



University of North Texas  
College of Visual Arts & Design  
Design  
Space Planning 1  
Spring

## COURSE INFORMATION

This course is an introduction to foundational design elements, principles of design, problem-solving, and functional and aesthetic space planning. It builds upon ADES 2630 design process and graphic presentation techniques. There is an emphasis on interior space, lighting, fabrics, and color as applied to interior design.

- ADES 2640
  - Section 501 (7013) – 3 Credit Hours
  - Section 502 (7122) - 3 Credit Hours
- Section 501
  - Monday/Wednesday 8:00AM – 10:50AM ART265
- Section 502
  - Monday/Wednesday 1:00 PM – 3:50 PM ART265

## Instructor Contact Information

- Bill Morgan AIA Lecturer
- TBD
- 940.565.2855
- Bill.Morgan@unt.edu
- Section 501
  - Monday/Wednesday 11:00AM – 12:00PM ART265
- Section 502
  - Monday/Wednesday 12:00 PM – 1:00 PM ART265

## Course Pre-requisites, Co-requisites, and Other Restrictions

- ADES 2630
- Art 2630 (may co-enroll in Art 2630)
- Entry Portfolio acceptance

## Course Description

- As an Interior Designer, you can influence and impact the lives of children, elders, and adults across the world through the design of interior space. You will learn empathetic communication skills and expand your graphic communication skills to convey design based on design theory, history, and human-centered, sustainable design.

- At the conclusion of the course, students will have acquired critical skills as part of a sequential learning program that relates to the field of interior design. Students will be exposed to a variety of project types, residential, commercial, healthcare, and hospitality.
- This class requires a significant amount of outside class work. As a studio based/skill development course, please be aware that participating solely in class will not be sufficient to pass this course. This course will require many hours of outside class work to complete assignments and will increase as the semester progresses.

## Materials

No textbooks are required.

The textbooks listed below are recommended for your edification

- *Interior Design Illustrated*, Third Edition – ISBN-10: 1118090713; Francis D. K. Ching.
- *Architecture: Form, Space, and Order*, Third Edition – ISBN-10: 0471752169; Francis D. K. Ching
- *Rendering with Markers*, First Edition – ISBN -0-8230-4533-1; Kemnitzer, Ronald B.

## Teaching Philosophy

ADES 2640 Space Planning 1 introduces students to the foundations of design. This course requires the student to develop independent thinking, time management skills, and graphic communication skills. The course leverages sequential studies to reinforce the theory and rationale behind the design process. Students will be responsible for all materials presented in class lectures and other materials given in the class. Students who miss a class may ask classmates for a copy of handouts or class notes. Lecture notes will not be posted on Canvas™. However, some handouts or reference material may be posted. Do not ask the instructor for past handouts and lectures; it is your responsibility to ensure you receive these items when provided during class. Students are responsible for all material assigned in the text, even if it is not covered during class.

## TECHNICAL REQUIREMENTS/ASSISTANCE

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas™ and supported resources. The student help desk may be reached at:

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

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight
- Canvas™ technical requirements: <https://clear.unt.edu/supported-technologies/Canvas/requirements>

### Minimum Technical Skills Needed

Students are required to use the learning management system, email with attachments, creating and submitting files in commonly used word processing program formats, using spreadsheet programs, etc.

- Adobe Creative Suite:
  - InDesign
  - Photoshop
  - Microsoft Office Suite
  - Sketchup

### Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate, and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

## COMMUNICATING WITH YOUR INSTRUCTOR

The primary communication tool will be through UNT's email system. All students are expected to activate their Eaglemail account provided by the university. Eaglemail is the official e-mail account and e-mail contact for all students at UNT. An Eaglemail account can be activated on the web at [my.unt.edu](http://my.unt.edu) by clicking on [Activate my EUID]. Instructors may send an e-mail to students' Eaglemail accounts via the official class roster generated in EIS.

## ASSESSMENT & GRADING

### Assessments

The course will have three components: foundational knowledge (Graphic Exercises and SketchUp tutorial), design projects (assignments and term project), and class participation (attendance & accessibility awareness).

### Component 1 – Foundational Knowledge (20% of grade):

Graphic exercise is presented to allow students the opportunity to develop haptic drawing skills, color theory and application, and material presentation techniques.

SketchUp tutorial is used to develop skill in computer-aided design tools.

