



**Course Numbers:**

**INFO 4400**

**Course Title:**

**Information Resources Development**

**Course Section(s):**

**.401**

**Coyle, Constance**

**SYLLABUS**

**Spring 2026**

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## Course Information

**Course Name:** INFO 4400

**Course Title:** Information Resources Development

**Course Section(s):** 401

**Credit Hours:** 3 Hours

**Class Meeting:** Online

**Course Pre-requisites:** None

**Course Format:** Online

## Instructor Information

**Name:** Constance Coyle

**Office Location:** College of Information, Department of Information Science

**Phone Numbers:** 940.565.2445 (College of Information office)/832.444.0196 (cell/emergencies)

**Office Hours:** By appointment

**Email:** [Constance.Coyle@unt.edu](mailto:Constance.Coyle@unt.edu) (Emergency e-mail: casouthworth@yahoo.com)

### Course Communications:

- All course communications should occur within Canvas. If you have course related questions, comments, or concerns, please use the Canvas Message feature or post to the appropriate discussion forum.
- If, for some reason, Canvas and/or UNT e-mail is unavailable, you may contact me at [couthworth@yahoo.com](mailto:couthworth@yahoo.com) or you may text (832.444.0196) between 10 AM and 10 PM.
- Course messages and email will be responded to as soon as possible. Please allow 24-48 hours for a response. Responses may be slower on weekends and holidays.
- Feedback on assignments usually occurs within two weeks of submission. Grades are typically posted in that time frame as well. If you have concerns about a grade or feedback, please contact me as soon as possible.
- Please refer to [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for tips regarding online communication.
- Zoom meetings will be scheduled throughout the course. Meeting times will vary.

## Welcome to UNT!

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

## Course Description

Principles and methods of evaluating, selecting and acquiring different kinds of information resources. Development and maintenance of information collections. Bibliographic tools and online databases. Searching and verification; publishers and publishing; censorship issues; acquisition processes. Representative research, problems and practice.

## Course Structure

Student learning will be accomplished through Canvas lectures, lesson exercises, independent study, class discussions, and written projects. INFO 4400 provides students with the opportunity to achieve course goals through online lectures, lesson exercises, and projects. This course is project based. As such, the lectures and exercises are meant to help students complete the major projects. This platform provides students with hands on opportunities to interact with and learn from library professionals and classmates. Students are encouraged to work together when possible. The projects allow students to experience firsthand how the theory in the texts and lectures are put into practice. Students will submit all assignments and exercises through the tools available within Canvas. The course is divided into seven (7) modules/lessons.

## Course Prerequisites or Other Restrictions

No prerequisites. Students should be able to conduct research using library resources and the Internet.

## Course Objectives

By the end of this course, students will be able to:

1. Compose a detailed written profile of a library that includes descriptions of primary and secondary user groups, budgetary figures related to funding sources, print and electronic collections, library services, and documentation from a variety of sources including but not limited to personal interviews with library personnel, library pamphlets, and web descriptions.
2. Document the process of creating and administering a brief needs assessment instrument related to users' information needs at the library of their choice.
3. Identify a "gap" in a collection of library materials and utilize relevant print and electronic resources to fill that gap given a set budget amount.

4. Discuss issues and trends related to censorship, government legislation, and government inquiries for investigation. Discussion will include responding to censorship challenges and government officials in addition to exploring how legislation may impact library funding.
5. Compose and analyze a detailed written collection development policy that identifies the community being served, community trends, collections and services, selection responsibilities, resources used for selection, along with policies and procedures dealing with censorship and government investigations.

## Materials

### Required Textbook:

Evans, G.E. & Saponaro, M.Z. (2019) Collection management basics. 7<sup>th</sup> edition. Santa Barbara, California: Libraries Unlimited, an imprint of ABC-CLIO, LLC. ISBN: 978-1440859649. Available for purchase at UNT Bookstore or publisher's website (ABC-CLIO).

### Required Textbook Readings

LESSON	TEXTBOOK CHAPTER
<i>Lesson 1</i>	Chapter 1: Introduction Chapter 3: Collection Management Chapter 10: Cooperation, Collaboration, and Consortia Issues
<i>Lesson 2</i>	Chapter 5: Assessing User Needs Chapter 9: Assessing Collections and the Library, Collection Assessment Methodologies
<i>Lesson 3</i>	Chapter 11: Print and Media Chapter 12: Serials Chapter 13: E-Resources and Technology Issues
<i>Lesson 4</i>	Chapter 6: Selecting Materials Chapter 13: E-Resources and Technology Issues
<i>Lesson 5</i>	Chapter 8: Acquisitions Chapter 15: Legal Issues and Collection Management
<i>Lesson 6</i>	Chapter 2: Intellectual Freedom and Ethics
<i>Lesson 7</i>	Chapter 4: Collection Management Policies

### Other required materials and/or readings:

Access to UNT Library databases. Each lesson contains readings available via the UNT databases or the Internet. Those that are required are clearly labeled. The purpose of the journal articles is to provide up-to-date information to supplement the materials found in the text book.

