MRTS 3230: Film Style Production
Fall 2025 Syllabus
Lecture: Thursday 3:00 p.m. – 4:50 p.m., RTFP 184
Labs: Friday 3230.301 9:00 a.m. – 10:20 a.m. RTFP 180F
        3230.302 10:30 a.m. – 11:50 a.m. RTFP 180F
        3230.303 12:30 p.m. – 1:50 p.m. RTFP 180F

Course Instructor: Brandon Gaesser (he/him), Office: RTFP 272A
Email: brandon.gaesser@unt.edu
Office Hours: Thursdays, 1:00 p.m. – 2:00 p.m. or by appointment
Lab Instructors: Chandler Gaydos: ChandlerGaydos@my.unt.edu
              Cole Park: ColePark1@my.unt.edu

Course Description: MRTS 3230 is a core film production course that builds upon fundamental technical and artistic training in MRTS 2210 and prepares students for intermediate and advanced film production courses. Students will complete a range of short projects involving single-camera location shooting using digital still cameras, 4K cinema cameras, and editing equipment. While we will be using high-definition cameras, artistic elements of visual storytelling will be emphasized including composition, framing, lighting aesthetics, and creative post-production editing. The lecture component of this course will introduce students to different technical and creative aspects of production each week. The lab component of this course will enable students to practice what they learned in the lecture through hands-on exercises, workshops, and projects.

Course Objectives and Outcomes:
1. To gain a comprehensive understanding of the technical fundamentals of film production including camera operation, lenses, lighting, sound recording, and editing.
2. To be able to apply technical and artistic skills acquired in the course to multiple film styles, including narrative, documentary, and experimental film.
3. To gain an understanding of all phases of the filmmaking process including pre-production, production, post-production, and distribution, as well as an understanding of the various crew roles within each phase.
4. To generate meaningful, professional, and effective media material and to understand, as filmmakers, the responsibility for the messages our stories perpetuate.

Time Commitment: Enrollment in any film production course is a time-intensive commitment. Students should be prepared to spend several hours per week outside of lectures and labs working on course projects. Film production is a collaborative effort, and students will be working in crews. Therefore, time-management, scheduling, and coordination are extremely important. Please make note of other professional and personal obligations and plan accordingly. Classes and production schedules missed due to work schedules and other similar obligations will not be excused. If you are unable to commit the time necessary for proper completion of this course, including full participation in lecture and lab sessions, please reconsider enrollment at this time.

Required Texts: There is no required text for this course.

Highly Recommended Purchase: Seagate External Hard Drive (available on Amazon for approximately $60.00 for 1 TB and $70.00 for 2 TB).

*Media cards, hard drives, and high-quality headphones can be checked out from the Media Arts Equipment Room.

Canvas: This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

Communication and Office Hours:

- Course materials and guides will be uploaded to Canvas, so please be sure to check Canvas daily for any updates and announcements. I will provide sufficient notice if there are any changes or updates to the syllabus, course projects, or exams.

- Filmmaking is a collaborative process. The quality of communication can make or break a film production. If there are any challenges or issues affecting you, your film, and/or your crew, please reach out immediately so we can work as a team to find solutions.

- Please work with me to foster an inclusive classroom culture. This includes mutual respect and thoughtful communication in all our discussions and workshops. If you ever feel that our learning environment is not as supportive as it could be for all students, please stop by my office so we can discuss a path forward.

- Office hours provide you with additional time to ask questions and find support regarding course materials, assignments, and projects. If at any time you are having problems with the assignments or with your understanding of materials covered, please stop by during office hours; I am always glad to help you succeed! I am also always reachable by email, and I will respond as quickly as possible (within two business days). **Please only use your UNT email to contact me.**

Equipment and Editing:

UNT has an online system for check-outs, and it can be found at https://checkout.unt.edu/.

Overnight equipment check-outs MUST be approved **48 hours** in advance. Please include in your email the **professor, lab instructor, and Ladaniel.Maxwell@unt.edu or MRTSequipment@unt.edu.**

Please use the following email template for overnight approvals:

> **Subject Line:** OVERNIGHT OR WEEKEND CHECKOUT 3230
> **Project:**
> **Team Members:**
> **Date/Time of Check Out:**
> **Date/Time of Check In:**
> **Production Location:**
> **Equipment List (BE SPECIFIC):**
> **Reason for overnight:**

For a Full List of Equipment for MRTS 3230, See the "MRTS 3230 Equipment List and Information" PDF on Canvas.

