Fashion Design Concepts/ADES 4560/001

Instructor Information
Name(s): Barbara Trippeer
Pronouns: she/her/hers
Email: Barbara.trippeer@unt.edu
Phone Number(s): (940) 565-3621
Office Location(s): ART 245 (Wednesday 10:00-11:00 am or 2:00-3:00 or by appointment)

Course Description
This course covers industry professional Fashion Design processes, research, conceptual ideation and creative interpretation of fundamental garment components and features while acknowledging function and production constraints. Emphasis is on creative design, sketching and development of a design process notebook. Students in this course will use an E-Portfolio application to document and track their project development over the full course.

Course Structure
This course has been designated as in-person and face-to-face, and meets once a week, on Wednesdays, from 11:00 am- 1:50 pm. This course covers four modules and runs for sixteen weeks, ending with a final presentation. Final in class presentations will take place in class on Wednesday, December 7th, week 15.

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

- **Learning Objectives/Outcomes/Goals:**
  1. Students will learn how to employ iterative sketching methods in the creation of fashion designs, and apply industry professional presentation techniques in the organization of their design ideas and personal trend vision to enhance their personal portfolios.
  2. Students will explore the function and limitations of expression in the translation of sustainable design perspectives into buyer ready presentation formats based on the use and application of circular design strategies.
  3. Using both independent and collaborative research, students will develop design strategies for specialized markets and categories.
  4. Students will be challenged with visual prototyping and the development of a variety of execution methods, techniques, and details with the goal of broadening their design repertoire.
  5. Students will develop and maintain a design notebook using an E-Portfolio platform to document their design development through the course. This notebook and E-portfolio will become a foundational design resource from which to pull inspiration and materials for collection development, as well as a tool from which to reflexively connect their personal development throughout the course to their future careers.

**Special notice:** Although our class is considered a lecture, it is held in a studio setting- please refer here to our Laboratory Safety Procedures and Guidelines policy (PDF)
Students who are F-1 Visa holders please refer to UNT International student policy.

Required Materials

Technology requirements for courses with digital materials: This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and [faculty member to include other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc.]. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™

All the apps. All the time. 100GB of free storage!
Cost: $55.55 with your UNT-student discount
Access: Aug. 15, 2022 or from date of purchase through Aug. 31, 2023
Details: https://news.cvad.unt.edu/adobe-news
Purchase: https://unt.edu/adobe

Recommended Materials

- Recommended Textbook information
    - ISBN: 978143801107
    - Willis Library: T507.F235 2017
  - *Sustainability and Social Change in Fashion*, Burns, Leslie Davis, 2019, Fairchild Publishing, $35.00, Amazon, $35.00
    - ISBN: 978-1-5013-3406-1
    - ePDF: 978-1-5013-3407-8
    - eBook: 978-1-5013-3408-5
    - Willis Library HD9940.A2 B87
- **Circular Fashion: Making the Fashion Industry Sustainable**, Blum, Peggy, 2021, Lawrence King Publishing, $35.00, [Barnes and Noble, $35.00](https://www.barnesandnoble.com/w/circular-fashion-peggy-blum/1129665376)
  - ISBN:978-1-78627-887-6

- Supplementary materials and/or readings will be provided via Canvas

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**How to Succeed in this Course**

**ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at [my.unt.edu](http://my.unt.edu). All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.

See: [Eagle Connect](https://eagleconnect.unt.edu/)

**Supporting Your Success and Creating an Inclusive Learning Environment**

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 so we will work as a class to collaborate in ways that encourage inclusivity.

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

**Office Hours/Instructor Contact**

Connect with me through email and/or by attending office hours. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.

As I teach multiple courses, please remember to include our course number (ADES 4560) and your topic of concern in the email header.

Email: Barbara.trippeer@unt.edu
Phone Number(s): (940) 565-3621
Office Location(s): ART 245
Availability: Wednesday 10:00-11:00 am or 2:00-3:00 or by appointment

ADA/ODA Accommodations
The University of North Texas makes reasonable academic accommodation 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 verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.

You may request reasonable accommodations 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. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to 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 (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

Students can connect with the Office of Disability Access to begin the registering process (https://studentaffairs.unt.edu/office-disability-access).