**Component 2 – Design Projects (70% of grade):**

Various assignments are issued to reinforce previous learnings or introduce new knowledge.

- Assignment 1 – Principles & Elements
- Reading & associated quizzes
- Design Project 1
- Design Project 2

**Component 3 – Class Participation (10% of grade):**

The participation component is based on attendance, preparation, and participation.

- Accessibility Awareness

*One more time:* All projects must be completed to receive a passing grade in this class, however, merely completing all projects does not guarantee a passing grade. No late assignments will be accepted without prior approval.

**Grading**

Evaluation of student success will be based on preparation and participation (10%), design projects (70%) and foundational skills (20%). The student’s development of skills and amount of effort will be taken into consideration. Each student’s final grade will be based on a strict average of their projects, quizzes, and a final exam. Course grades will be calculated to the nearest tenth of a point. *There are no extra credit assignments, and grades will not be curved.*

**Grading Table**

Assignment	Points Possible	Percentage of Final Grade
Syllabus Quiz	0	0%
Graphic Exercise 00	10	10%
Graphic Exercise 01	10	
Graphic Exercise 02	10	
Graphic Exercise 03	10	
Graphic Exercise 04	10	
Graphic Exercise 05	10	
Graphic Exercise 06	10	
Graphic Exercise 07	10	
SketchUp Tutorial/Quiz 3 - Sketchup	20	10%
Assignment 1 – Principles & Elements	100	10%
Quiz 1 – Eyes of the Skin – Part 1	50	5%
Quiz 2 – Eyes of the Skin – Part 2	50	5%
Design Project 1	300	25%
Design Project 2	300	25%
Class Attendance	50	5%
Class Participation	40	4%
Accessibility Awareness	10	1%
<b>Total Points Possible</b>	<b>1000</b>	<b>100%</b>

These standards detail the meaning and level of accomplishment for grading:

A = Exceptional Work	Student goes above and beyond to a superior level.
B = Above Average Work	Student goes above and beyond to a good quality level.
C = Average Work	Student meets the requirements to reach a competent level.
D = Below Average Work	Student does not meet the requirements, a substandard level.
F = Failing Work	Everyone knows this one.

59 and below (F) – Grade is achieved for submissions that are unacceptable, late work and work that reflects a lack of development and presentation merit.

**Total Points Possible for Semester/Grading Scale = 1000**

1000-900 = A
899-800 = B
799-700 = C
699-600 = D
599-500 = F

**CALENDAR**

Some days may be left open to allow for flexibility and additional coverage of topics. Every effort will be made to adhere to the schedule; however, due to different learning pace, it is not uncommon for the schedule to be altered to address areas where additional time is needed to learn the material.

Date	Topic	Activity	Due Date
Monday, January 14	Introduction Syllabus Review	Accessibility Awareness	May 1, 2019
Wednesday, January 16	Module 1 – Graphic Exercises Principles & Elements Assignment	Graphic Exercise 1 – Value Scales Graphic Exercise 1 – Wood	Graphic Exercises – Wednesday, January 30 Principles & Elements Assignment Monday, January 21
Monday, January 21	Module 1 – Graphic Exercises Eyes of the Skin	Graphic Exercise 1 – Brick Graphic Exercise 1 – Stone Eyes of the Skin readings	Quiz 1 – Wednesday, January 23
Wednesday, January 23	Module 1 – Graphic Exercises	Graphic Exercise 1 – Reflective Surfaces Graphic Exercise 1 – Marble & Granite Eyes of the Skin readings	
Monday, January 28	Module 1 – Graphic Exercises Eyes of the Skin	Graphic Exercise 1 – Fabric Graphic Exercise 1 – Leather	Quiz 2 – Wednesday, January 30
Wednesday, January 30	Module 2 –SketchUp Design Project 1	Sketchup Tutorial Concept Statement Diagrams	Electronic File of Graphic Exercise 1 – Wednesday, January 30
Monday, February 4	Module 2 –SketchUp Design Project 1	Sketchup Tutorial Floor Plan	
Wednesday, February 6	Module 2 –SketchUp Design Project 1	Sketchup Tutorial Interior Elevation	
Monday, February 11	Module 2 –SketchUp Design Project 1	Sketchup Tutorial Reflected Ceiling Plan	Quiz 3 – Wednesday, February 13
Wednesday, February 13	Design Project 1	Model	
Monday, February 18	Design Project 2	Concept/Sketches Pin-Up Concept Statement Inspiration Page	
Wednesday, February 20	Design Project 2	Floor Plan – Hand Drawing	
Monday, February 25	Design Project 2	RCP – Hand Drawing	
Wednesday, February 27	Design Project 2	Interior Elevations – Hand Drawings	IIDA SHIFT 2019
Monday, March 4	Design Project 2	Perspective – Hand Drawing	

