CJUS 4901.900/950
Senior Seminar: Criminal Justice and Public Policy
Course Syllabus
Spring 2022

Instructor: Andrekus Dixon
Class meeting: This is an online class. Course expectations and classroom policies are outlined in the syllabus below. While students are expected to participate in online discussions, and online quizzes, there are no on formal on campus meetings for this course which would require a student to come to campus.

Instructor’s Contact Information

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:Andrekus.Dixon@unt.edu">Andrekus.Dixon@unt.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Phone</td>
<td>940-565-4475</td>
</tr>
<tr>
<td>Office Location</td>
<td>Chilton 273C</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Tuesday: 10:00am-12PM or appt.</td>
</tr>
<tr>
<td>GA:</td>
<td>Anika Proctor</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:AnikaProctor@my.unt.edu">AnikaProctor@my.unt.edu</a></td>
</tr>
</tbody>
</table>

The Graduate Assistant (GA) for this course is Anika Proctor. Anika will be assisting with maintaining course documentation and grading. Anika will serve as your first point of contact. If you have any questions, comments, concerns, etc. then please direct them to Anika first. If Anika feels that I (Professor Dixon) need to weigh in on the matter then she will forward your email on to me. Anika is also available to answer questions and discuss class material. Please allow 48 hours of turnaround time (weekdays) for your email and telephone inquiries. Phone and email messages sent during the weekend or on holidays will generally be answered the following business day.

**Note: Emails sent after 5pm or on the weekends (holidays) will be answered the following business day. Do not send messages through Canvas “Inbox”. Please email either Anika or myself through the UNT Outlook Eagle Connect portal with the aforementioned email addresses.**


Email expectations: When sending an email, please put the COURSE NUMBER (CJUS 4901 online) in the subject line of the email. Only emails sent from your UNT email account (username@my.unt.edu) will receive a response. Also, to ensure that you receive timely course related correspondence, make sure your official email address at UNT is forwarded to your preferred email address.

Required readings
There is one required text for the course. Reading assignments are noted in the Course Calendar.


Recommended reading:


Course Description
Examination of the problems and issues involved in forming and implementing criminal justice policy in the United States. Course represents the final capstone experience for the student and should generally be taken in the semester the student will graduate. (Prerequisite(s): Senior standing and at least 27 hours of criminal justice, with 18 hours from the criminal justice core.

Learning Objectives
After completion of this course, it is expected that students will be able to:
• Discuss the importance of studying the effectiveness criminal justice policy from an evidence-based perspective and identifying and incorporating appropriate scholarly sources
• Distinguish between the reality of crime and criminal justice policy from myths
• Describe the various models and types of public policy
• Summarize essential literature related to criminal justice policy □ Critique and evaluate diverse forms and sources of information
• Argue diverse perspectives, ideas, cultures, and viewpoints of criminal justice policy issues

Technical Requirements/Assistance
The following information has been provided to assist you in preparation for the technological aspect of the course.

UNT Technical Support: https://it.unt.edu/helpdesk
Canvas Student Guides: https://community.canvaslms.com/docs/DOC-10701 Canvas Video Guides for Students: https://community.canvaslms.com/community/answers-guides/videoguide#jive_content_id_Students
Basic Technical Requirements for Canvas: https://community.canvaslms.com/docs/DOC-10721 Canvas VPAT: https://www.canvaslms.com/accessibility

Minimum Technical Skills:

This is not a computer skills course and as such, students are expected to have a minimum skill set in order to access course materials and complete course assignments. Specifically, students should know how to access a Web site when given an address, use the features of their Web browser, download files, attach files to emails, use word processing software, copy and paste …etc.

Access and Navigation

Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas Learn. To get started with the course, please go to: https://learn.unt.edu

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu

Student Resources

As a student, you will have access to:
• Student Orientation via Canvas. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.

• It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.

• From within Canvas, you will have access to the “UNT Helpdesk” tab which provides student resources and Help Desk Information.