UNT offers additional resources to assist students. You can access these policies in Navigate (Navigate.unt.edu), in Canvas under the Help menu, in EIS, and on the Student Support Services & Policies page.

Attendance and Participation
Research has shown that students who attend class are more likely to be successful. You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) (https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf). If you cannot attend a class due to an emergency, please let me know. Your safety and well-being are important to me.

Because this course involves collaboration, participation is essential to learning. Our project-based activities require you to be actively engaged in discussions and group work. I understand tardiness and absences may occur. If you are late to class, please drop me an email to let me know the circumstances. If you must miss class, please let me know prior to your absence.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.
The university of North Texas recognizes that student success is promoted by regular attendance and participation in class. As this class meets only once a week, and covered such a breath of materials, there is a limit to the number of absences a student can receive without negatively affecting their grade. **Students will be required to sign in each week to document their attendance.**

- Students are allowed **ONE** excused absence per term without penalty.
- The **SECOND** absence will affect their end of term final grade.
- Every additional two absences will incur additional end of term grade penalties.

**Missing class due to work conflicts is not an acceptable excuse.** UNT has a limited set of approved attendance exceptions, which are detailed as: According to university policy, students may be excused for the following reasons: religious holiday, active military service, university approved functions, extended illnesses recognized by the UNT Dean of Students, pregnancy and parenting under Title IX, and official university closings mandated by the UNT president.

**Tardy Policy**

Being punctual indicates our respect for others. Please arrive before class begins to find a seat, prepare your materials, and connect with your peers. The beginning of class is especially critical—just like the beginning of a movie or book. Being late to class is sometimes inevitable. If you are late, know that you are welcome to join the class, but please do so without distracting others. More than two instances of tardiness will result in an absence from class.

**Students are considered tardy if they arrive later than 15 minutes after the start of class** (11:15 am or later), **or leave 15 minutes or more before the end of the class period,** unless otherwise instructed of early dismissal.

- Students are allowed **TWO** tardies per term without penalty.
- The **THIRD** tardy will be converted to an unexcused absence.
- A student who is tardy has the responsibility of notifying the instructor at end of that same class period that they had arrived late, otherwise the recorded absence will become official record.

**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.

See: [Student Code of Conduct](https://deanofstudents.unt.edu/conduct)

Link: [https://deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct)

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**Assessing Your Work**

**Late Work Policy**

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The UNT CVAD Department of Design Fashion Program’s policy does not accept late work. Please notify your instructor immediately regarding any extenuating circumstances. Please note that incomplete submissions or failing to participate due to work conflicts is not an acceptable excuse.

The University and the Dean of Students has designated the following classifications as acceptable areas for flexibility: **UNT has a limited set of approved exceptions**, which are detailed as: According to university policy, students may request deadline flexibility on submissions for the following reasons: religious holiday, active military service, university approved functions, extended illnesses recognized by the UNT Dean of Students, pregnancy and parenting under Title IX, and official university closings mandated by the UNT president.

**Grading Scale**
Please note the following grading scale (A-F) along with the point totals and/or percentages which will be used to calculate the final grade.

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 50%-59%

There will be two extra credit opportunities during the course. These include participation in workshops or other experiences as part of October Design Month/Sustainable Design Week (10/10-10/14) and one at the end of term: participation in the SPOT survey.

**Examination Policy**
The quizzes in this course are considered open-book and can be taken remotely as long as they are completed by the assigned due date. Should a student lose Internet connection during an exam, please email your instructor and contact the Student Helpdesk and document the remedy ticket number. You will be required to share this remedy ticket with your instructor. Please note: make-up work or exams are only permissible due to extreme circumstances, or as directed by the Dean of Students.

**Assignment Policy**
All assignment due dates are listed in the online Canvas course under the Assignments link. All assignment submissions should be submitted through canvas, using the course file naming convention, detailed as follows:

*Course Number* _Student Name_ _Assignment Title*
*EX: ADES 4560_Trippeer_2D3D*

Please note: 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. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Academic Integrity Policy
Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term “cheating” includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage.