Wednesday, March 6	Design Project 2	Rendering – Hand Drawing	Design Project 2 – Electronic Package due Monday, March 18
Monday, March 11			
Wednesday, March 13			
Monday, March 18	Design Project 2	Production Drawings – Floor Plan	
Wednesday, March 20	Design Project 2	Production Drawings – Floor Plan	
Monday, March 25	Design Project 2	Production Drawings – Reflected Ceiling Plan	
Wednesday, March 27	Design Project 2	Production Drawings – Reflected Ceiling Plan	
Monday, April 1	Design Project 2	Production Drawings –Interior Elevations	
Wednesday, April 3	Design Project 2	Production Drawings –Interior Elevations	
Monday, April 8	Design Project 2	Production Drawings –Storefront Elevations	
Wednesday, April 10	Design Project 2	Production Drawings –Perspective	
Monday, April 15	Design Project 2	Production Drawings –Perspective	
Wednesday, April 17	Design Project 2	Rendered Presentation • Plan • Elevation • Perspective	
Monday, April 22	Design Project 2	Rendered Presentation • Plan • Elevation • Perspective	
Wednesday, April 24	Design Project 2		Project 2 – Electronic Package due
Monday, April 29	Design Project 2	Project 2 - Presentations	
Wednesday, May 1	Design Project 2	Project 2 - Presentations	
Friday, May 3		Reading Day	
Monday, May 6		Final Exam	

## COURSE EVALUATION

### STUDENT PERCEPTION OF TEACHING (SPOT):

The SPOT is a requirement for all organized classes at UNT and an important part of your class participation. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Student feedback is invaluable for instructors in the improvement of teaching methods.

## COURSE POLICIES

### Assignment Policy

All class assignments and projects are due according to the problem statement. With each exercise or lab assignment, you will receive a problem statement outlining requirements and general information. If for any reason you do not understand an assignment it is your responsibility to see the instructor for clarification and assistance (class time or office hours). All studio projects must be completed to receive a passing grade in the class. No late assignments will be accepted without prior in-person approval. Students will utilize the UNT Canvas™ system for assignment submission. Assistance with UNT Canvas™ system can be obtained at UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

### Examination Policy

Quizzes 1 through 3 are open-book tests. No late quizzes will be administered and, no assignments will be accepted without prior approval. Should a student lose Internet connection during an exam, they are to contact the UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm> immediately. Students are advised to contact the Student Helpdesk and document the remedy ticket number before contacting you.

### Instructor Responsibilities and Feedback

As your instructor, I will endeavor to reply to any question or query within 24 hours. My role in this course is to present you the opportunity to acquire foundational knowledge that can be of benefit to you in your chosen profession. I'll make every effort to clearly articulate the assignments and expectations and will depend on you to request clarification.

### Late Work

No late assignments will be accepted without prior in-person approval.

### Attendance Policy

The attendance policy for this course may be different from most you might encounter. You are adults; you have a responsibility to attend class. The course policy is as follows:

#### Attendance Record:

Attendance will be taken at the beginning of class using Canvas™. If you show up late, please take your seat quietly and try not to disrupt the rest of the class. You will be marked late if you arrive after attendance is completed. Attendance will be taken periodically throughout the course session so it would be wise to stay for the duration of the class.

### Reward

One of the greatest assets to the successful completion of this course is your time spent with the instructor as well as the studio experience with your peers. As a reward for coming to class, you will have my 100% commitment to your success in this course. Nevertheless, the real reward is seeing your development and success with the sometimes-challenging course content, which hinges on your commitment to the pursuit of knowledge, and is achieved by your presence in class.

### Absences

- Three (3) absences (excused or unexcused) will cost you 10% of your final grade.
  - *For example, if you make an 85 for the course, your final grade would be a 77.*
- Four (4) absences will cost you 15% of your final grade
  - *For example, if you make an 85 for the course, your final grade would be a 72.*
- Five (5) absences will cost you 20% of your final grade
  - *For example, if you make an 85 for the course, your final grade would be a 68.*
- Six (6) or more absences will result in automatic failure of the course.
  - *For example, if you make an 85 for the course, you would still fail.*

**Religious Observance**

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if the student notified the instructor in each course of the date of the anticipated absence as early in the semester as possible. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxations under Section 11.20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to complete the assignment or examination satisfactorily.