Editing: A Video Editing Lab with several digital nonlinear editing bays that utilize Adobe Premiere editing software is located in the RTFP Building Post-Production Lab, Room 180. Upon request you may use the Departmental ProMax server to hold your footage and projects. *Ensure you back up all materials to your external Hard Drive.*

Edit Lab Hours:
> **Monday – Thursday: 8:00 a.m. – 10 p.m.**
> **Friday: 8 a.m. – 5:00 p.m.**
> **Saturday and Sunday: 12 p.m. – 8 p.m.**

Editing questions and/or 1-on-1 editing help: Marshall Johnson (edithelp@unt.edu)
> **Senior Media Technical Manager's Office: 180A**

IMPORTANT: You must plan in advance. There is no overnight editing access.

Safety: This course may involve potentially hazardous activities, the nature of which include working with and exposure to electronically powered equipment. Accordingly, the Department of Media Arts has slated this course within Category 2 (courses in which students are exposed to some significant hazards but are not likely to suffer bodily harm.)

Film Projects:

The emphasis in these film productions is your ability to tell a **visual** story. All projects for this course must be shot by the student(s) in the class. You may not use footage shot before this class began or footage shot by someone other than you or your crew members. This is the equivalent of academic dishonesty. The projects will be evaluated on both technical and creative levels. **A rubric of specific requirements for each project will be provided.**

Project 1: Single-Shot Film
Crews of 4 (you may choose your crew)
Target Length: 1 Minute

In **one shot**, lasting about **one minute in length**, you must tell a story with a beginning, middle, and end. **Audio is not required for this assignment**. However, feel free to creatively incorporate ambient sound, music, or soundscape/SFX. **Artificial lighting is also not required,** but feel free to be creative with natural light and practical lights already available in the scene.

Project 2: Montage Film
Crews of 4 (same crew as single-shot film but different crew positions)
Target Length: 1-2 Minutes

In roughly **20-40 shots**, each lasting around **3-4 seconds**, **you will film the same story from your single-shot film**. **Audio is not required for this assignment**. However, feel free to creatively incorporate ambient sound, music, or soundscape/SFX. The resulting movie will be **1-2 minutes in length**. You must convey a **mood or emotion**. **Color grading is REQUIRED for the Montage Film.** You may incorporate music to help convey the mood or emotion. Remember, any music must be original or non-copyrighted to use it outside of class. **Artificial lighting is not required**, but feel free to be creative with natural light and practical lights already available in the scene.

Project 3: Non-Fiction Film
Crews of 4 (different crew from single-shot / montage films, and different crew positions)
Target Length: 3-5 Minutes

Project 3 will be a non-fiction film. It must include **interview footage** and **observational footage**. The non-fiction film can focus on a person and a particular activity. A good interview means that you are asking them to talk about more than a step-by-step of the activity itself. For example, you may ask why the activity is important to them, how they got interested in it, and the significance it holds in their life. There are no restraints as to the style of non-fiction film you create, but you must include some **interview and observational footage, on-location sound, and a followable visual storyline**. You should also find creative ways to incorporate sound (voice-over, interview dialogue, diegetic/ambient sound, music, etc.). **The visual elements are the most important, and you should concentrate on getting a wide variety of angles, distances, and cutaways.** This documentary will involve the creative filming and skillful editing of a process or action not under your control, emphasizing a visual storytelling style. It can be a process such as someone restringing a guitar, putting climbing gear on, making a flower arrangement, etc., that will allow you to get many different shots. You MUST utilize **double-system audio** and **color grading**.

Pitch / Proposal / Pre-Production Packet for Project 4:
Crews of 4

The final project will be developed in consultation with the instructor and will be approved in lab before filming begins.

- **Pitch:** You will pitch your film ideas as a crew. Pitches should be concise, **1-2 minutes** providing an overview of the story (guided by your draft logline and draft synopsis). Focus on really selling your idea, as if you happen to be in an elevator with a studio executive. Remember, if you're not excited about your film, nobody else will be.
- **Proposals:** After pitching your draft logline and draft synopsis, your lab instructor will provide feedback and work with you toward approval. Once approved, you may prepare your final proposal. The proposal will consist of your crew's **screenplay, approved logline, and approved synopsis**.
- **Pre-Production Packet**: While preparing your final proposal, your crew's **Producer** will compile a pre-production packet consisting of the following materials: **Filming schedule**, **equipment list**, **crew list, talent list and talent releases, and location releases (if applicable).**

*Proposals and Pre-Production Packets will be submitted as a <u>single document</u> via Canvas.