Course Organization
Course materials can be accessed for each chapter within the Modules tab. Discussions and Quizzes can be accessed through the “Modules” link. The Course Calendar located at the end of the syllabus provides a breakdown of quiz and discussion due dates for the course.

First steps
Upon entrance into the online classroom, students should spend some time navigating course materials and links to ensure they are able to locate all required materials. After the student has reviewed the syllabus and course materials, students will be required to post an introduction discussion forum post.

Student Support
The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours

RESOURCES

UNT Portal: http://my.unt.edu

UNT Library Information for Off-Campus Users:
http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users
Method of Evaluation

Each weekly Module will open on Monday at 6:00AM and close on Sunday at 11:59pm (with the exception of the final week of the course—see course calendar). As this is an online class, students must be prepared to take responsibility for their own learning. Students should be prepared to take quizzes and complete online discussions with little direction beyond that provided in the syllabus and individual assignment instructions. Students will earn points through three methods of evaluation:

Chapter Quizzes: Students will complete a total of 14 quizzes throughout the semester comprised of 14 Chapter quizzes. Quizzes will be worth a total of 140 points or 10 points each (14 chapter quizzes). Quizzes can be accessed through the Modules tab within Canvas. There will be 10 questions worth 1 point each. Quizzes will be available for 20 minutes upon opening the quiz and must be completed in one sitting (one attempt) – so make sure you have a reliable internet connection and are ready to complete the entire quiz when you open it. (Technical issues will only be considered in extreme circumstances, only once per semester and can only be evaluated by the instructor.) Questions that have not been answered at the end of 20 minutes will receive 0 points. **Quizzes will become available when scheduled on Monday morning at 6:00AM and are due Sunday night by 11:59PM (Central Standard Time) on the due dates outlined in the course calendar (with the exception of Quiz 14—see course calendar).** Quizzes are individual assignments and should be completed in private and not in the company of any other student. Quiz questions may consist of multiple choice, true/false, matching, short answer questions, and/or essay. While course materials may be referenced during the quizzes, students should treat these quizzes as they would an in-class exam and prepare accordingly. Quiz grades will be available following completion of the quiz – correct responses will be available for review after the quiz availability period ends. ***There are no makeup or late submissions of quizzes. There will also be no study guides for chapter quizzes.***

Discussion and participation: Online discussions comprise the bulk of the course and will emulate that of the traditional or face to face classroom environment. There will be 5 discussions throughout the semester. (One Introduce Yourself Discussion @ 20 points and 4 Chapter Discussions @ 40 points each). **For each discussion post, students will be required to both respond to the weekly discussion question as well as make 2 substantive posts to classmates’ posts in order to receive full credit for the week (with exception for the Introductory discussion).** Initial discussion question responses should range from (250-300) words. Participation posts must reflect critical thought and reflect substantive contribution to the class discussion (a minimum of 150 words for each response to a classmate). Rather, simply
posting that you agree or disagree with another student's post or restating their post will not constitute a substantive response. Additionally, you will be graded on grammar, so proofread your submissions prior to posting. It may be helpful to type your responses in a word document before cutting and pasting them into your submission – this will also ensure that you have a copy of your submission in the event that you have technical issues in submitting your responses. Students are also expected to incorporate a minimum of 2 scholarly references with appropriate in text citations in APA format for any information obtained from an outside source. Full credit for both participation posts will also include reference to a minimum of 1 outside source in support of your position. Discussions will run Monday’s (6:00AM) through Sunday’s (11:59PM) and will close at the end of each discussion week. Discussion/participation posts cannot be submitted after the due date and time. Discussions will be graded and returned within one week of the due date.

*Students must respond to the discussion question in order to unlock that week’s discussion and enable the ability to respond to others’ posts. All discussion and participation posts must be completed by the due date and time. No late discussion posts or participation posts will be accepted for any reason. If you have technical difficulties in submitting your post, you must email the instructor a copy of your post prior to the discussion due date to be eligible for partial credit. Discussion posts/participation posts will be graded and returned within one week of the assignment due date.

