Syllabus Spring 2024

Contact Information

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Course Description

Graduate catalog
Principles, concepts, and practices of information organization and presentation. Concepts and problems of human information behavior, classification, and categorization related to information organization. Database technology, structure, and design. Standards for information organization, data representation, and information exchange. Systems for organizing information and facilitating access in various information use environments.

Goals and objectives
This course is designed to serve as a foundation for subsequent coursework and professional practice. The course goals are to:

- Introduce concepts and problems of information organization and its relationship to information retrieval in the context of human information behavior and information technologies
- Introduce conceptual tools and information technologies for the multiple processes involved in organizing information
- Develop problem-solving, analytical reasoning, technical writing, and other professional skills

The objectives are for students to develop and apply understandings of:
Basic concepts of information and its representations, information user and use environments, information systems, information organization, and information retrieval/access

Major theories and models underlying concepts of information need, information representation and categorization, and information seeking and searching behaviors

Types of knowledge structures and representations, and techniques and standards for representing information objects and intellectual content

Types of databases and information retrieval mechanisms designed for certain information use environments

Types and techniques of bibliographic control and standards

Types and techniques of vocabulary control

Approaches to design and evaluation of information systems as related to information organization

Developments in electronic information systems and networks and their implications for information organization

The role of research in understanding and evaluating information organization, human information behavior, and information system design

Analytical thinking and practical problem-solving skills for effective organization and retrieval of information

Professional technical skills (information organization, software use), communication skills (interpersonal, online, technical writing), and research skills (literature searching and synthesis)

Technology Requirements

Internet access and Canvas (Canvas)

Reliable Internet access is required. Canvas is the course management software used at UNT. This class uses Zoom for weekly chats.

Hardware and software

It may be necessary to upgrade your computer system. This course requires the use of Microsoft Excel.

In order to access some course files in pdf format, you must have the latest version of Adobe Acrobat Reader. You can download this free from Adobe.com (http://www.adobe.com/products/acrobat/readstep2.html)

For help with Canvas and Windows technology problems, contact The UNT Computing and Information Technology Center (CITC) Help Desk (https://it.unt.edu/helpdesk) or by calling 940-565-2324.

Responsibility for technology compatibility with INFO 5200 lies solely with the student. Students are expected to have functional compatible machines prior to the due dates for any given assignment. Students are encouraged to test their particular computer setup with Canvas, and any other class related material as soon as possible. Technological help is not available on or the day before assignment due dates. Technological problems are not accepted as excuses for late assignments.

Technology competencies

Familiarity with Internet, Windows, Microsoft Office products and general PC use is essential for success in this class. INFO 5200 personnel do not provide training or troubleshooting in INFO entry-level technology skills. (We do provide help guides and personal assistance for course-related database software.)
INFO 4200/5200 requires basic competency in word processing, email, and database management programs, as well as the ability to download and upload files, and a working knowledge of MS Word. If you lack skills in these areas, expect to devote extra time to learning them at your own expense and initiative. Extensions will not be granted because of technical difficulties. The onus of having a functional, usable computer is on the student.

INFO 4200/5200 requires basic competency in Microsoft Excel. Excel will be a key component of the semester long assignment.

We assume you have taken or are taking INFO 5000/4000 and have been oriented to Canvas.

Course Requirements

Meetings

Face-to-face course meetings occur each week, except for the dates noted by the instructor in class. A complete schedule for face-to-face meetings will be provided during the first class session. Students are expected to attend each class session and fully participate in activities. The course content and activities that take place in the face-to-face classes will greatly benefit the quality of your IOP projects. Students who anticipate being absent from a class meeting should contact the instructor before class begins.

Readings

Required readings from various professional and scholarly sources are explained in class.

The full reading list is available under the Readings & Assignments in Canvas.

Style manual

In written reports, you are required to cite sources according to format rules in the APA style manual:


Guidelines for using a style manual and additional advice for citing electronic sources are provided in:


This document includes general advice for improving class papers, team projects, and oral presentations. It is available free with the course (see FAQ & Helps in Canvas).