Rough Cut for Project 4:
Crews of 4

Rough cuts of your final narrative films will be screened in Lab. You will be provided with constructive feedback as you progress into the final post-production stages of your films.

Project 4: Narrative Film
Crews of 4 (free to select crew and crew positions)
Target Length: 5-6 Minutes

The final project will be a short narrative film produced in crews of 4. However, for this project you MUST incorporate <u>scripted</u> dialogue. **Your narrative films will involve extensive pre-production work, including location scouting, film proposal approval (see above), and cast and crew coordination.** Your film must demonstrate technically competent filming and editing. This project must also include some type of **ambient sound and/or music**. The complexity of your audio editing, along with appropriate visual storytelling will figure into the project grade. You must also employ the creative use of **lighting**, either natural, artificial, or both, and demonstrate a competence in setting up lighting components (such as lights, modifiers, flags, silks, etc.) and shaping light to fit the artistic aesthetics of your film. You MUST utilize **double-system audio** and **color grading is required.**

IMPORTANT: For each project, you must find your own actors or on-camera participants. You will not be allowed to act or participate on-camera in your own films. However, you can act or participate on-camera in another crew's film. We will discuss finding actors and on-camera participants in class.

Submission of Projects:

Projects MUST be turned in via the Canvas submission portal and must be labeled as follows: Lastname.Lastname.Lastname.Lastname.3230.ProjectNumber

*One letter grade will be deducted for each day an assignment is late.

Mid-Term and Final Exams:

These exams will be based on the materials covered in class and in any supplementary reading. Reviews of materials will be conducted in class prior to each exam, as needed.

Course Evaluation:

Project 1 Single-Shot Film	**10 points**
Project 2 Montage Film:	**10 points**
Project 3 Non-Fiction Film:	**20 points**
Project 4 Pitch, Proposal, Pre-Production Packet:	**5 points**
Project 4 Rough Cut:	**5 points**
Project 4 Narrative Film:	**25 points**
Mid-Term Exam:	**15 points**
Final Exam:	**10 points**
Total Points Possible:	**100 points**

General Grading Rubric (Film Project Grading Rubrics will be on Canvas):

A letter grade of "A" (90-100) reflects truly outstanding work, excellent attendance, and consistently active participation and engagement in classroom discussions.

A letter grade of "B" (80-89) reflects good work, excellent attendance, and a minimum level of participation and engagement in classroom discussions.

A letter grade of "C" (70-79) reflects fair or average work and a lack of attendance, participation, and engagement due to unexcused absences.

Letter grades of "D" and "F" reflect passing work and failure, respectively. Please refer to the UNT Grading System for additional details.

UNT Grading System: https://registrar.unt.edu/grades/understand-your-grade-report.html

General Course Policies:

Attendance:
You are required to attend each lecture and lab session during the semester. The lectures inform the labs, and the labs require your attendance to complete the projects. In our field, and in this class, BEING IN CLASS / LAB and BEING ON TIME are critical and expected. In media fields, anything else will often cause you to lose your job and reputation! Please plan ahead and organize the rest of your obligations to meet this same expectation for our class. If you have a legitimate emergency, please provide an official written medical or other similar verification.

*Unexcused absences will affect your final course grade at <u>3 points deducted per absence or significantly late attendance</u> (every student is granted one unexcused absence with no deduction).

Equipment Care:
Any report of late equipment returns or other violation of departmental procedures relative to the use of equipment or facilities will place you on "equipment suspension" by the Media Arts Department for a determined period of time. A copy of the Media Arts Department's policy on the loss of checkout privileges for late equipment return is available in the Media Arts Equipment Room.

*Under UNT equipment policies, you are financially and legally responsible for any equipment you check out from the Department of Media Arts.

Legal:
Talent and location releases will be available on Canvas in the "Files" section. Releases MUST be signed by all actors and identifiable participants in your films if you want to distribute your films publicly.

Copyright Statement:
This course contains some copyrighted material, (images, video, and stills from the Internet) the use of which has not been specifically authorized by the copyright owner. I have determined this to be "fair use" of the copyrighted material as referenced and provided for in section 107 of the US Copyright Law. If you wish to use any copyrighted material from this document for purposes of your own that go beyond fair use, you must obtain express permission from the copyright owner.

*Please note that this schedule, along with the syllabus as a whole, is subject to change if the instructor deems that changes need to be made for a better class experience.