Discussion questions are designed to assess your comprehension and understanding of course materials, not a description of your personal opinion regarding the discussion topic. As such, discussions will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Content</th>
<th>Participation</th>
<th>Length</th>
<th>Editing (spelling and grammar)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent 18-20 points</strong>&lt;br&gt;All of the required components of the response were adequately addressed with full explanations</td>
<td><strong>Excellent 10 points</strong>&lt;br&gt;Student submitted 2+ substantive participation posts. Supported arguments using properly documented empirical sources in APA format.</td>
<td><strong>Excellent 5 points</strong>&lt;br&gt;Discussion response exceeded required length, 2 participation responses were posted that also exceeded required length</td>
<td><strong>Excellent 5 points</strong>&lt;br&gt;If there were any spelling or grammar errors they were insignificant</td>
</tr>
<tr>
<td><strong>Good 15-17 points</strong>&lt;br&gt;A minor required component was missing, or there was not good explanation for at least one of the required major components</td>
<td><strong>Good 8-9 points</strong>&lt;br&gt;Student submitted 1-2 substantive participation posts. Supported arguments using properly document sources.</td>
<td><strong>Good 4 points</strong>&lt;br&gt;Discussion response met required length, 2 participation responses were posted - one response met the 200 word count requirement, one did not</td>
<td><strong>Good 4 points</strong>&lt;br&gt;There were a few spelling or grammar errors that were noticeable but did not detract from the paper</td>
</tr>
</tbody>
</table>
### Final Paper

**Final paper:** Students will complete a 5-6 page paper on a criminal justice policy issue worth 100 points. Students should take this assignment seriously and begin working on it as early in the semester as possible. Assignments must be submitted by the deadline designated in the Course Calendar. If a student experiences an emergency situation in which they are unable to submit their assignment, they must contact the instructor as soon as possible (prior to the assignment due date). Remember, technical issues the day an assignment is due are not considered an emergency. Students are encouraged to review the expectations for this assignment early in the semester so they will be prepared for the amount of work necessary to complete the assignment, to work on the assignment in advance of the due date and submit the assignment upon completion. The paper will be graded and returned within one week of the assignment due date. Instructions for the final paper are posted in Canvas.