Assignments

- User studies assignment
  - Using assigned user group, develop knowledge levels, FRBR type behavior for group. Submitted via online form.
- Thesaurus/classification assignment
• Using assigned SIC code, research industry, create 30+ term hierarchical thesaurus. Create hierarchical classification scheme based on thesaurus. Cite at least 5 articles used to research SIC code literature

• Concept Briefing
  ○ You will be given a topic and do research on that topic

• Quizzes

• Discussion posts

• In-Class Activities

Assignment competencies

INFO 5200 assignments require the following intellectual and communication competencies. If you lack skills in these areas, you may have a difficult time completing course assignments successfully.

• Applying analytical thinking and problem-solving skills
• Writing professional-quality documents including concise descriptions and technical instructions
• Searching the literature using library catalogs and indexes as well as Web search engines
• Using bibliographic reference style based on a standard style manual
• Following specific assignment instructions
• Meeting assignment deadlines
• Communicating online in clear and succinct language

Effort expected

This is a challenging 3-credit-hour course. You can expect to work 3 to 4 hours per week for each credit hour. This means you may spend about 12 to 16 hours a week on readings, assignments, and communications (in addition to class meetings). Beyond comprehending the subject matter, you are expected to develop or refine various professional skills, including the technology and assignment competencies listed above. In order to succeed, you are advised to:

1. Ensure that your technology competencies meet the INFO entry-level standards at the outset.
2. Keep up with the course. Set a personal schedule to maintain a consistent level of effort throughout the semester.
3. Participate. Attend class sessions and online chats. Check Canvas daily for communications and new course material.
4. Follow instructions and meet deadlines for assignments (see grading criteria below).
5. Use the many sources of help available, including readings, lecture slides, online modules, study aids (resources lists, software helps, Tips for Coursework, tutorials, examples), and of course instructors and assistants, and other students. INFO 5200 has a vast amount of material available online for your use. It is the student’s responsibility to acquire a working knowledge of the website, the location of all materials, the schedule of operations and class related procedures.
6. Do not work ahead. Do not begin work on assignments until they are formally assigned by the instructor.

The INFO 5200/4200 instructors and staff want you to succeed and are available to help. If you are having problems or falling behind, contact your instructor as soon as possible. Personal circumstances will generally not be retroactively applied to previously received grades.
Grades and Grading

Grading system

Grades indicate the degree to which a student completes assignments according to stated requirements. Grades are determined on a 100-point scale in 10 point increments (90-100 = A, 80-89 = B, etc.). An A signifies superior work well beyond basic written requirements and instructions of the course, B signifies adequate work that meets most requirements but does not go significantly beyond written assignment instructions, and C or lower signifies inadequate work that does not meet the requirements. This is a core course in the master's program: Master's students who do not earn a B- or higher grade must retake the course. Minimal effort in this class generally yields minimal grades.

Quizzes                                      100 points (20% of grade)
User Studies Assignment         100 points (20%)
Thesaurus Assignment             100 points (20%)
Concept Briefing                       100 points (20%)
In-Class Activities                      75 points (15%)
Discussion Posts                        25 points (5%)

This is a core course in the INFO master's program: INFO 5200 students who do not earn a final grade of B- or higher must retake the course. If you take a minimalist approach to this class, you will probably receive a minimal grade.

Grading criteria

Deadlines: To facilitate timely grading, all assignments must be submitted by the due date. Half a grade (5 points) will be deducted for each day an assignment is late. An extension (see below), at the instructor’s discretion, can be made if you absolutely cannot meet the deadline and notify the instructor in advance. Without this notification and an extension by the instructor, any assignment submitted more than three days (3 days) late will not be reviewed or graded. Assignments are very detailed. Many students lose points for incomplete submissions and failure to follow instructions. A common remark on graded assignments is RTA: read the assignment. If you do not understand the assignment, ask your instructor for help prior to the deadline. Instructors reserve the right to reject incomplete assignments, as well as those that do not adhere to instructions.

Falling behind: Students who are behind on multiple assignments, with extensions or not, should consider dropping the class. The instructors will not chase after you to get your work done. Students who are adhering to the class schedule and turning work in on time will receive due and appropriate attention prior to those who are not. In other words, if you turn it in late, it will be graded after all other students' work is graded and returned. Remedying late work is subject to instructor availability. All on-time work will be graded and returned prior to attention to late work.