### Supplementary materials and/or readings:

Each lesson contains a list of readings from the UNT databases. They are clearly labeled as required or supplementary. The supplementary readings are meant to provide further reading about the topics covered in the textbook.

## Teaching Philosophy

This course is project based. As such, time management is of utmost importance. It is the student's responsibility to read through each of the lessons and complete the exercises. The lessons, exercises, and readings will provide the foundation for each of the projects. If you have questions, please ask!

I expect students to take responsibility for their learning. I will make every effort to work with students that contact me and ask questions. Learning occurs best when students are active participants in the learning process. The projects are designed to get students involved in the learning process by visiting a library of their choice and studying it throughout the semester.

The students are the learners and I, the instructor, am the facilitator. My role is to provide students with information, answer questions in a timely manner, provide feedback, and guide students through the learning process. Learning does not occur in a vacuum. Students should be willing to ask questions of me, other students, and library personnel. We all have different learning experiences and can learn greatly from each other. I am a firm believer in experiential learning.

## Course Technology & Skills

Students are expected to have the following technology skills to fully participate in learning. Students should be able to use the learning management system, Canvas, to access course related materials and resources, keep up with emails regularly, create, modify and submit files according to instructors direction, such as proper file format, be able to download and install software when needed, and utilize the basics of the Microsoft Suite (Word, Excel, Power Point). Students are expected to be able to search and retrieve articles via UNT Library databases, which may require the use of a VPN.

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite or similar
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using word processing software
- Saving and naming documents in the correct format

### Technical Assistance

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

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

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

**Phone:** 940-565-2324

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

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

#### Telephone Availability:

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

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

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

### Rules of Engagement

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

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

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

## Course Requirements

<u>Major Assignments</u>	<u>50 Points</u>
Lesson 1: Library Profile	10 Points
Lesson 2: Needs Assessment	10 Points
Lesson 4: Gap Assignment	10 Points
Lesson 6: Government Assignment	10 Points
Lesson 7: Collection Development Policy	10 Points
<u>Lesson Exercises</u>	<u>40 Points</u>
Introduction	2 Points
What I Know About Collection Development	2 Points
Lesson 1, Exercise 1	2 Points
Lesson 1, Exercise 2	2 Points
Lesson 2, Exercise 1	2 Points
Lesson 2, Exercise 2	2 Points
Lesson 2, Exercise 3	2 Points
Lesson 3, Exercise 1	2 Points
Lesson 3, Exercise 2	2 Points
Lesson 4, Exercise 1	2 Points
Lesson 4, Exercise 2	2 Points
Lesson 4, Exercise 3	2 Points
Lesson 5, Exercise 1	2 Points
Lesson 5, Exercise 2	2 Points
Lesson 6, Exercise 1	3 Points
Lesson 6, Exercise 2	3 Points
Lesson 6, Exercise 3	3 Points
Lesson 7, Exercise 1	3 Points
<u>Class Participation</u>	<u>10 Points</u>

## Grading

**Total Points Possible for Semester/Grading Scale = 100**

100-90 = A	89-80 = B	79-70 = C	69-60 = D	59-50 = F
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## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. **SPOT evaluations will be available beginning April 4, 2026 and will be available until April 30, 2026.**

## Course Policies

### Attendance Policy

Students are required to log in on a regular basis. You should log in daily with the exception of weekends and holidays. Failure to log in on a regular basis may result in a lowering of your class participation grade.

### Class Participation

Class participation includes submitting exercises and assignments, logging in regularly, and responding to instructor emails in a timely manner. Failure to contact the instructor before submitting late work may result in a lowering of your participation grade. Class participation will be figured after the course closes at 5 PM central on Friday, May 8, 2026.

### Examination Policy

This course is project based. Assessments are holistic and will be based on the completion of the lesson exercises and major projects.

## Assignment Policy

Official due dates are listed within the course syllabus and the assignment drop box.

The directions for submitting each of the Lesson Exercises can be found within each of the lessons. Students must carefully read each of the Learning Modules to locate the exact directions for each of the exercises. The lesson exercises are meant to help you complete the major projects and think about concepts presented in the course. Lesson exercises should include proper citations where appropriate. You will be directed whether to post each of the exercises to the discussion forum or via a textbox using Canvas.