The final paper will be evaluated using the rubric provided below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair</td>
<td>13-14</td>
<td>Important required components of the response were missing or there were a few components not fully explained.</td>
</tr>
<tr>
<td>Fair</td>
<td>6-7</td>
<td>Student submitted 1-2 substantive participation posts. Additional explanation or support was needed.</td>
</tr>
<tr>
<td>Fair</td>
<td>3</td>
<td>Discussion response was at or right below required length, 2 responses were posted, but neither met the 200 word count requirement or 1 response was posted that met the 200 word count requirement.</td>
</tr>
<tr>
<td>Fair</td>
<td>3</td>
<td>There were a few spelling or grammar errors that were noticeable and detracted somewhat from the paper.</td>
</tr>
<tr>
<td>Poor</td>
<td>10-12</td>
<td>Not all of the required components of the response were addressed, nor were they fully explained.</td>
</tr>
<tr>
<td>Poor</td>
<td>4-5</td>
<td>Students submitted 0-1 substantive participation responses.</td>
</tr>
<tr>
<td>Poor</td>
<td>1-2</td>
<td>Discussion response was at or below required length, 2 responses were posted 1 substantive response was posted that did not meet the 200 word count requirement.</td>
</tr>
<tr>
<td>Poor</td>
<td>1-2</td>
<td>There was a number of spelling and grammar mistakes that detracted from the paper.</td>
</tr>
<tr>
<td>Failing</td>
<td>0-9</td>
<td>The content of the response was inadequate with limited coverage of required elements and very little if any explanation of required components.</td>
</tr>
<tr>
<td>Failing</td>
<td>0-3</td>
<td>There were no substantive participation posts submitted.</td>
</tr>
<tr>
<td>Failing</td>
<td>0</td>
<td>Discussion response was at or below the required length and there were no substantive participation posts.</td>
</tr>
<tr>
<td>Failing</td>
<td>0</td>
<td>There were a great number of spelling and grammar mistakes that detracted greatly from the reading of the paper, such that it was difficult to read.</td>
</tr>
<tr>
<td>Content</td>
<td>Sources/APA Citations</td>
<td>Editing (Spelling and Grammar)</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Excellent  51-60 pts</td>
<td>Excellent  9-10 pts</td>
<td>Excellent  9-10 pts</td>
</tr>
<tr>
<td>All of the required components of the paper were adequately addressed with full explanations</td>
<td>Incorporated 5+ academic references in an appropriate manner and cited references correctly</td>
<td>If there were any spelling or grammar errors they were insignificant</td>
</tr>
<tr>
<td>Good  41-50 pts</td>
<td>Good  7-8 pts</td>
<td>Good  7-8 pts</td>
</tr>
<tr>
<td>A minor required component was missing, or there was not good explanation for at least one of the required major components</td>
<td>Incorporated 5 academic references, minor issues related to incorporation of material and/or citation format</td>
<td>There were a few spelling or grammar errors that were noticeable but did not detract from the paper</td>
</tr>
<tr>
<td>Fair  31-40 pts</td>
<td>Fair  4-6 pts</td>
<td>Fair  4-6 pts</td>
</tr>
<tr>
<td>Important required components of the paper were missing or there were a few components not fully explained</td>
<td>Incorporated 2-4 academic references, some formatting issues, and/or incorporated inappropriate sources as primary sources.</td>
<td>There were a few spelling or grammar errors that were noticeable and detracted somewhat from the paper</td>
</tr>
<tr>
<td>Poor  21-30 pts</td>
<td>Poor  3-4 pts</td>
<td>Poor  3-4 pts</td>
</tr>
<tr>
<td>Not all of the required components of the paper were addressed, nor were they fully explained</td>
<td>Failed to adequately incorporate academic sources, incorporated only inappropriate references, and/or major citation formatting issues</td>
<td>There were a number of spelling and grammar mistakes that detracted from the paper</td>
</tr>
<tr>
<td>Failing  0-20 pts</td>
<td>Failing  0-2 pts</td>
<td>Failing  0-2 pts</td>
</tr>
<tr>
<td>The content of the paper was inadequate with limited coverage of required elements and very little if any explanation of required components</td>
<td>Sources were not incorporated, were inappropriate, and/or not cited.</td>
<td>There were a great number of spelling and grammar mistakes that detracted greatly from the reading of the paper, such that it was difficult to read</td>
</tr>
</tbody>
</table>

As discussed above, students will have the opportunity to earn up to 420 points for the semester. Possible points can be earned in the following manner:
Chapter quizzes (14) 10 points each 140 possible points
Discussion Forums (5) 20x1;40x4 points each 180 possible points
Final Paper 100 possible points

420 total possible points

Your final grade will be based on your accumulation of points according to the table below (grades will not be rounded – the total points accumulated at the end of the semester will be used to determine the final grade):

**Grade Scale:**
A= 378 - 420
B= 336 - 377
C= 294 - 335
D= 252 - 293
F= 251 and below

*If an extra credit opportunity becomes available, it will be posted as an Announcement or sent via Email in Canvas for the entire class to view. There are no individual extra credit opportunities.

**Grade related questions or concerns must be addressed within 1 week of the grade being posted to Canvas.

Attendance Policy
As this is an online course, there are fixed deadlines on assignments that students must meet in order to be eligible for full credit for completed assignments. Students are expected to log in to the course daily to review course assignments, due dates, and check announcements, etc. Students that have fallen behind, are failing and/or choose to not complete the coursework for the semester are responsible for officially withdrawing themselves from the course; failure to do so will result in a performance grade of “F”.

