



University of North Texas  
College of Visual Arts & Design  
Design  
Building Systems  
Spring

## COURSE INFORMATION

This course is a study of building systems, including structural, electrical, mechanical, plumbing, fire detection/suppression and lighting. Special emphasis is placed on technology, design, and specifications of lighting and acoustics.

- ADES 3645
  - Section 001 (7101) – 3 Credit Hours
    - Tuesday/Thursday 5:00PM – 6:20PM BLB 073

## Instructor Contact Information

- Bill Morgan AIA Lecturer
- TBD
- 940.565.2855
- Bill.Morgan@unt.edu
- Office Hours for Section 001
  - Tuesday/Thursday 4:00PM – 5:00PM

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

- ADES 3610

## Course Description

- As an Interior Designer, you can influence and impact the lives of children, elders, and adults across the world through design of interior space. This course examines the various lighting, mechanical, electrical, plumbing, fire suppression, data, acoustical, and communication systems integrated into contemporary buildings.
- At the conclusion of the course, students will have acquired an understanding of building systems and how to impact the design and integration of those systems 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 lecture 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.

**Learning Objectives/Outcomes/Goals:**

- To develop the skills, ability, and judgment to incorporate building systems within an interior design project from inception to completion.
- Emphasis will be on teaching students the impact building systems have on design and it's effect on users.
- Gain proficiency in lighting vocabulary, measurements and calculations, design solutions, and their effect on building users
- By developing an understanding of the systems inherent in the design industry, students can understand sustainability principles and apply those principles to design solutions.
- Students also develop an understanding of architectural and interior design graphic standards and how to understand and apply construction documentation techniques.

**Materials**

- *Sustainable Building Systems and Construction for Designers*, First Edition – ISBN-10 1563677121: Lisa M. Tucker
- *Designing with Light*, 2014 – ISBN 978-1-118-74047-7; Jason Livingston
- *Supplemental Text:*
  - *The Codes Guidebook for Interiors, Fifth Edition* – ISBN 978-1-62892-093-2; Sharon Harmon & Katherine Kennon
- *BuildingGreenSuite database (UNT Library e-sources)*
  - [https://guides.library.unt.edu/sb.php?subject\\_id=18125](https://guides.library.unt.edu/sb.php?subject_id=18125)

**Teaching Philosophy**

ADES 3645 Building Systems introduces students to the various systems inherent in current building practices. 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 as students' layer in new knowledge into their studio projects. 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.

- Microsoft Office Suite

### **Computer Requirements**

- UNT Interior Design program laptop policy requires every student coming into the interior design program after Entry Portfolio Review to own a laptop that meets the specifications for our program. The instructor may enforce the laptop policy and require use of laptop in class with necessary software. Different courses may require additional software to be announced by instructors. More information regarding the laptop requirements is available on the Interior Design Blog at <http://untintdes.blogspot.com/>

### **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 Eglemail account provided by the university. Eglemail is the official e-mail account and e-mail contact for all students at UNT. An Eglemail 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’ Eglemail accounts via the official class roster generated in EIS.

**ASSESSMENT & GRADING**

**Assessments**

The course will have four components: projects, foundational knowledge, a comprehensive final examination, and class participation.

**Component 1 – Projects (40% of grade):**

Four projects allow students to apply information presented in lectures onto professional skills. Each project is worth 10%.

**Component 2 – Foundational Knowledge Quizzes (24% of grade):**

The term paper component will be the student’s choice of topics presented in class such as project management process, relationships, scheduling, or communication to name a few. Term Project is due no later than 3:00 PM on August 9, 2019 and is submitted via UNT Canvas™ system using TurnItIn.

**Component 3 – Final Exam (30% of grade):**

**Component 4 – Class Participation (6% of grade):**

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

*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%), quizzes (20%), final examination (30%), and projects (40%). 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**

<i>Assignment</i>	<i>Points Possible</i>	<i>Percentage of Final Grade</i>
Syllabus Quiz	0	0%
Quiz 1 – Vision & Light	10	1%

Quiz 2 – Lighting Basics	10	1%
Quiz 3 - Lamps	10	1%
Quiz 4 - Lighting	50	5%
Quiz 5 – Lighting Calculations	10	1%
Quiz 6 - Superstructure	10	1%
Quiz 7 - Superstructure	10	1%
Quiz 8 – Thermal Comfort	20	2%
Quiz 9 – Thermal Comfort & Air Quality	10	1%
Quiz 10 - HVAC	50	5%
Quiz 11 – Plumbing	50	5%
Final Exam	300	30%
Project 1	100	10%
Project 2	100	10%
Project 3	100	10%
Project 4	50	5%
Project 5	50	5%
Participation <ul style="list-style-type: none"> <li>• Class Attendance (30 Points)</li> <li>• Class Participation (30 Points)</li> </ul>	60	6%
Total Points Possible	1000	100%

