TNTX1100 – Fall 2021 – Class Syllabus

Fall 2021 Sections:

TNTX1100 – 001 – Section 1 – Tuesday 12:30-1:50
      In Person – Curry Hall Room 323
TNTX1100 – 003 – Section 3 – Wednesday 2:00-3:20
      In Person – Curry Hall Room 323
TNTX1100 – 002 – Section 2 – Thursday 12:30-1:50
      In Person – Curry Hall Room 323

Instructors Contact

Name: Mr. Casey Harl
Pronouns: he, him, his
Office Location: Curry Hall 310E
Phone Number: 940-565-3516 – It is best to contact me via email unless we have already set up a time to have a phone conference.

Office Hours:
Tuesday 2:30-4:00 – In-Person and via Zoom
Wednesday 3:30-5:00 – In-Person via Zoom
Other times - Available by appointment
Office Hours Zoom Link:
https://unt.zoom.us/j/7544137136

Email: casey.harl@unt.edu

Name: Dr. Cindy Watson
Pronouns: she, her, hers
Office Location: Curry Hall 310D
Phone Number: 940-565-4249 – It is best to contact me via email unless we have already set up a time to have a phone conference.

Office Hours:
Monday 10:00-11:30 am – In-Person
Thursday 2:00-3:30 pm – In-Person
Zoom by appointment as needed.
https://unt.zoom.us/j/9728147228

Email: cindy.watson@unt.edu

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.

Communication Expectations

This course meets in-person, which means you are expected to arrive in person for all classes either before class begins or on time. As personal concerns or questions arise, contact Mr. Harl and/or Dr. Watson using UNT email system.

- ***UNT email is the preferred form of communication.*** Please do not email within Canvas. It is our intent to reply to all emails within 24 hours. If you don't hear back from us by that time, please feel free to send us a reminder.
- **Attendance** - If you are going to be absent from class, please send an email to your instructor **before class begins**. Attendance DOES count in TNTX1100. The attendance policy is explained in detail later in the syllabus.
- **Emergencies** - If you have an emergency related to your scheduled practice teach or actual teach, please email your instructor immediately! Also, call the TNT office at 940-565-2265 to notify the office staff so that accommodations can be made and we can reschedule the time.
- **Announcements** - There will be weekly (at least) Canvas announcements that will summarize expectations for the following week and contain key information. Please pay attention to these announcements and if you aren't receiving them on a weekly basis, please let me know so that we can get the problem solved together.
- **Canvas** - All class handouts, PowerPoint slides, assignments, and information will be available in Canvas after the Thursday class period.
- **Online Communication Tips** - The following link Online Communication Tips (https://clear.unt.edu/online-communication-tips) provides some excellent online communication guidelines recommended by UNT. They cover general electronic communications, use of email, and Discussion Board communications. In general:
  1. Be professional
  2. Be proactive
  3. Be respectful
  4. Be kind
- **Mentor Teacher communications** - If you are assigned to teach in an elementary school, all communications with your mentor teacher should be via UNT email and you should copy your instructor on all communications as well.

Course Description

Introduction to mathematics, computer sciences and science teaching as a career. Discussions include standards-based lesson design and various teaching and behavior management strategies. Fieldwork consists of planning and teaching three inquiry-based lessons to students in grades 3–5 in local elementary schools.

This semester we will be working together to establish some foundational education framework for you to build on as you continue through the TNT program. TNTX1100 is an exploratory course to help you determine if teaching is something you want to do as a professional career. All the TNT Master Teachers and staff are here to help you be successful as you investigate your calling in to teaching and transition to college life. If we can help you, please let us know, and we will do everything in our power to provide you with the resources and opportunities to achieve your dream.

This course will provide students with:

- an opportunity to explore teaching in science, mathematics, or computer science as a career.
- early field experiences in teaching.
- an introduction to the theory and practice that is necessary to design and deliver excellent instruction.

TNTX1100 will meet once a week for 80 minutes.

Course Structure

The course will be conducted in a face to face format. The Classroom instruction will be held in Curry Hall, room 323. The Field Experience portion will be held in Curry Hall (for practice teaches) and in an elementary classroom in one of our local partner districts.

The Classroom instruction will be held at the time you signed up for. These classes will be interactive and they will include a significant amount of discussion among your classmates. The table below gives an overview of the topics we will cover this semester. These topics are a guide and may be modified based on needs and assessments throughout the semester.