Course Policies
It is your responsibility to utilize a computer system that works and is compatible with the UNT online system/Canvas Learn. This is especially critical during quiz times. I would recommend that you take your quizzes on the UNT campus, if possible. If that is not possible, I would recommend you avoid waiting until the last minute to take your quiz in case problems arise. Only problems as the result of the UNT online system/Canvas Learn will result in modification of due dates.

Make Up Policy
There are no make-up tests/quizzes/assignments in this class with the exception of authorized absences according to University policies prescribing authorized absences in certain situations. I
reserve the right to consider extreme circumstances and modify this rule. Those in athletics, those who are absent for religious holidays, and/or those involved in other school supported activities that require being absent from class will be allowed make up if proper procedures are followed in requesting an excused absence. I must have written documentation in advance that you will be away from class for the absence to be excused (e.g., traveling for a basketball game).

There is absolutely no make-up for assignments turned in late unless authorized as a result of university related absence or through prior consultation and approval by myself. Assignments as a result of authorized absences must be turned in within 3 days of returning from the authorized absence.

**Only problems as the result of the UNT online system/Canvas Learn will result in modification of due dates.**

**Miscellaneous**

The material posted online is my personal intellectual property or that of the University of North Texas. You may not utilize the material for other than class purposes.

**Virtual Classroom Citizenship**

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper etiquette when interacting with class members and the professor.

**Incompletes**

Incomplete grades will only be assigned in the event of an unforeseen documented emergency followed by successful completion of the assigned material.

**Copyright Notice**

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: [http://copyright.unt.edu/content/unt-copyright-policies](http://copyright.unt.edu/content/unt-copyright-policies).

*Information about the University of North Texas’ Attendance Policy may be found at: [http://policy.unt.edu/policy/15-2-5](http://policy.unt.edu/policy/15-2-5)*

**Syllabus Change Policy**

The syllabus is intended as a guide to the material that will be covered. The information that relates to quizzes and discussions will not be changed without good reason and a minimum of two weeks notification.
Policy on Server Unavailability or Other Technical Difficulties

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 that 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 also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Course Calendar and Topics