Extensions: Generally extensions are granted only in the case of major life crisis, such as a death in the immediate family, extended hospital stay, or catastrophe. Computer failure, viruses, illness, anxiety, depression, financial issues, employment situations (schedule, job hunting, etc), family situations, pet related situations, home
repairs, first-semester shock, ror course load are not accepted as criteria for extension. Extensions are at the instructor's discretion only. Notification of difficulties from the student does not in of itself constitute an extension.

**Writing:** Both the substantive content of the reports and the quality of the writing are considered. Substantive content includes completeness and adherence to the assignment, knowledge of appropriate concepts, strong supporting material, and reasonable conclusions or solutions. Quality of writing covers organization and clarity of expression, appropriate use of references, adherence to the format prescribed by the assignment, and correct grammar, punctuation, and spelling. References must be made in APA style (see above). **Up to half a grade (5 points) will be deducted for inaccurate references.**

**Participation:** This course requires a high level of participation in both onsite and online discussions and activities. (See attendance policy below.) All students are expected to **login to Canvas daily** and to reply to email within 24 hours. Exceptions are weekends and holidays unless an assignment is due.

**Extra credit:** No requests for extra credit or alternative assignments will be granted under any circumstances. If you are having trouble with regular assignments, contact your instructor as soon as possible for advising. In graduate school the grade you receive on an assignment is your final grade. It is not the norm in graduate school to resubmit your assignment until you get a satisfactory grade.

**Withdrawal:** See UNT **Graduate Catalog** for policies and semester schedule for deadlines. A grade of Withdraw (W) will be given depending on your participation and grades to date. Note that if you simply disappear and do not file a UNT withdrawal form, you may receive an F. **You are responsible for ensuring that course drops and withdrawals are initiated and completed. Instructors cannot withdraw you from a course and will not follow up on your intent.**

**Missed assignments:** Missed assignments (more than three days late) may not be made up. If you miss an assignment, you forfeit all points for that assignment. It is up to you to determine if it is worthwhile or mathematically feasible to continue the class. Generally, missing a major assignment precludes you from passing.

**Incomplete:** See UNT **Graduate Catalog** for policies and semester schedule for deadlines. A grade of Incomplete (I) will be given, at the discretion of the instructor, only for a justifiable reason, only after the university regulated first day to request an incomplete, only if you are passing the course, only if you have made significant progress in the class, and only if you have signed a letter of agreement with the instructor. **You are responsible for contacting the instructor to request an incomplete** and discussing requirements for completing the course. Incompletes are not automatically granted if you meet the criteria above. If the incomplete is not removed within the time frame agreed upon by you and the instructor, you may receive a grade of F. An incomplete is not a “reset” to start over and erase poor grades. If you are granted an incomplete, you keep the grades you have already earned. It is the student’s responsibility to contact the instructor when ready to finish an incomplete. Instructors will not remind students of unsatisfied incompletes. **INFO 5200 has a “one-try-only” policy for resolution of incompletes. In other words, you must finish your incomplete in the same semester in which you resume working on your incomplete. Instructors may not be available during semester breaks, and grading of submitted assignments and remediation of the grade change is subject to instructor availability.**
Course Policies

Attendance

Face to face students are required to attend and complete all days of required classes. Failure to do so will result in being dropped from the course. Online students are required to have an active, participatory presence in the class.

Instructors and students are expected to be prompt and prepared for class. You are asked to notify your instructor in advance if you cannot attend class, must arrive late or leave early, expect to submit work late*, or intend to withdraw from the course. Notifying the instructor does not constitute permission to be absent, late, etc. If you are falling behind or intend to withdraw from the course, inform your partners and instructor so you can work out alternatives.

For the Face to Face section:

- Attendance at all classes is mandatory. If you have more than one unexcused absence you will be dropped from the class.
- If you are more than 10 minutes late, you will not be allowed into the classroom until the next break, and you will not receive credit for attending. It will count as an unexcused absence.
- If you leave early without instructor permission, you will be counted as absent.
- You must sign in each time you attend class.
- Signing in for someone else will be considered academic dishonesty and both students will be dropped from the class and reported to the Department of Academic Integrity.

*Notification of late submission does not constitute an extension. It merely means you accept the grade penalties for turning in late work.