The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people’s work without citations will be violating UNT’s Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

UNT has specific standards for academic integrity, please refer to the Academic Integrity Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

See: Academic Integrity
LINK: https://policy.unt.edu/policy/06-003

Course Requirements/Schedule

Introduction to the course

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Points Possible</th>
<th>Grade Grouping</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>08/31</td>
<td>Intro to Course</td>
<td>Student Waiver</td>
<td>5 points</td>
<td>Quiz</td>
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<tr>
<td>Week 1</td>
<td>08/31</td>
<td>FORM</td>
<td>Iterative Sketching: In-Class Group Experimentation and Individual Student Documentation</td>
<td>10 points</td>
<td>Module One</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Assignment Due</td>
<td>Points Possible</td>
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<td>Week 2</td>
<td>09/07</td>
<td>Sweater Design: Knit and Gauge</td>
<td>Select STOLL sweater swatch- graph pattern</td>
<td>20 points</td>
<td>Module One</td>
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<tr>
<td>Week 3</td>
<td>09/14</td>
<td>Concept Development: Form and Shape</td>
<td>Sketch development: Apply selected patterns to various forms/shapes</td>
<td>20 points</td>
<td>Module One</td>
</tr>
<tr>
<td>Week 4</td>
<td>09/21</td>
<td>Line Sheet Merchandising and Colorways</td>
<td>Group and Peer-to-Peer Critiques</td>
<td>20 points</td>
<td>Module One</td>
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<tr>
<td>Week 5</td>
<td>09/28</td>
<td>Final Sweater Project Critiques</td>
<td>Final Full Sweater Projects in-class Critique</td>
<td>30 points</td>
<td>Module One</td>
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<td>Final Sweater Project includes the following items (upload to Canvas): Mood/Theme Board Sweater Pattern Graph(s) Line Sheet Style Spec Sheet</td>
<td>Sweater Projects Due in Canvas by Friday 9/30 11:59 pm</td>
<td>200 points</td>
<td>Module One</td>
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## Module 2: Circular Design

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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Points Possible</th>
<th>Grade Grouping</th>
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<tbody>
<tr>
<td>Week 6</td>
<td>10/05</td>
<td>Introduction to Circular Design</td>
<td>Launch Teams-Team Contract</td>
<td>5 points</td>
<td>Module Two (Group Assignment)</td>
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<tr>
<td>Week 6</td>
<td>10/05</td>
<td>Sustainability</td>
<td>Pre-Survey</td>
<td>10 points</td>
<td>QUIZ</td>
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<td>Week 7</td>
<td>10/12</td>
<td>Team Concept Development-Circular Design Strategies</td>
<td>Brainstorming Concept Proposals Identify Team Roles</td>
<td>20 points</td>
<td>Module Two (Group Assignment)</td>
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<td>Week 7</td>
<td>10/10-10/14</td>
<td>Design Month-Sustainable Design Workshops</td>
<td>Bonus Credit Participation Opportunities</td>
<td>5 points each</td>
<td>(Select assignment to apply bonus)</td>
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<td>Week 8</td>
<td>10/18</td>
<td>Life Cycle Assessments</td>
<td>Initial Team Circular Design Presentations:</td>
<td>100 points</td>
<td>Module Two (Group Assignment)</td>
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<td>1. Product</td>
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<td>4. Distribution</td>
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<td>Week 9</td>
<td>10/26</td>
<td>Final Design Presentations: Circular Design Module</td>
<td>Final Team Circular Design Presentations:</td>
<td>275 points.</td>
<td>Module Two (Group Assignment)</td>
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<td>1. Product (Tech Sketch)</td>
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<td>2. BOM</td>
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<td>3. Sourcing Matrix</td>
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<td>4. Full PPK (+ Manufacture Matrix)</td>
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<td>7. Advertising</td>
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<td>8. Customer</td>
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<td>Week 9</td>
<td>10/26</td>
<td>Team SWOT and 360 Assessments</td>
<td>Sustainability Post-Survey</td>
<td>15 points</td>
<td>Quiz</td>
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## Module 3: Fashion Futures: Adaptive and Speculative Design