Class Scheduled	*Topics Covered:*
Week 1 Aug 23-27	*Course Orientation, Forms, Teaching Availability and Interactive Notebooks*
Week 2 Aug 30 – Sept. 3	*Exploring Inquiry Driven Learning: Why and How, Meet your Mentor, Professionalism, and Effective Teaching*
Week 3 Sept 7-10	*Topics: Teach 1 Debrief, Connecting the 5Es and Attention Getters*
Saturday Sept. 11th - Morning	***Mentor Match is a Mandatory Saturday morning meeting where you will meet your mentor teacher.***
Week 4 Sept. 13-17	*Topics: Connecting 5E's and Inquiry Based Learning*
Week 5 Sept. 20-24	*Topics: Developing a Teacher's Voice – Social Contract*
Week 6 Sept. 27- Oct. 1	*Topics: Teach 2 Debrief, Connecting the 5Es*
Week 7 Oct. 4-8	*Topics: Traditional vs Constructivist classrooms – Teacher Voice*
Week 8 Oct. 11-15	*Topics: Exploring the Power of Questions*
Week 9 Oct. 18-22	*Topics: Wait Time and Introduction to Bloom's Taxomony*
Week 10 Oct. 25-29	*Topics: Debrief Teach 3, More Blooms Taxonomy*

Class Scheduled	Topics Covered:
Week 11 Nov. 1-5	*Topics: Finish Blooms Taxonomy*
Week 12 Nov. 8-12	*Topics: Standards and Objectives*
Week 13 Nov. 15-19	*Topics: High Yield Instructional Strategies and Educational Milestones.*
Week 14 Nov. 22-24	*Thanksgiving Week – No Class – Online Assignment*
Week 15 – Nov. 29-Dec. 3	*Topics: Review – Final Project/Interactive Notebook*
Final Exam Week Week 16: Dec. 6-10	*NO TNTX 1100 classes*

Student Field Experience Policy

The three lessons you will teach in the elementary setting this semester have been written. You are required to complete a practice teach that has been approved by the coach assigned prior to teaching it before K-12 students. Passing the practice teach as determined by the coach is required before you may teach the lesson on an elementary campus. If you do not pass the practice teach, you will be scheduled for an additional practice teach to demonstrate knowledge of the lesson and familiarity with the teaching model (5E). It is highly likely you will have to cancel and then reschedule the teaching event using the electronic system for scheduling the field experience if you come to a practice teach unprepared and unfamiliar with the lesson. Finally, students who receive consistent evaluations below expectations will meet with the CoDirectors to determine how to proceed in the course.

If an Observation, Practice Teach, or Actual Teach must be rescheduled, it must be approved by the course instructor.

If possible, these activities should be cancelled more than 24 hours in advance.

Field Experience Credit for Texas Education Association

Every student seeking certification to teach in Texas is required to document 30 hours of classroom observations and/or teaching time prior to being placed in a classroom as a student teacher (usually in the final semester of college). Throughout the TNT courses, you will achieve the required 30 hours. In TNTX1100, you will receive 6 hours credit towards this 30-hour requirement.

You will be required to keep a log of your observation and actual teach times and dates and get them signed by your mentor teacher. Documentation of successful completion of these components requires your instructor's approval and successfully uploading the signed field experience log into the Foliotek document management tool. More details on this requirement will be given in class.

Professionalism

In this course, you are given the opportunity to acclimate in the professional education community. Therefore, professionalism will be assessed in the following ways.

       a. **Be on Time** - Being on time for class commitments, including all practice and actual teaches and our weekly classes;

    i. Arriving at Curry Hall at least 10 minutes prior to your scheduled Practice Teaching time.

    ii. Arriving at your mentor teacher's classroom a minimum of 20 minutes prior to your scheduled time for observations and Actual Teaches.

  b. **Be Prepared** - Being prepared for the three actual teaches and practice teaches. This means you will have all required notes and materials;

  c. **Professional and Timely Communication** - Documenting electronic communication with your TNT personnel and your instructor confirming teach dates, and any changes that may crop up over the semester.

  d. **Dress Appropriately** - Dress appropriately and professionally when conducting all Actual Teaches. If any student needs professional clothing, please contact your instructor as soon as possible, and we can connect you with resources provided by UNT.

  e. **Self/Peer Evaluations** - Completing a self/peer evaluation form after each lesson taught.

Course Prerequisites or Other Restrictions

An interest in exploring teaching as a career.

In addition, students must be able to travel to campus to Curry Hall approximately three times during the semester to conduct practice teaches

Course Objectives

The following table lists of objectives for TNTX1100 as well as the evidence of student learning.