Plagiarism

INFO has an Academic Misconduct Policy that addresses plagiarism. INFO 5200 has a zero tolerance policy with regard to cheating and plagiarism. If plagiarism is detected in your work you will receive a grade of "F" for the class and the incident will be reported to the UNT department of Academic Integrity. There is a mandatory module for first week reading in the canvas website that elaborates on what constitutes plagiarism, but in general:

Guidelines: To avoid charges of plagiarism in INFO 5200 you are advised:
Do not quote or paraphrase published works, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using appropriate citation style according to the required style manual.

Do not insert parts of course materials (class lectures, online modules, tutorials, examples) into your own work. These are published by the instructors, who properly cite the sources of any external published sources.

Do not insert parts of previous students' work into your own work. The previous students have given written permission for their work to be displayed for illustrative purposes only. A warning about plagiarism precedes each example.

Do not co-develop assignments.

Do not insert parts of current students' work into your own work.

If you are repeating the class, you may not use your work from prior semesters.

If obsolete material from previous semesters appears in your assignment, that assignment will automatically be graded as "0", and may provoke a plagiarism investigation.

If your paper resembles or is drawn from any of the several papers we know have been intentionally circulated among students, your assignment will automatically be graded as "0", and may provoke a plagiarism investigation.

Sanctions assessed in the event of plagiarism are at the discretion of the instructor and may vary in severity based on the severity of the offense, and may range from a warning to dismissal from the class.

All procedures will be done in accordance with the UNT plagiarism policy.

You are expected to study and learn from the materials available, then to use your own words in your assignments, or clearly credit sources using appropriate citation style. It is wrong to blindly copy another person's intellectual content or syntax. It is particularly shortsighted–and glaringly obvious–when a student copies another student's errors. You do not have to police every word you write, just be aware of your sources. It is not necessary to cite sources of general knowledge, such as definitions of basic concepts in the field, but it is wise to reword them. When in doubt, ask your instructor. A signed acknowledgement form related to this policy is required from each student for continuation in this class.

Types of plagiarism and academic dishonesty prevalent in 5200:

- Copying and massaging work from a present or past student
- Copying and massaging work from one or more websites
- Working together and producing similar papers
- Hiring another student or a paper writer to do your work
- Hiring or allowing another student to edit your work
- Hiring an online paper writer
- Purchasing a paper from an online website
- Using a content template generated by a past or present student
- Using an AI-generator to write some or all of your paper.

Any document that generates a turn-it-in.com score in excess of 20% or a high AI score may be investigated. Any paper that triggers suspicion may be investigated. Investigation may include reevaluation of work for which you have already received a grade in this or any other class.

The following will be considered as suspicion of or commission of academic dishonesty. Other forms may appear and be pursued besides these:
Your document shows use of a non-current template
Your document includes concepts, material, or sections that are not in current use in INFO 5200
Your document shows no document properties
Your document shows another student or person, past or present as author of your paper
Your document shows another student or person, past or present as last modifier of your paper
Your document shows someone not affiliated with UNT as author of your paper
Your document shows someone not affiliated with UNT as last modifier of your paper
Your assignment is significantly improved in terms of grasp and command of English and grasp and command of the material compared to your earlier work, unless you have documented proof you have been working with the UNT Graduate Writing Lab
Your document is publishable in a journal as is, but is on an aspect of your topic not related to class
Your document gives the appearance of having been commissioned from a write-for-hire website
Your document is improperly cited
Your document is cut and paste (even if massaged) from one or more websites
Your document shows similarity of structure, flow and attention to concepts compared to another paper and the only things that have changed are synonyms and sentence structure
Your document shows several different writing styles
Your document changes fonts from section to section
Your document varies in grammatical clarity from section to section
Your document contains odd references to some other collection
Your document is publishable as is
Your document contains bogus or fabricated citations
Your document shows similarity to that of any of several known previous students who are plagiarism facilitators
You use synonyms of class terms and concepts instead of addressing the concepts by name
You use synonyms for other terms in such a way that use of the synonym makes the sentence or paragraph make no sense
You are asked to redo a paper and your resubmission is light years better conceptually and grammatically
You submit a paper that is similar to that of another student, and when required to resubmit, your resubmission shows similarities to that of a third student
Your document shows grasp of concepts well beyond that normally expected of 5200 students, but your other work shows that you are struggling with the concepts
Your document is well written, but your other works are conceptual and grammatical disasters

Plagiarism and academic penalties –

- First occurrence in 5200: Grade penalty, entry in AOI database (non negotiable) and possible resubmission of assignment
- Second occurrence in 5200: Grade of "F" being assigned for the Semester, and the incident being reported to the UNT office of Academic Integrity.