**Dropping/Withdrawing from the Course**

*January 18, 2019* – Last day for a change of schedule other than a drop

*April 1, 2019* – Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date, a grade of WF may be recorded.

*April 19, 2019* – Last day to withdraw from the semester. The process must be completed by 5 p.m. in the Dean of Students Office.

Official withdrawal from class is the responsibility of the student. If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course. Refer to the UNT course schedule for drop dates and procedures.

*Information about the University of North Texas' Attendance Policy may be found at <http://policy.unt.edu/policy/15-2-5>*

**Class Participation**

Responsibility for class attendance rests with the student. Since your grades are to be based partially on attendance, I will record participation using UNT's Learning Management system Canvas™.

**Syllabus Change Policy**

The instructor reserves the right to change the contents of the syllabus and schedule as needed to accommodate new material, guest speakers, and other educational factors that may improve class understanding, knowledge, and successful participation and completion of assignments.

**Course Risk Factor**

According to University Policy, this course is classified as a category two course. Students enrolled in this course will be exposed to some significant hazards but are not likely to suffer serious bodily injury. In this class, those risks are related to the use of an X-acto® knife for model making. Students will be informed of any potential health hazards, or potential bodily injury connected with the use of any materials and processes and will be instructed how to proceed without danger to themselves or others.

**STUDENT RIGHTS AND RESPONSIBILITIES:**

Students are encouraged to go to [www.unt.edu/csrr](http://www.unt.edu/csrr) to review their rights and responsibilities within the academic community.



**STUDENT ACADEMIC PROGRESS:****Financial Aid 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 completing a required number of credit hours based on total registered hours per term. 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.

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.

Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor at your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

**UNT POLICIES****Retention of Student Records**

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.

The Department has the right to retain any and all student work for Council for Interior Design Accreditation (CIDA) accreditation reviews for a period of up to 2 years. It is the student's responsibility to document their work for personal purposes. Students will be allowed to photograph their works prior to retention. After the next CIDA accreditation review, students may retrieve their original work. It is the student's responsibility to retrieve their work in a timely manner; after two months, any work remaining will be destroyed.

The Department reserves the right to display student work at any time for the purpose of public relations and to reproduce student works in any form.

The instructor may request duplication of student work to be retained for use in future classes.

The CIDA review and interior design profession are critique based. Therefore, as part of the professional curriculum and evaluation process for successful interior designers, current and past student work may be publicly identified, displayed, critiqued, and used as teaching tools. Works of currently enrolled students may also be used in this educational process, and students enrolling in this major will

automatically consent to engage in these activities, as this is a natural educational process within a studio setting.

See provisions outlined in Permission to use student work release form as posted on the Learning Management System (Canvas™) site for this class.

Student records pertaining to this course are maintained in a secure location by the instructor of record. 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.

### **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. [Insert specific sanction or academic penalty for specific academic integrity violation.

Academic integrity is submitting one's work and properly acknowledging the work of others. Cheating, plagiarism, or fabrication constitutes academic dishonesty and is subject to disciplinary action. According to Webster, to plagiarize is "to steal or pass off the ideas or words or another as one's own...to use created productions without crediting the source...to commit literary theft...to present new and original an idea or product derived from an existing source."

Students are responsible for authenticating any assignments submitted to an instructor. If asked, you must be able to produce proof that the assignments you submitted are your work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of your work on assignments and papers, and save work and drafts on a disk or cd. The inability to authenticate your work, should an instructor request it, is sufficient grounds for failing the assignment. In addition to requiring a student to authenticate his/her work, the instructor may employ various other means of ascertaining authenticity through engaging in internet searches, creating quizzes based on student work, requiring students to explain their work and process orally.

All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties including academic probation, suspension, or expulsion. Any form of disruptive behavior will not be tolerated.

### **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 at [disability.unt.edu](http://disability.unt.edu).

### **Course Safety Procedures (for Laboratory Courses)**

Students enrolled in ADES 2640 Space Planning 1 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

### **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 Blackboard for contingency plans for covering course materials.

### **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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### **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 at <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.