment safe for everyone; this includes cleaning the classroom before leaving.
**Best Practices for Health & Safety** *

- Wash hands regularly and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom.
- Use the spray booths provided.
- Avoid inhaling pigment powder.
- Brush washing primarily occurs at your station with a jar, brush caddy, and paper towel; this assures as little paint as possible will go down the sink.
- Store all flammables in the flammable cabinet and keep the flammable cabinet closed at all times.

**Area Health & Safety Studio Rules**

All studio classroom users must follow studio area rules at all times. If you have any questions, ask your instructor.

- In case of emergency, call campus police at (940) 565-3000 or call 911
- File an Incident Report within 48 hours of the emergency event. Forms are located in the CVAD Health & Safety Handbook at https://riskmanagement.unt.edu/sites/default/files/incident_report_form.pdf or in the main office.
- Follow the CVAD Waste Management Chart and other health & safety guidelines posted in the classroom.
- Respect the workspace and your classmates.
- Leave the space cleaner than you found it.
- Clean up and organize your surroundings.
- Throw away any trash (whether it's yours or not).
- Wipe down the table, sewing machine, and floor at the end of class.
- Wipe down sinks at the end of class.
- Respect others' work. Do not use or move other students' work/materials.
- No alcohol is allowed in the studio
- Practice best practices for material handling. If you have questions, ask your instructor for guidance.
- Do not spray aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
- Familiarize yourself with the eyewash station
- Razor blades, X-Acto blades, and any other small sharp refuse go in the sharps container at the SAA station. Do not remove/borrow furniture from rooms without faculty or D&P coordinator permission.
- Do not prop classroom doors. Doors must remain closed for the building's HVAC and ventilation to work correctly.
- Do not create "daisy chains" with multiple electric cords.
• No paint, solvents, or hazardous materials down sinks.
• Store all flammables in the flammable cabinet. Keep flammable cabinets closed at all times.
• First aid kits are located in each studio. Notify your instructor or area technician if supplies are low.
• Report any safety issues immediately to your instructor or area technician.
• All courses must engage at the end of the semester clean-up.
• Theft will not be tolerated.
• Follow the CVAD CONTAINER POLICY (see below). There are three types of labels used in CVAD. All containers must have a tag that identifies the contents at all times.
  o UNIVERSAL LABELS (while the chemical is in use): Mark all secondary/satellite containers for hazardous materials (or what might be perceived as hazardous - i.e., watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) with content, your name, and the date opened. All unmarked containers will be disposed of with no notice. Find the labels in the studio before mixing any chemicals. All containers must be marked with your name, contents, and date.
  o UNIVERSAL WASTE LABELS (designates the material as waste): All containers solely containing a universal waste must have a universal waste label identifying the contents as "Universal Waste - (a type of universal waste)" that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.
  o HAZARDOUS WASTE LABELS All hazardous waste containers must identify the contents as hazardous. Labels should include all constituents in the waste mixture and the approximate percentage of the total for that item. All components should equal 100%.

Art Building Hours
Available on Canvas. Check the CVAD website for the most up-to-date building hours.

UNIVERSITY OF NORTH TEXAS (UNT)
Web Accessibility & Privacy
Please find the web accessibility and privacy statements for UNT, Canvas, and all CLEAR supported technologies below.

• UNT
  Web Accessibility Policy (Links to an external site.)
  Privacy Statement (Links to an external site.)
• Canvas/Instructure
  Accessibility Statement (Links to an external site.)
  Privacy Policy (Links to an external site.)
• CLEAR Supported Technologies
  See CLEAR’s Supported Technologies web page (Links to an external site.) for links to Accessibility Statements and Privacy Policies.
Online Course Technology Requirements & Skills

Technology Requirements
Please familiarize yourself with the technical requirements to complete this course:

Hardware and Software Requirements for Canvas (links to external site).

- Computer, laptop, or tablet
- Webcam on computer or phone
- Digital camera or smartphone camera
- Reliable internet access
- Speakers
- Microphone
- Computer Skills & Digital Literacy
- Canvas Technical Requirements
  https://clear.unt.edu/supportedtechnologies/canvas/requirements

Technology Skill Requirements
Minimum technology skills for successful completion of this course include:

- Sending and receiving emails with attachments
- Creating, sending, and receiving Microsoft Word, PDF, and Jpeg documents
- Posting to discussion boards
- Printing Word documents and opening and printing pdf files
- Navigating Canvas
- Preparing and presenting PowerPoint presentations

Online Rules of Engagement
Online Rules of Engagement refer to how students are expected to interact with each other and their instructors online. For more information, visit https://clear.unt.edu/online-communication-tips.