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Points Possible</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Week 10</td>
<td>11/02</td>
<td>Introduction to Adaptive Design</td>
<td>Launch of Adaptive Design Concept RnD</td>
<td>25 points</td>
<td>Module Three</td>
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<tr>
<td>Week 11</td>
<td>11/09</td>
<td>Introduction to Speculative Design</td>
<td>Launch of Speculative Design Concept RnD</td>
<td>25 points</td>
<td>Module Three</td>
</tr>
<tr>
<td>Week 12</td>
<td>11/16</td>
<td>Project Proposals: Mood/Theme/Concept/Initial Project/RnD</td>
<td>1st pass project selection- in class crit</td>
<td>50 points</td>
<td>Module Three</td>
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<tr>
<td>Week 13</td>
<td>11/23</td>
<td>Thanksgiving Break</td>
<td>No class</td>
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<tr>
<td>Week 14</td>
<td>11/30</td>
<td>Mid-Point review Fashion Futures Project</td>
<td>In-class critique (peer-to-peer feedback)</td>
<td>25 points</td>
<td>Module Three</td>
</tr>
<tr>
<td>Week 15</td>
<td>12/07</td>
<td>Final Project Submissions: Mood Theme Concept Product: Flat Sketch(s) Illustration(s) Technical Sketch Research</td>
<td>In-class and due Friday 12/09 11:59 pm in Canvas</td>
<td>25 points class participation 200 points Online submission</td>
<td>Module Three</td>
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## Module 4: Course Conclusions

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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Points Possible</th>
<th>Grade Grouping</th>
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<tr>
<td>Week 16</td>
<td>12/14</td>
<td>Reflexive Portfolio</td>
<td>E-portfolio</td>
<td>200 points</td>
<td>Reflexive Portfolio</td>
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<td>Week 16</td>
<td>12/16</td>
<td>End of Term course assessments (Bonus credit)</td>
<td>SPOT Survey</td>
<td>10 points</td>
<td>Bonus Credit (Select module to apply bonus)</td>
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</table>
Syllabus Change Policy
Faculty at UNT reserve the right to modify the syllabus, assignments, testing, and due dates as needed. Students will be informed of any updates or revisions via the associated ADES 4560 Canvas course as well as through the UNT email system.

Students will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, please see the Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

UNT Policy Statement on Diversity
UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

See: Diversity and Inclusion
Link: https://idea.unt.edu/diversity-inclusion

Health and Safety Information
Students can access information about health and safety at: https://music.unt.edu/student-health-and-wellness

Registration Information for Students
See: Registration Information
Link: https://registrar.unt.edu/students

Academic Calendar, Fall 2022
See: Fall 2022 Calendar and Registration Guide
Link: https://registrar.unt.edu/registration/fall-registration-guide

Final Exam Schedule
See: Fall 2022 Final Exam Schedule
https://registrar.unt.edu/exams/final-exam-schedule/fall

Financial Aid and Satisfactory Academic Progress

Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted
credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.
See: Financial Aid
LINK: http://financialaid.unt.edu/sap

Graduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.
See: Financial Aid
LINK: http://financialaid.unt.edu/sap

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. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates.
See: FERPA
Link: http://ferpa.unt.edu/

COUNSELING AND TESTING
UNT’s Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center’s website for further information:
See: Counseling and Testing
Link: http://studentaffairs.unt.edu/counseling-and-testing-services.
For more information on mental health issues, please visit:
See: Mental Health Issues
Link: https://speakout.unt.edu.

The counselor for music students is:
Myriam Reynolds
Chestnut Hall, Suite 311
(940) 565-2741
Myriam.reynolds@unt.edu

ADD/DROP POLICY
Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. The last day for a student to drop a class in Fall 2022 is November 18. Information about add/drop may be found at:
See Academic Calendar (listed above)

STUDENT RESOURCES
The University of North Texas has many resources available to students. For a complete list, go to:
See: Student Resources
Link: https://success.unt.edu/aa-sa-resources
(Note: A printer-friendly PDF version is available by clicking the green button on the home page)

CARE TEAM
The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.
See: Care Team
Link: https://studentaffairs.unt.edu/care-team

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:

a. The work is used only once.
b. The work is not used in its entirety.
c. Use of the work does not affect any potential profits from the work.
d. 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.

   Please download the student waiver, sign and submit the signed waiver to your instructor.

Download the UNT System Permission, Waiver and Release Form