Lecture slides will be posted to Canvas > Files > Lecture Slides each week

COURSE SCHEDULE:

Week 1, August 21, 22: Introduction to the Course; Elements of Story/Narrative/Character; Crew Roles

   Lecture: Overview of syllabus; Overview of fundamental storytelling elements; Defining crew roles for projects large and small.

   Lab: In crews of 4, begin developing a story for your single-shot and montage films. Your single-shot and montage films will be the same story filmed and edited two different ways.

         Receive guides for Project 1 Single-Shot Film and Project 2 Montage Film
         View examples of single-shot and montage films

Week 2, August 28, 29: Cinema Cameras and Single-System Sound

   Lecture: Introduction to the Panasonic EVA-1, menu settings, white balance and Log Footage, tripod operations, and single-system audio.

   Lab: Practice setting up Panasonic EVA-1 kits, tripods, single-system audio, and proper camera settings in the menus

Week 3, September 4, 5: Film Composition and Framing

   Lecture: Overview of the principles of composition, framing, and angles; The 180-degree rule.

   Lab: Camera workshop

Week 4, September 11, 12: Camera and Lens Operations

   Lecture: Part 1: The exposure triangle: f-stops/t-stops, shutter speeds, and ISO; Neutral density filters; waveforms and histograms.
                 Part 2: Zoom vs. prime lenses, focal lengths, lens compression, depth-of-field, and focus pulling/rack focusing.

   Lab: Exposure and lens workshop

Week 5, September 18, 19: Post-Production Workflow, Color Grading, Intro to Double-System Sound

Lecture: Project setup, hard drive management, metadata, and how to apply basic LUTs and color correction to Log footage to affect mood and tone. Introduction to double-system location sound recording and timecode.

Lab: Double-system sound workshop 1

Receive handout for Post-Production Workflow and Color Grading

Week 6, September 25, 26: Documentary Filmmaking

Lecture: Making the modern documentary film, ethical considerations, similarities and differences in relation to narrative film, building a documentary camera rig and how to film a documentary scene, including lighting and recording sound.

View examples of non-fiction films
Assign Project 3 Non-Fiction Film.

Lab: Double-system sound workshop 2; Screen Single-Shot Films

Receive assignment guide for Project 3 Non-Fiction Film

Project 1 Due: Single-Shot Film Submitted via Canvas by one crew member (Your crew's Producer).

Week 7, October 2, 3: Lighting Part 1

Lecture: Fundamentals of lighting for film, color temperature, types of lights and modifiers, and common terminology.

Lab: Lighting demonstration and workshop; Screen Montage Films

Project 2 Due: Montage Film Submitted via Canvas by one crew member (Your crew's Producer).

Week 8, October 9, 10: Lighting Part 2

Lecture: Fundamentals of lighting (continued); "Painting" scenes with light.

Lab: Lighting demonstration and workshop continued**;** Screen Montage Films (if needed)

Week 9, October 16, 17: Development and Pre-Production; Mid-Term Review (as needed)

Lecture: Planning the making of a film, writing a proposal, finding actors for narrative / participants for documentary; Location scouting; Explain Project 4 (Final Project)

Mid-Term Review as needed in class. Please come prepared with any questions. Receive Mid-Term study guide.

Lab: Form crews of 4 and begin developing ideas and loglines for Project 4

View examples of final project narrative films
Receive assignment guide for Project 4 Narrative Film

Week 10, October 23, 24: Mid-Term Exam

Lecture: **Mid-Term Exam in RTFP 184**

Lab: Pitch Project 4 with draft logline and draft synopsis for Instructor feedback and approval

Week 11, October 30, 31: Camera Blocking and Script Breakdown (Directing)

Lecture: Planning your scenes; Types of camera movements; filming non-linearly.

Lab: Work on Project 4 Proposals, Pre-production Packets, and script breakdown; screen Project 3 Non-Fiction Films

Project 3 Non-Fiction Film Due. Submit via Canvas by one crew member (Your crew's Producer).

Week 12, November 6, 7: Advanced Topics

Lecture: Discussion of advanced production technology and concepts

Lab: Advanced camera workshop; screen Project 3 Non-Fiction Films (if needed)

Project 4 Film Proposal and Pre-Production Packet due. Submit via Canvas by one crew member (Your crew's Producer).

Week 13, November 13, 14: Deliverables, Press Kits, and Distribution

Lecture: Discussion of getting your films out there into the world.