Emergency Notification & Procedures *
UNT Emergency Guide: https://emergency.unt.edu/about-us

"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 the course management system for contingency plans for covering course materials."

Policies

Student Evaluation Administration Dates
Student feedback is an essential part of participation in this course. The student evaluation of instruction is required for all organized classes at UNT. The survey will be made available during weeks 13, 14, and 15 of the long semesters 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. Click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that it has been submitted. For additional information, email spot@unt.edu.

Academic Integrity *
The University of North Texas promotes learning integrity and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In investigating and resolving allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence, UNT Policy 06.003.

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 classrooms, labs, discussion groups, field trips, etc.

The Dean of Students Office enforces the Code of Student Conduct. The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.”

Code of Student Conduct
The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor, and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development and hold students accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community. UNT Policy 07.012
Office of Disability Access (ODA) *

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is confirmed, the ODA will provide you with a reasonable accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodation at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Students must obtain a new letter of reasonable accommodation for every semester and meet with each faculty member before implementation in each class. Students are strongly encouraged to deliver letters of reasonable 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, refer to the Office of Disability Access website at https://studentaffairs.unt.edu/office-disability-access. You may also contact ODA by phone at (940) 565-4323.

CARE Assessment Team and Involuntary Student Medical Withdrawal

The University of North Texas is committed to providing a learning environment conducive to students developing to their fullest potential. On rare occasions, the University may be required to activate a systematic response to students who may be in crisis or whose mental, emotional, or psychological health conditions may directly threaten the safety of the learning environment. By creating a collaborative interdisciplinary team, the University will provide a caring, confidential program of identification, intervention, and response to provide students with the greatest chance for success and the University community with the greatest level of protection. UNT Policy 07.014 (opens as PDF)

Prohibition of Discrimination, Harassment, and Retaliation

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 appropriate remedial action. UNT Policy 16.004 (Links to an external site.)

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 course duration, are kept for at least one calendar year after course completion. Coursework completed via the Canvas online system, including grading information and comments, is stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about students’ records will not be divulged
to other individuals without proper written consent. Students are encouraged to review the Public Information Policy, Family Educational Rights and Privacy Act (FERPA) laws, and the University’s policy. See UNT Policy 04.008 (Links to an external site.), Records Management and Retention for additional information.

**Sexual Assault Prevention**
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) have experienced any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. UNT’s Student Advocate can be reached through email at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648.

**Survivor Advocacy**
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 based on sex and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, campus resources are 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. For more information, visit https://studentaffairs.unt.edu/survivor-advocate (opens external link).

**Undocumented Students**
Please see UNT’S Resources for DACA Students web page for more information.

**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). Please refer to Canvas for contingency plans for covering course materials in the event of university closure.

**UNT Risk Management Program**
Students enrolled in studio courses must use proper safety procedures and guidelines outlined in UNT Policy 15.012, UNT Risk Management Program. While working in laboratory sessions, students must identify and utilize appropriate safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should know that UNT is not liable for injuries incurred during in-class activities.

**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)
- Writing Lab, [http://writingcenter.unt.edu/](http://writingcenter.unt.edu/)
- Math Lab, [https://math.unt.edu/mathlab](https://math.unt.edu/mathlab)

**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)

**Mental Health Services**
UNT provides mental health resources for students. The various outlets 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)
Technology Support
“How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

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. The Student Help Desk can help with Canvas or other technical issues at UNT.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In-Person: Sage Hall, Room 130
Walk-In Availability: 8 a.m.-9 p.m.
Telephone Availability:
  • Sunday: noon-midnight
  • Monday-Thursday: 8:00 a.m. – 12:00 p.m.
  • Friday: 8:00 a.m. - 8:00 p.m.
  • Saturday: 9:00 a.m. - 5:00 p.m.
Laptop Checkout: 8:00 a.m. – 7:00 p.m.

For additional support, visit Canvas Technical Help,
https://community.canvaslms.com/docs/DOC-10554-4212710328

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