

## BUSI 6100/Graduate Student Teaching Excellence Program (GSTEP)

### Instructor Contact

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**Communication Expectations:** The GSTEP Team will use their official UNT emails (and yours [per FERPA policy](#) [<https://policy.unt.edu/policy/07-018>]) to communicate with you. Please send personal concerns and questions to your assigned GSTEP Team member and/or the Instructor of Record. You can expect to have a response from us within 48 hours (Monday-Friday, excluding holidays). You can expect assignment feedback and grades within 1 week of the assignment due date. (See the Grading section and Assignment Policy for more information.)

### Welcome to UNT!

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

### GSTEP Inclusion Statement

The GSTEP team aims to create a learning experience that is accessible, welcoming, and inclusive for all learners. Anyone who encounters exclusionary barriers related to the format, materials, activities, or requirements of this course, please reach out to the GSTEP Team to explore productive strategies to remove potential obstacles. We are open to creative solutions so long as the learning objectives of GSTEP are upheld.

Individuals who identify as having a disability may also opt to collaborate with the [Office of Disability Access \(ODA\)](#) (<https://studentaffairs.unt.edu/office-disability-access>). The ODA staff can identify a range of accommodations to eliminate any learning barriers found in the design of this course. If accommodations have already been extended to you, I am eager to connect with you so that, together, we can co-create an implementation plan that leverages your strengths while supporting your unique needs. Please note, we do not require an ODA accommodation letter to discuss accommodations.

This inclusion statement was adapted from the work of [Dr. Gloria Y. Niles](https://westoahu.hawaii.edu/facultyprofiles/user/gniles/) (https://westoahu.hawaii.edu/facultyprofiles/user/gniles/).

## Course Description & Course Objectives

The Graduate Student Teaching Excellence Program (GSTEP) is a zero-credit course designed for all UNT graduate students regardless of teaching experience. The course focuses on a variety of topics related to university teaching and student learning including: identifying assumptions about teaching and learning, writing clear learning goals and outcomes, designing effective assessment techniques and active learning environments, evaluating teaching effectiveness, and working with a diverse population of learners.

The **learning objectives** for this course are for students to:

1. Apply best practices in teaching and learning.
2. Develop a lesson plan to implement in a higher education setting.
3. Implement a teaching a plan in a higher education setting.
4. Develop as a higher education professional.

## Course Structure

This course is delivered entirely online and requires: reading content and completing assignments in Canvas and attending class sessions (virtual or face-to-face). Students can expect to complete the course requirements in approximately 45 hours over one semester.

During GSTEP, you will:

- Complete **7 online modules** in Canvas which include content, readings, assignments, assignment instructions, and supplemental resources. (No additional texts are required for the course.)
- Attend **synchronous class sessions (i.e. Coffee Talks)** via Zoom or Face-to-Face which provide students with an opportunity to interact and discuss unique topics with peers and mentors in the course. Each Coffee Talk is scheduled at a time that the class agrees that fit everyone's schedule.
- Conduct a **student teaching practicum** which includes observations of an experienced teacher, lesson plan development and implementation, and an evaluation of teaching effectiveness. Must be done in a higher education setting whether face-to-face, online, hybrid, or remote.
- Write a **teaching philosophy**.
- Write a **critical reflection essay** about your teaching experience.

## Course Prerequisites or Other Requirements

There are no prerequisites. All UNT graduate students are welcome to enroll in the course regardless of teaching experience.

GSTEP is offered as a zero-credit-option course, meaning that students can register for the class at no cost to them. Students who complete the course will receive official documentation of completion on their transcripts and certification. The duration of the course is approximately 45 hours and includes 3 virtual, synchronous seminars. All UNT graduate students are welcome to enroll in the course regardless of teaching experience and must:

- be enrolled in at least one graduate-level course during the term,
- understand GSTEP does not count towards financial aid or full-time enrollment, and
- understand the grading scale for this course is pass/no pass and will show on student transcripts.

## Materials

There are NO REQUIRED TEXTBOOKS for this course. All required readings and supplemental resources are provided in Canvas.

## Teaching Philosophy

GSTEP is an online course for graduate students with largely text-based communication. Students will need to take the initiative to plan and structure their time accordingly. We expect you will closely read the course content, expectations, and requirements, and ask questions as they arise and not wait until the last minute. (*Questions are a sign of learning and curiosity and are never something to be ashamed of!*) Aim to be proactive, not reactive. We have high expectations of you as graduate students who are taking the initiative to become better teachers, and we are impressed by you for taking on GSTEP in addition to your other school and personal duties.