The major assignments should be submitted via the assignment drop box. Students must follow the guidelines for all assignments and must use the outline provided. An outline has been provided for each of the major assignments. The outline, along with a detailed explanation of the outline, can be found within the associated lesson. Failure to use and follow the outline may result in a failing grade. In some cases, students may be allowed to address the deficiencies and resubmit for a higher grade. Students have ONE week from the date the grade is posted to contact the instructor and discuss options.

### Guidelines for ALL Major Assignments

There are 5 major assignments in this course. Each assignment will contain elements that may be reused for the final project. The major assignments must look and sound professional and must include proper citation. Approach the assignments as though they are being prepared for official use in a library or information center. If a student has question about grades on an assignment, it is up to the student to contact the instructor and ask questions.

Please adhere to the following guidelines.

- Double space all major assignments. (The final project is the only exception.) Failure to double space will result in assignment being returned to the student.
- All submissions MUST include a cover page which includes assignment title, name, date, course and section, and citation format being used.
- Students MUST use the outline provided. ALL HEADINGS and SUBHEADINGS MUST BE USED from the outline. Headings must be clearly labeled and easy to locate. It is okay to add more if needed/desired. **Assignments that do not follow the outline will NOT be graded.**
- Compose documents using Microsoft Word as your word-processing software package. Be sure to save your file with the .docx extension. If you do not have Microsoft Word, you can use other programs IF you save them as a PDF document.
- Use a standard 12 point font (Arial or Times New Roman). Do NOT use fancy fonts.
- Documents should be saved using your last name followed by the assignment name. For example, coylelibraryprofile.docx is the preferred document naming convention for submissions.
- Adopt a formal writing style, avoiding the use of slang and "folksy" phrases. Avoid the use of "I".
- Use a consistent citation style throughout the projects. Identify the chosen style in your initial project. The citation style must be recognized and easily available (verifiable) (APA, MLA, Chicago, etc.) Please cite all information accurately and consistently.
- Be as detailed as possible. Papers with superficial detail provide little evidence of critical thinking on your part.
- Do not hesitate to ask the instructor for guidance. Everyone is coming to this class with different experiences. The instructor is here to help you learn and provide guidance.
- Use spell check and grammar check before submitting major assignments. Then, read your paper again carefully to catch any errors not detected by these "checks." You may lose points for persistent spelling and grammar errors, which detract from your paper's overall effect. While grading does not focus on grammar specifically, points will be deducted for papers that are not clear.
- Assignments should be submitted through the appropriate drop box and should be submitted as a single file. Do NOT upload multiple files. (Note: The only assignment where multiple files are permitted is the Gap project. You can submit a Word file and an Excel file for this assignment.)
- Page limits apply to the narrative portion only and do not include front matter (cover page, table of contents, etc.) or back matter (works cited, appendices, etc.). The narrative portion of the first four assignments should be limited to 15 pages. The narrative portion of the final Collection Development policy should be no more than 20 pages.

## Course Calendar

Please review the course calendar for important due dates and course deadlines.

**All work MUST be submitted before the course closes at 5 PM on Friday, May 8, 2026.**

(Note: All assignments must be submitted by 11:59 PM central unless noted otherwise.)

Dates	Module	Readings	Activity	Points	Due /Date
1/12 To 1/16	Start Here	Read syllabus and become familiar with course materials and layout.	Introductory Exercise	2	1/16
			“What I know about collection Development” Exercise	2	
1/17 To 2/9	Lesson 1	<b>Chapter 1:</b> Introduction <b>Chapter 3:</b> Collection Management <b>Chapter 10:</b> Cooperation, Collaboration, and Consortia Issues	Lesson 1, Exercise 1	2	2/6
			Lesson 1, Exercise 2	2	
			Library Profile Assignment	10	2/9
2/10 To 3/2	Lesson 2	<b>Chapter 5:</b> Assessing User Needs <b>Chapter 9:</b> Assessing Collections and the Library, Collection Assessment Methodologies	Lesson 2, Exercise 1	2	2/27
			Lesson 2, Exercise 2	2	
			Lesson 2, Exercise 3	2	
			Needs Assessment Assignment	10	3/2
3/3 To 3/30	Lesson 3	<b>Chapter 11:</b> Print, Media <b>Chapter 12:</b> Serials <b>Chapter 13:</b> E-Resources and Technology Issues	Lesson 3, Exercise 1	2	3/27
			Lesson 3, Exercise 2	2	
	Lesson 4	<b>Chapter 6:</b> Selecting Materials	Lesson 4, Exercise 1	2	3/27
			Lesson 4, Exercise 2	2	
			Lesson 4, Exercise 3	2	
			Gap Assignment	10	3/30