Students are responsible for keeping up with the schedule, any schedule changes as well as the assigned readings as we progress through the course. This is a tentative schedule and the instructor reserves the right to modify any part of the schedule at any time throughout the semester. All assignments must be submitted by 11:59pm Central time on the date listed below. Late submissions are not accepted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Readings and assignment due dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week1: 1/18 – 1/23</td>
<td><strong>Assignments:</strong> Review syllabus, Course Introduction and Introduction Discussion #1 due 1/23</td>
</tr>
<tr>
<td>Week2: 1/24 – 1/30</td>
<td><strong>Readings:</strong> Ch1 Crime and Policy: A Complex Problem <strong>Assignments:</strong> Quiz #1 (Chapter 1) due 1/30</td>
</tr>
<tr>
<td>Week3: 1/31 – 2/6</td>
<td><strong>Readings:</strong> Ch2 Models of Criminal Justice <strong>Assignments:</strong> Quiz #2 (Chapter 2) and Discussion #2 due 2/6</td>
</tr>
<tr>
<td>Week4: 2/7 – 2/13</td>
<td><strong>Readings:</strong> Ch3 The Going Rate <strong>Assignments:</strong> Quiz #3 (Chapter 3) and Discussion #3 due 2/13</td>
</tr>
<tr>
<td>Week5: 2/14 – 2/20</td>
<td><strong>Readings:</strong> Ch4 The Prediction Problem <strong>Assignments:</strong> Quiz #4 (Chapter 4) due 2/20</td>
</tr>
<tr>
<td>Week6: 2/21 – 2/27</td>
<td><strong>Readings:</strong> Ch5 Unleash the Cops! <strong>Assignments:</strong> Quiz #5 (Chapter 5) due 2/27</td>
</tr>
<tr>
<td>Week7: 2/28 – 3/6</td>
<td><strong>Readings:</strong> Ch6 Deter the Criminals <strong>Assignments:</strong> Quiz #6 (Chapter 6) and Discussion #4 due 3/6</td>
</tr>
<tr>
<td>Week</td>
<td>3/14 – 3/20</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Week9: | 3/21 – 3/27 | **Readings:** Ch7 Lock ‘Em Up  
**Assignments:** Quiz #7 (Chapter 7) due 3/27 |
| Week10: | 3/28 – 4/3 | **Readings:** Ch8 Close the Loopholes  
**Assignments:** Quiz #8 (Chapter 8) due 4/3 |
| Week11: | 4/4 – 4/10 | **Readings:** Ch9 Protect Crime Victims  
**Assignments:** Quiz #9 (Chapter 9) due 4/10 |
| Week12: | 4/11 – 4/17 | **Readings:** Ch10 Control Gun Crimes  
**Assignments:** Quiz #10 (Chapter 10) due 4/17 |
| Week13: | 4/18 – 4/24 | **Readings:** Ch11 Treat ‘Em!  
**Assignments:** Quiz #11 (Chapter 11) and Discussion #5 due 4/24 |
| Week14: | 4/25 – 5/1 | **Readings:** Ch12 Gain Compliance with the Law  
**Assignments:** Quiz #12 (Chapter 12) and **Final Paper** due 5/1 |
| Week15: | 5/2 – 5/8 | **Readings:** Ch13 Sense and Nonsense about Drugs and Crime  
**Assignments:** Quiz #13 (Chapter 13) due 5/8 |
| Week 16: | 5/9 – 5/11 | **Readings:** Ch14 Crime and Community: Putting It All Together  
**Assignments:** Quiz #14 (Chapter 14) due Wednesday 5/11 |

**Note:** The syllabus is a tentative calendar and I reserve the right to make any changes throughout the semester. I will try my best to ensure that the schedule remains intact however if changes are made, they will be announced in class and it is the responsibility of the student to make sure they make the appropriate changes. Failure to obtain syllabus changes because of missing class does not constitute a defense against missed assignments and other applicable changes.
Grade Appeals

Please keep all your graded work. You cannot, under any circumstance, dispute a grade on an exam or assignment if you cannot provide the original copy. Should you have any discrepancy with a grade you receive, you must submit a written complaint and meet with me within one week of receiving the grade. Bring the original copy of the exam or assignment to this meeting. Written complaints must address specific comments and/or grading criteria. Filing an appeal does not guarantee that your grade will be changed. **Grades are not verbally negotiable.**

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) 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).

SPOT Participation

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 during the last week 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/) 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/). 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).

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.

Academic Support & Student Services

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab are available on the university website.
UNT Portal: http://my.unt.edu

UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students

UNT Academic Resources for Students: http://www.unt.edu/academics.htm
Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
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 euIDs 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](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) 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)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)

Student Behavior and University Policy:

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 Center for Student Rights and Responsibilities 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. The Code of Student Conduct can be found at www.unt.edu/csrr

Participation and Online Behavior

To be successful at learning and understanding the material in this class, it is essential that you read and complete the assigned material and engage in thoughtful online discussions. Your active participation, along with your willingness to engage in thoughtful discussions regarding crime and justice will be taken into account at all times during the semester.

An online classroom, at least during times of online discussion, is a place to express ideas, opinions, and engage in thoughtful discussions. Students will respect the views and opinions of others at all times or their status in the course will be examined. In sum, simply be appropriate during online interactions. Each student brings unique insight and perspectives, and that can make for a very interesting and lively discussion forum, but just please be appropriate and respectful of others. Please review the undergraduate catalog concerning conduct which adversely affects the university community.

IMPORTANT:

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 PRIOR to coming to campus. 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
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, reliable internet access] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [Canvas software]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

Statement on Face Covering
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.