The GSTEP Team is responsible for:

- designing your learning path;
- providing clear instructions for assignments and answering questions about assignments;
- identifying additional resources as necessary;
- responding to student emails and inquiries within 48 hours (Monday-Friday, excluding holidays);
- providing assignment feedback and grades within 1 week of the assignment due date;
- facilitating interactions among your peers and potential future colleagues; and
- cheering you in your GSTEP journey.

## Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Please review tips for [succeeding as an online student](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) if you are new to learning online.

## Course Technology & Skills

### Minimum Technology Requirements

You will need the following minimum technologies and tools to complete the course:

- Microsoft Office Suite
- Computer or mobile device that meets [Canvas App and Browser Compatibility](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements) technical requirements
- Reliable internet access
- Speakers
- Microphone

- Assignments will only be accepted in a Microsoft Word or PDF format.
  - You can download [Microsoft Office 365](https://it.unt.edu/installoffice365) (https://it.unt.edu/installoffice365) free as a UNT student.
  - Also see [the Canvas tutorial](https://community.canvaslms.com/t5/Student-Guide/How-do-I-upload-a-file-from-Microsoft-Office-365-as-an/ta-p/301) (https://community.canvaslms.com/t5/Student-Guide/How-do-I-upload-a-file-from-Microsoft-Office-365-as-an/ta-p/301) on how to upload assignments via Microsoft Office 365.
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

At minimum, students should possess basic computing skills and computer operating systems functionalities including:

- Accessing and navigating [Canvas](https://community.canvaslms.com/docs/DOC-10557-4212724294) (https://community.canvaslms.com/docs/DOC-10557-4212724294)
- [Viewing](https://community.canvaslms.com/docs/DOC-10566-4212191416) (https://community.canvaslms.com/docs/DOC-10566-4212191416) and [submitting online assignments](https://community.canvaslms.com/docs/DOC-9539-421241972) (https://community.canvaslms.com/docs/DOC-9539-421241972)
- Creating and submitting files using Microsoft Word or PDFs
- Downloading and uploading files
- Sending and receiving emails using UNT email per FERPA policy

### Technical Assistance

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

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

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

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

**Laptop Checkout:** 8am-7pm

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

*An Important Note about Technical Issues:*

**You should always report technical issues as soon as possible to UIT Help Desk first and inform the GSTEP Team after contacting the UIT Help Desk (you can also copy us on emails to them).** The UIT Help Desk will determine if the issue is on the student end or the instructor end. We will work with you to quickly resolve the issue.

## Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

## Course Assessment

This course contains a teaching practicum, writing assignments, a variety of online module activities, and three synchronous online seminars and other learning experiences to help develop and refine your teaching skills and improve your understanding of how students learn. Instructions for all the assignments can be found in the learning management system. **Each of the following components are required to pass the course.**

| <b><i>Assignments</i></b>  | <b><i>Points Possible</i></b> |
|--|-------------------------------|
| <b><i>Teaching Practicum</i></b> <ul style="list-style-type: none"> <li>• Practicum Course Selection (4 pts)</li> <li>• Practicum Course Observation (4 pts)</li> <li>• Lesson Plan (18 pts)</li> <li>• Self-evaluation (4 pts)</li> </ul> | <i>30 points</i>              |
| <b><i>Writing Assignments</i></b> <ul style="list-style-type: none"> <li>• Teaching Philosophy (10 pts)</li> <li>• Critical Reflection (10 pts)</li> </ul>   | <i>20 points</i>              |
| <b><i>Module Assessments</i></b> <ul style="list-style-type: none"> <li>• Quiz: Writing Learning Outcomes (5 pts)</li> </ul>   | <i>25 points</i>              |