	Lesson 5	<b>Chapter 8:</b> Acquisitions <b>Chapter 15:</b> Legal Issues and Collection Management	Lesson 5, Exercise 1	2	<b>4/17</b>
			Lesson 5, Exercise 2	2	
<b>3/31</b> <b>To</b> <b>4/20</b>	Lesson 6	<b>Chapter 2:</b> Intellectual Freedom and Ethics	Lesson 6, Exercise 1	3	<b>4/17</b>
			Lesson 6, Exercise 2	3	
			Lesson 6, Exercise 3	3	
			Privacy, Censorship, & Government Legislation Assignment	10	<b>4/20</b>
<b>4/21</b> <b>To</b> <b>5/8</b>	Lesson 7	<b>Chapter 4:</b> Collection Management Policies  <b>Other Readings:</b> Search the Internet for Collection Development Policies for libraries that are similar to the one that you have been studying during the semester.	Final Project: Collection Development Policy	10	<b>5/4</b>
			Lesson 7, Exercise 1 "What I learned" (Must be submitted before 5 PM central when course closes.)	3	<b>5/8</b> <b>(5 PM)</b>
<b>5/8</b>	<b>COURSE ENDS AT 5 PM CENTRAL.</b> Lesson 7 exercises due by 5 PM central. All lesson exercises, discussion postings, and any other outstanding work <b>MUST</b> be submitted before the course closes at 5 PM central. Class participation (10 points) will be figured after course closes. <b>NO EXCEPTIONS!!!</b>				

## Final Examination:

There will be no final exam for this course. The final project is due on **Monday, May 4 before 11:59 PM Central**. The final project will be submitted via the assignment drop box within Canvas.

**Note:** The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## Instructor Responsibilities and Feedback

- It is the instructor's responsibility to facilitate student learning. This includes but is not limited to helping students learn and grow; providing clear instructions for projects and exercises; answering questions regarding course materials and assignments in a timely manner; identifying additional resources as necessary; reviewing, updating, and correcting course materials; providing students with feedback; and being available to respond to students' questions, comments, or concerns.
- The instructor will respond to e-mails and discussion posts as soon as possible. However, I am not online 24/7 so it may take 24-48 hours to respond to e-mails and discussion posts. In case of an emergency, you may contact me at 832-444-0196 or [casonthworth@yahoo.com](mailto:casonthworth@yahoo.com). (This is for emergencies only.) Lesson exercises will be graded within 24-48 hours of posting. Major assignments will be graded as soon as possible but may take up to two weeks depending on class size. The instructor makes every attempt to provide detailed feedback when necessary. Grades and feedback will be posted using the Canvas "Grades" feature.

## Student Learning Responsibility

It is the student's responsibility to read all of the course requirements, log in regularly, and complete the exercises and assignments according to the due dates listed. Learning is most effective when the learner/student takes responsibility for learning. As such, it is up to the student to ask questions.

Students should take individual responsibility but that does not mean that it has to be an individual endeavor. Students are encouraged to ask questions, help each other, and be active participants in the learning process. We all have different levels of knowledge and experience that can be used to enhance the learning process.

## Syllabus Change Policy

If a change is made to the syllabus, course information, or due dates, students will be notified immediately via Canvas. The instructor will post updates by making a course announcement and posting to the discussion forum. If a student sees any discrepancies or mistakes in the syllabus or in the course materials, please notify the instructor immediately so that it can be addressed.

## Use of Generative AI Policy

In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like Claude, ChatGPT, and Gemini is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the [Student Academic Integrity policy](#) (<https://policy.unt.edu/policy/06-003>).

## UNT Policies

### Academic Integrity Policy

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

### ADA Policy

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the [Office of Disability Access website \(<https://studentaffairs.unt.edu/office-disability-access>\)](https://studentaffairs.unt.edu/office-disability-access).

### Emergency Notification & Procedures

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

### Retention of Student Records

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

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum

at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

#### 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 from April 14, 2026 to April 30, 2026 to provide students with an opportunity to evaluate how this course is taught.](#) Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

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

#### Federal Regulation

Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa \(DOC\)](#) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

#### Student Verification

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

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

#### Use of Student Work

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

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

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

Download the UNT System Permission, Waiver and Release Form

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

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

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

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

#### **Class Recordings**

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

#### **Academic Support & Student Services**

UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. As a faculty member, I am committed to supporting you, and I want to remind you that UNT offers a range of mental health and wellness services to help maintain balance and well-being. Utilizing these resources is a proactive way to support your academic and personal success. To explore campus resources designed to support you, check out mental health services (<https://clear.unt.edu/student-support-services-policies>), visit [unt.edu/success](http://unt.edu/success), and explore [unt.edu/wellness](http://unt.edu/wellness). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](http://scrappysays.unt.edu).