Process

If your paper/document is suspected of plagiarism:

1. You will receive an email from your instructor indicating suspicion of plagiarism. The letter will include:
   1. Examples of some or all of the plagiarized parts of your work
2. A copy of the UNT Academic Dishonesty Policy
3. An outline of next steps
4. An offer to meet via phone or Zoom to discuss the issue. You must indicate in writing that you wish to meet.
5. Information on how to appeal any penalty

2. If you opt to meet:
   1. You will have the option of phone or Zoom
   2. We will schedule a meeting
   3. We will meet. The purpose of the meeting will be to:
      1. Review the concerns that lead to suspicion of plagiarism
      2. Review the sanctions to be applied
      3. To allow you to speak about the situation
      4. Inform you of the appeal process
   4. If you do not respond to the initial email or respond but do not request a meeting, I will impose the sanction five (5) calendar days from the date I send the initial email.

In the course of this meeting, please do not expect an excuse for the commission of plagiarism to be accepted. There are no viable excuses for plagiarism.

Please see the Plagiarism material in the mandatory start-up module for specific examples of plagiarism and related academic dishonesty. You are required to read the plagiarism module, attend or listen to the plagiarism lecture during the first week of the semester, take and pass the mandatory plagiarism quiz, and submit a plagiarism awareness form. See instructions for all of these in the various class modules.

Other forms of academic dishonesty that will be reported to the Office of Academic Integrity and may affect your grade in 5200:

- Signing a roll sheet for another student
- Answering roll for another student
- Taking a test or doing an assignment for another student
- Signing a roll sheet and then leaving class

Procedures:

- **IOP drafts SWOTs and Concept Briefings will be submitted by 5200 staff to Turnitin.com for verification of originality.** Instructors look for passages of text that conspicuously fail to adhere to the parameters above (excluding required parts of assignments that obviously will be duplicated).
- **Penalties:** Plagiarism is illegal, unethical, and unacceptable. Instances of plagiarism in INFO 5200 will be handled in accordance with current university guidelines regarding academic misconduct.
- **Due Diligence:** Students are solely responsible for their progress in this class. In this class you will be required to make connections between concepts, make decisions, and think “outside the box”. Graduate school means that you the student are responsible for whatever it takes to learn the material once it is presented. If you are ghosting the class and turn in paltry work we assume you do so willingly. The responsibility of familiarization with instructions, course procedures, due dates and deadlines, course organization, location of course materials, and other disseminated class related information lies solely with the student. As a student applying
Electronic tracking

Canvas enables instructors to track the times of your first and last logins, number of discussions postings, and visits to certain pages. (You can also view your own usage record in Canvas under My Information.) This information may be used, in part, in determining your level of activity in the course.

Class conduct

Availability: Instructors are usually available for student consultation after class, by appointment, and online in Canvas. You are asked not to detain instructors during their preparation time immediately prior to onsite classes or at the beginning of class breaks. **Instructors will not under any circumstance provide reviews of student work prior to submission of that work for a grade.**

Do not under any circumstances call instructors at their personal phone numbers nor approach their residences, or approach them at or near their vehicles without prior permission. Do not wait outside the instructor's office unless you have an appointment. Instructors at their discretion may decline to meet with students who do not follow appropriate appointment procedures.

You are expected to check Canvas mail daily to see whether instructors or others are trying to reach you. Do not assume that instructors and teaching assistants are online 24 hours a day, 7 days a week, to answer your questions immediately. Instructors typically respond to email messages within 24 hours. Instructor and teaching assistant response time may be longer during peak periods or during heavy grading periods, and may also be delayed due to instructor travel, faculty meetings and other commitments. As various members of the 5200 team have specific assignments, it is up to the student to learn to which person email should be sent. Sending email to the wrong team member may result in delay in getting an answer.