Lab: WORKDAY for Project 4 (No formal lab meeting)

Week 14, November 20, 21: Working in the Industry

Lecture: Introduction to freelancing vs. working for a production company; Discussion of career pathways and useful industry websites to find jobs.

Lab: Screen Rough Cuts in Lab and continue post-production feedback.

Project 4 Rough Cuts Due. Submit via Canvas by one crew member (Your crew's Producer).

Week 15, November 27, 28: UNIVERSITY HOLIDAY, NO CLASS

Week 16, December 4, 5: Final Exam Review, Final Project Due, Film Screenings

Lecture: Final exam review as needed. Please come prepared with questions. Receive Final Exam study guide.

Lab: **Optional** screening of Project 4 Films in RTFP 184, Time TBA

Project 4 Due. Submit via Canvas by one crew member (Your crew's Producer).

Week 17: Final Exam, Tuesday, December 9th, 1:30 p.m. – 3:30 p.m.

The Final Exam will be administered in RTFP 184.

Equipment Room Procedures

Equipment and facilities are to be used for MEDIA ARTS coursework ONLY.

Hours of Operation:
Monday - Thursday: 9:00 a.m. - 10:00 p.m.
Friday: 9:00 a.m. - 6:00 p.m.   Saturday: 10:00 a.m. - 6 p.m.   Sunday:10:00am – 6:00pm

*Equipment room will be closed campus holidays. Hours will be scaled back between per semester requirements.

- Equipment can be reserved by going to checkout.unt.edu.
- All equipment must be checked in no later than 30 minutes prior to closing time.
- Equipment **must** be thoroughly examined by the student prior to departing the equipment room.
- If you encounter a problem with a Media Arts equipment, please send an email directly to MRTSequipment@unt.edu or notify the MRTS Equipment Room by phone if needed.
- Arrangements for overnight checkouts must be made at least 24-48 hours in advance via the online checkout system.
- In order to reserve an overnight checkout, you must email your instructor for approval, and CC the equipment number room email.
- Equipment request emails **must** include student name, group members names, course number, and equipment being requested.
- The email should also include the date requested, along with the pick-up and return times, and a detailed reason for the overnight/weekend request.
- When returning equipment to the equipment room, ensure all the equipment is accounted for and returned in the condition in which the equipment was received. Eg..cable properly coiled, undamaged, and properly packaged in it's corresponding bag or pelican.
- If the student loses any equipment, the student is responsible for replacing the equipment, failure to do so, the student will revoke his or right to check out any equipment.
- For step by step instructions on how to use web check out please visit: https://www.youtube.com/watch?v=YgyR7PVvRy4

NOTICE: The Student agrees to retain sole possession of equipment s/he signed for and not lend nor give the equipment to any other person for any reason. The student is responsible for returning the equipment by the date/time specified when checking out the gear. Any equipment not returned within two weeks from the checkout date will be charged to the student at fair market value.

Late Returns/Abuse Checkout Policy

- 1st infraction: 1 week's loss of equipment; Single Overnights ONLY for the remainder of the semester
- 2nd infraction: 2 weeks loss of equipment; Loss of Overnight Privileges for the remainder of the semester
- 3rd infraction: Loss of all equipment use privileges for the remainder of the semester in all MEDIA ARTS classes.

The student is responsible for any loss or damage to the equipment during the time the equipment is checked out in her/his name.

Important Phone Numbers / Email addresses:

Equipment Room Contacts

MRTSequipment@unt.edu
940.565.4123

Editing Lab Front Desk
940.565.3180

Equipment Room Supervisor
ladaniel.maxwell@unt.edu

UNT Policies

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.

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 [Dean of Students Office](#) enforces the [Code of Student Conduct](#). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

ADA Accommodation:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit Title IX Student Information for more resources.

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.

Academic Support & Student Services:

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

Technology Support

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:

Phone: 940-565-2324
Email: helpdesk@unt.edu
Current list of Student Help Desk hours

Academic Support Services

- The UNT Academic Resource Center, which provides links to the bookstore, registration and advising information, tuition information, financial aid, and more.
- The UNT Academic Success Center, which offers academic support services and free individual tutoring.
- UNT Writing Lab
- UNT MathLab

Student Services

- [Multicultural Center](#)
- [Counseling and Testing Services](#)
- [Student Affairs Care Team](#)
- [Student Health and Wellness Center](#)
- [Pride Alliance](#)
- [Student Legal Services](#)
- [UNT Food Pantry](#)

UNT Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the [UNT Policy Office](#) or [Copyright.gov](#).