| <b>Assignments</b>   | <b>Points Possible</b> |
|--|------------------------|
| <ul style="list-style-type: none"> <li>• Quiz: Creating Assessments (5 pts)</li> <li>• Quiz: Creating Active Learning Techniques (5 pts)</li> <li>• Discussion: Diversity, Inclusion, &amp; Educational Equity (5 pts)</li> <li>• Quiz: Developing Teaching Evaluations (5 pts)</li> </ul>   |                        |
| <b>Module Assessments</b> <ul style="list-style-type: none"> <li>• Discussion: Introduce Yourself (1 pts)</li> <li>• Coffee Talks (3 pts)</li> <li>• CIQ #1 (1 pts)</li> <li>• CIQ #2 (1 pts)</li> <li>• CIQ #3 (1 pts)</li> <li>• Survey: Getting to Know You (1 pts)</li> <li>• Draft Teaching Philosophy (1 pts)</li> <li>• Peer Review of Teaching Philosophy (1 pts)</li> </ul> | <i>10 points</i>       |
| <b>Total Points Possible</b>   | <i>85 points</i>       |

### Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will become available: **August 2 to August 10.**

### Course Policies

#### Attendance Policy

Students are required to attend **3 virtual, synchronous seminars** via Zoom which provide students with an opportunity to interact and practice new skills with peers and mentors in the course. Each seminar is scheduled multiple times during the week for students' convenience. Students need only attend 1 of the offered times during the week of the seminar. See the Course Calendar document for this semester's dates. Alternative asynchronous assignments are provided for those who may be unable to attend the synchronous seminars.

Please note that the GSTEP Team regularly checks latest log-ins to Canvas (about every 2 weeks) to ensure regular participation and check in with our students.

#### COVID-19

If you are experiencing COVID-19 or caring for someone who is experiencing COVID-19 and find yourself falling behind in GSTEP, please contact the instructor and GSTEP mentor. We will work with you the best way we can to help you complete GSTEP or pause GSTEP to complete at a later date.

If you are experiencing [any symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<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](mailto:askSHWC@unt.edu)) or your health care provider. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**Always keep in mind: Your health, and those of others in the community, is the most important of all.**

### Class Participation

Student participation and interaction is encouraged and in some cases required via discussion boards and the virtual, synchronous seminars. Use these as opportunities to interact with your current peers and future colleagues. Often times, you may find a lifelong mentor or peer or even research opportunities, so take advantage of the communication and interaction opportunities offered.

### Late Work

Assignments have suggested deadlines set for **Sunday nights at 11:59 pm CST** (see the Course Calendar for specific due dates according to assignments). We highly recommend completing assignments in order according to these suggested deadlines so that students may apply feedback towards subsequent assignments. We understand life happens and unexpected things come up, therefore GSTEP does not give late work penalties; however no assignments can be accepted past **July 28, 2023 at 11:59 pm CST** for final grading purposes. Please note that Canvas will mark assignments “Late” if they are not submitted by the suggested deadline, but you will not be penalized for this.

### Assignment Policy

Assignment deadlines and instructions are provided within the learning management system. Assignments are to be submitted via Canvas. In the case of file uploads, documents must be submitted in the form of a Microsoft Word document or PDF. Assignments emailed to individual mentors or the instructor will not be accepted.

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 GSTEP Team AND contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number.** The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Syllabus Change Policy

The syllabus and course deadlines are subject to revision by the instructor throughout the semester. Students will be notified promptly of any changes via course announcements. When we make changes to the syllabus, we try to make changes that will not negatively impact students’ ability to complete the course in a timely manner. For example, we may make assignment changes based on student feedback, and these assignment changes will always be made to students’ benefits, e.g. shortening the requirements of an assignment, pushing back due dates, etc.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

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

#### *Chosen Names*

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

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

*\*UNT 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](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

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

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

### Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

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

### UNT Policies

#### Academic Integrity Policy

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

#### ADA Policy

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

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

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

### Emergency Notification & Procedures

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

### Retention of Student Records

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

### Acceptable Student Behavior

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

### Access to Information - Eagle Connect

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

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto: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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

### Important Notice for F-1 Students taking Distance Education Courses

#### **Federal Regulation**

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

The paragraph reads:

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

#### **University of North Texas Compliance**

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

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

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

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

### Student Verification

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

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

### Use of Student Work

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

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

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

Download the UNT System Permission, Waiver and Release Form

### **Transmission and Recording of Student Images in Electronically-Delivered Courses**

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

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

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

**Note:** This syllabus is adapted from the [DSI CLEAR Syllabus Template](https://clear.unt.edu/teaching-resources/dsi-clear-syllabus-template) (https://clear.unt.edu/teaching-resources/dsi-clear-syllabus-template).