**Courtesy:** 5200 maintains a zero tolerance policy with regard to violations of online etiquette and professional behavior. In class discussions and assignments, both onsite and online, instructors and students are expected to demonstrate professional behavior at all times and in all modes of communication. This means cooperating and interacting in a courteous, supportive, and tactful manner based on mutual respect for and open exchange of each other's ideas. Disrespectful communication will be dealt with immediately, may result in your progress in the class being held in abeyance, and may involve the Department Chair and/or College Dean. Any student creating a disrespectful, hostile or threatening learning environment will be remanded to the IS Department Chair or
Appropriate authorities. Instructor is the final judge as to what constitutes disrespectful, hostile or threatening environment or communication. Instructors are not required to prove to the student that they have been disrespectful, hostile or threatening. Written communication in the form of email, public postings and otherwise are expected to adhere to proper conventions of online composition, such as brief salutation, grammar, punctuation and signature. “Textspeak” such as “i w/2 read th assmt… whr is it, LOL” will not be tolerated in any form or venue, and such communications will be ignored regardless of import.

If you have concerns about the material being presented or the method of presentation, please make an appointment with the instructor to discuss your concerns. Class time will not be taken to address these concerns. Instructors make plans and keep records based on students' attendance and work. Inform your instructor if you cannot attend at the scheduled class period, cannot meet an assignment deadline, or are withdrawing from the course.

**Student Commitment:** We operate under the following assumptions:

- You the student have taken adequate steps to ensure that your particular general life situation will allow you to fully commit to the requirements and workload of this class.
- You the student have a vested interest in protecting your financial investment in this class by taking whatever steps necessary to maximize your own success.
- You the student will adhere to due dates and assignment requirements so as to maximize your own success, and if your work is late you will assume that you have chosen willingly to make it so, and you are aware of the consequences.
- You the student have a vested interest in the material as it pertains to your success as a candidate for our chosen profession and will endeavor to master the material so as to maximize that success.

**5200 team commitment:** In order to maximize the quality of your learning experience in 5200, we operate under the following premises:

- We will not lower our expectations, relax our grading nor reduce the workload to accommodate your life situation. In the event of severe illness or other catastrophe, we will work with you to develop a revised schedule as a solution.
- We will provide you with the grading rubric and adequate feedback on your assignments so that you can make your decision as to whether continuation in the class is financially viable.
- We will provide you with adequate warning and preparation for any and all given due dates and give one late warning. We will not chase after you to get your work done.
- We will not tolerate any attempts to circumvent the learning process through plagiarism, loop-holing, blame shifting or feigning ignorance.

**UNT Policies**

**ADA accommodation**

Any student with a disability who requires accommodation under the terms of the federal Americans with Disabilities Act (ADA) must present a written accommodation request to the instructor by the end of the second week of the course.
week of the semester. A request should be submitted even if it is possible that accommodation may not actually be necessary later in the semester. The student should register with the [UNT Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) (ODA; <https://disability.unt.edu/> or 940-565-4323), which provides many kinds of support services. The [Disability Accommodation Policy](https://policy.unt.edu/sites/default/files/16.001%20Disability%20Accommodations%20for%20Students%20and%20Academic%20Units.pdf) located in the [UNT Policy Manual](https://policy.unt.edu/policy-manual/) explains all relevant procedures.

Note: the ADA provision “Extended time for all in class assignments: tests, quizzes, etc. up to 2x” applies only to tests and quizzes taken in a classroom environment, and does not apply to long-lead assignments such as the IOP or Concept Briefing. There are no tests or quizzes taken in a classroom environment in this class. ADA/ODA letters may not be applied retrospectively. Rather, the provisions take effect at the time the letter is submitted to the instructor.

**Academic misconduct**

Academic misconduct includes cheating, plagiarism and other unethical and illegal activities. Penalties range from reducing the grade for a test or assignment to revoking an academic degree already granted. Specific policies, penalties, and the appeals process are explained in the UNT [Graduate Catalog](https://policy.unt.edu/policy/16-001), the [Code of Student Conduct and Discipline](https://policy.unt.edu/policy/16-001), and the [Policy Manual](https://policy.unt.edu/policy-manual/), all of which are available online. The instructors of this course abide by and enforce the UNT policy on academic misconduct. Students should be particularly aware of the risks of plagiarism (see above).

**International student requirement**

To comply with U.S. immigration regulations, F-1 Visa holders who take online courses may need to participate in an on-campus experience. For this course, the requirement applies only to international students in [Online](https://policy.unt.edu/policy/16-001), and the on-campus institute fulfills the requirement. Further information and a UNT form for documenting the on-campus experience are provided in class.