Use of Student Work

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

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

Basics for Students New to Canvas

This video is a great way to help you get familiar with navigating your Canvas course and finding your way around. The Canvas Student Guides are your first and best resource for learning about how to do things in Canvas for your courses at UNT.

Here are just a few of the most helpful links they have in the student guides:

- How do I use Conversations (a.k.a. "Inbox") as a student?
- How do I submit an online assignment?
- How do I use Discussions as a student?
- How do I view my grades in a current course?

If you prefer videos, then here is a link to the Canvas Student Video Guide

University Library Services:

Using Your University Libraries

Please reference this list of library services to enhance your discovery and use of library research materials. Simply click on the links below to learn more about the services. Feel free to direct any questions and concerns to AskUs@unt.edu.

Library Accessibility& Services for Persons with Disabilities

UNT Libraries strive to maintain reasonable accommodations for users with disabilities. Any library user with a disability that will require additional accommodations regarding software or equipment must present a written request to Scott Jackson, Assistant Dean for Library Facilities and Systems, via email at Scott.Jackson@unt.edu, or directly at (940) 565-3024.

Search & Study Resources:

Search the Library Catalog

Search the library catalog by entering your search terms, and we'll grab results from multiple systems. Find books, music, media, journals, as well as other physical and electronic materials owned by the libraries.

Requesting Materials

You may be eligible to [request and have library owned items delivered](#) to you at no charge. This service includes mailing of physical items, such as books, and electronic delivery of items, such as articles. Use the link to learn more about eligibility, types of available materials, renewal process, and requests for items not owned by the UNT Libraries.

Search Course Reserve Materials

[Search the course reserve materials](#) for assigned readings. The UNT Libraries holds and distributes materials for faculty members that are required or recommended reading in their courses. These materials are placed at a reserve desk within the libraries or are made available online and can include books, articles, chapters of books, sample tests, homework solutions, videos, CDs, and DVDs.

Renew Library Materials

If you have not finished using an item within the normal checkout period, you can sometimes [renew library materials online](#). Not all items are eligible for renewal, and some special rules apply depending on the type of item borrowed.

Request An Inter-library Loan

Do you need a book, a chapter, article, or other item that UNT doesn't own or subscribe to? Typically, you can request materials from another institution through [Interlibrary Loan](#). Use the link to learn more about eligibility, types of available materials, checking the status of an order, length of loans, and your responsibilities when using the service.

Advanced Research & Discovery:

Search Online Databases

[Academic databases](#) are collections of information that are commonly used for research and writing, including access to academic journals. Databases are an irreplaceable asset in your discovery and review of academic subjects, topics, and studies.

Search Online Articles

Narrow down your [search for online articles](#) by using options such as publication data, scholarly/peer-reviewed, content type, discipline, and more.

Request an Appointment with your Subject Librarian

Subject Librarians are here to help you! They can help with information literacy instruction as well as help with appropriate technologies, tools, and information resources to meet your needs and course expectations. Schedule a private appointment by directly emailing the Subject Librarian for your discipline.

Library Technology:

Off-campus Access

Off-campus access to electronic databases provided by UNT Libraries can be accessed by any UNT student, faculty, or staff member from virtually any computer in the world. Search here for more information on materials and resources available while studying and researching off-campus.

Subject & Course Guides

Subject guides are resources selected by Subject Librarians for your discipline. Course guides are a collection of course specific resources that will help you conduct the research necessary to complete your assignments and projects.

To see the Subject Guides and/or to see if your course has a Course Guide, please visit the Subject Guides & Course Guides: Directory. There are also a few other guides for "Getting Started" and "Beyond the Basics."

Research Workshops

The Toulouse Graduate School and UNT Libraries provide a variety of research and other professional development workshops for all students. Please see the Upcoming Workshops for a workshop description, presenter information, available Live Online Stream option (Zoom), and to register. If you have questions about the workshops, you can contact Vesta Stacy at Vesta.Stacy@unt.edu.

Virtual Tours

If you're interested, you can also go on a Virtual Tour of the Libraries. Enjoy!

Web Accessibility and Privacy

Please find the web accessibility and privacy statements for UNT, Canvas, and all CLEAR supported technologies below.

UNT
- Web Accessibility Policy
- Privacy Statement

Canvas/Instructure
- [Accessibility Statement](#)
- [Privacy Policy](#)

CLEAR Supported Technologies
- See [CLEAR's Supported Technologies web page](#) for links to Accessibility Statements and Privacy Policies.