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	Reading
Tuesday, January 15	Introduction Syllabus Review	00 Introduction 00A EarthX & CVAD Open House	Syllabus Quiz January 17 Project 1 EarthX & CVAD	

	Course Overview	01 Environmental Issues	Open House April 11	
Thursday, January 17	Lighting	Video - Secret Life of the Electric Light Kelvin Scale		
Tuesday, January 22	Lighting	02 Vision & Light Lighting Glossary (Canvas™)	Quiz 1 January 24	pp 109-127
Thursday, January 24	Lighting	03 Light Sources 04 Lighting Overview	Quiz 2 January 29	pp 128-130
Tuesday, January 29	Lighting	05 Lighting Design 06 Lighting Calculations	Quiz 3 January 31	pp 131-139
Thursday, January 31	Lighting	07 Residential Fixtures		
Tuesday, February 5	Lighting	08 Commercial Fixtures 09 Commercial lighting examples	Quiz 4 February 7	
Thursday, February 7	Lighting	Exercise 01: Color Temperature Studies Launch	Quiz 5 February 12	
Tuesday, February 12	FIELD TRIP	Herman Miller Design Center	1:00 – 2:30	
Thursday, February 14	Lighting	10 Energy Strategies & Lighting 11 Lighting Effects - Examples	Project 2: Color Temperature Studies Due February 14	
Tuesday, February 19	Lighting	12 Lighting Plans Exercise 02: Lighting Plans Distributed		pp 140-155
Thursday, February 21	ALA Field Trip	13 Field Trip		
Tuesday, February 26	Electrical Systems Safety Systems	14 Electrical Systems 15 How To-Electrical & How To-Detection	Project 3: Uniform Light Levels Plans Due Thursday, February 26	pp 102-108
Thursday, February 28	Sustainability	Cradle to Cradle Video 16 LEED PowerPoint		pp 2-18
Tuesday, March 5	Comprehensive Construction	Skyscraper Video 1 Project 3: Superstructure	Project 4 – Zonal Cavity Calculations Due March 12	SHIFT2019
Thursday, March 7	Comprehensive Construction	Skyscraper Video 2 Project 4: Superstructure	Quiz 6: Superstructure Due March 7	
Tuesday, March 12	Comprehensive Construction	Skyscraper Video 3	Quiz 7: Superstructure Due March 12 Project 5 – CEU's Due March 21	
Thursday, March 14	SPRING BREAK			
Tuesday, March 19	SPRING BREAK			
Thursday, March 21	Site & Structure	17 Foundations & Site Conditions Tucker_Chapter_02 Tucker_Chapter_03 EDR_076 Elevators (Canvas™)		pp 20-39 pp 40-78
Tuesday, March 26	Thermal Issues	18 Thermal Comfort EDR_079 Solar Thermal (Canvas™)	Quiz 8 March 26	
Thursday, March 28	Mechanical	19 Heating & Cooling	Quiz 9 March 28	pp 80-100
Tuesday, April 2	Plumbing	20 Plumbing Exercise 03 - Case Study Distributed	Quiz 10 April 2	pp 162-181
Thursday, April 4	Plumbing	21 Water and Waste		
Tuesday, April 9	Walls	22 Walls, Windows & Doors Tucker_Chapter_07	Quiz 11 April 9	pp 182-219
Thursday, April 11	Floors	Tucker_Chapter_08	EARTHx & CVAD Open House	pp 220-249
Tuesday, April 16		CVAD Open House Set Up		
Thursday, April 18	Roofs/Ceilings	Tucker_Chapter_09		pp 250-289
Tuesday, April 23	System - Other	Tucker_Chapter_11		pp 316-345
Thursday, April 25	System - Other			pp 290 - 314
Tuesday, April 30	Air Quality & Acoustics	Tucker_Chapter_10		pp 290-314
Thursday, May 2	Recap			
Friday, May 3				
Tuesday, May 7	Reading Day			
		Final Exam	Tuesday, May 7 5:00 – 6:20	

## 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 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> *student to resolve any issues at the earliest possible time.*

### Examination Policy

Quizzes 1 through 4 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:

### 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™.

### 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.

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™.

### **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

*January 29, 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.

### **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 one course. Students enrolled in this course are not exposed to any significant hazards and 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 successfully 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.

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). The Design Department in CVAD is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at [www.unt.edu/oda](http://www.unt.edu/oda), and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

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

Students enrolled in ADES 3645 Building Systems 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 Canvas™ for contingency plans for covering course materials.

In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of a tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all-clear signal is sounded. Follow the instructions of your teachers and act accordingly.

### **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.

### **Academic Success**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Get advised. Be prepared. Get involved. Stay focused.

To learn more about campus resources and information on how you can achieve success, go to [www.succeed.unt.edu](http://www.succeed.unt.edu).