Students will be able to…	*Evidence of Student Learning*
utilize science or mathematics content knowledge to plan and teach three middle or upper elementary grade lessons	• *implement content accuracy throughout each lesson plan* • *reflect upon observations by the mentor teacher and the master teacher or another assigned observer*
utilize exemplary sources of inquiry-based science or math lessons	• *participate in model lesson demonstrations in class*
recognize state standards for each lesson plan *locate and Identify where and how to find standards--Texas Essential Knowledge and Skills (TEKS).*	• *identify grade level TEKS for each lesson taught*
describe at least two differences between a constructivist and traditional classroom. Student will also be able to describe constructivism in their own words.	• *Describe in their interactive notebook.*

Students will be able to...	Evidence of Student Learning
identify performance objectives for each lesson and assess objectives to determine measurability *define what an educational objective is in an interactive notebook.*	• *compare and contrast objectives for alignment with TEKS and measurability*
teach three inquiry-based lessons using the 5E model	• *implement three inquiry-based lesson plans* • *reflect upon the written feedback by the mentor teacher and TNT observer for three inquiry-based lessons*
use probing questions to elicit feedback to determine students' acquisition of knowledge	• *identify question levels using Bloom's Taxonomy*
discuss strategies for achieving instructional equity	• *discuss, model, and utilize proven techniques for equity in classroom participation* • *explain what equity in the classroom is and what it is not*
demonstrate proficiency in the use of technology for productivity purposes	• *communicate electronically with instructor and mentor* • *post to Canvas* • *integrate technology in lesson implementation (as available)* • *May include participating in and leading one inquiry based computer science lesson*
implement safe classroom practices	• *review safety practices before beginning each lesson plan* • *reflect upon observations by the mentor teacher and TNT observer*

Students will be able to…	Evidence of Student Learning
assess commitment to pursue teaching as a career.	• *participate in a class discussion on intentions to pursue teaching as a career*
correctly list the 6 levels of Blooms taxonomy in order from lowest to highest and classify questions.	• *Complete final exam or project.*
identify the individual stages of the 5E lesson plan	• *Complete final exam or project.*

Materials

There is no textbook required for the course. Readings, handouts, and slides will be made available during the course of the semester. However, the student will need access to the following (at a minimum):

- Reliable internet service for access to Canvas and various other technology sites.
- Various other small materials as needed during the semester (e.g. markers, pencils, paper, etc.)
- Supplementary materials and/or readings (will be made available in Canvas)

Teaching Philosophy

When teaching takes place, a teaching philosophy (which is based upon personal beliefs and is exhibited through teaching practices) provides a foundation of learning and thinking. Step 1 has two instructors- Mr. Harl and Dr. Watson.

Mr. Harl's Teaching Philosophy

There are three primary tenets to my Teaching Philosophy. I will strive to demonstrate and model these beliefs both inside and outside of the classroom. These are:
1) **All students can Excel** - Every student can learn and flourish given the appropriate opportunities, support, accommodations, and encouragement.
2) **Active Learning** - Students learn best by promoting inquiry and curiosity as well as actively being part of the learning process. I view my role primarily as a facilitator. We will spend a significant portion of our class time "doing and discussing" rather than "reading and listening."
3) **Relationships** – A former mentor of mine in the corporate world shared a piece of advice with me when I first became a manager. After 15 years in the corporate workforce, including 8 years in management, and 15 years in education, I have found it to be true in the boardroom, the classroom, and in life. His advice to me was:

   "People don't care what you know until they know that you care."

Relationships are a key enabler for effective student learning. Active listening is foundational to better relationships. ***All voices are important!*** I want to hear my students' voices, thoughts, and opinions. In order to facilitate this, we will utilize the following pedagogy tools in class:

- **Equity sticks** – We will use popsicle sticks to give every student a chance to participate in class.
- **Various feedback mechanisms** – Students will be given several options to ask questions or seek feedback. Some of these may include anonymous feedback for your teaching partner, email, small group discussions, shared files, and discussion groups in Canvas.
- **"Open door"/Zoom policy** – I will have 3 scheduled office hours a week and additional office hours available by appointment. I have an open door/Zoom policy whereby you can come in and talk to me and I will listen to you without judging. I will actively listen to what you say.

I expect every student in my classes to pass the class and grow to become the best teacher you can be. The process is long and difficult, and teaching is even more so, but nothing worthwhile ever comes easily. I am here to help you realize your dream of touching and molding future generations of children. I care about this deeply, and I will do as much as I possibly can in order to help you achieve your dream.

Dr. Watson's Teaching Philosophy

As a teacher's teacher, my teaching philosophy is rooted in constructivist pedagogy and inquiry where cognitive intensity abounds with active communication at the helm where everyone has a voice. I am a humanist. I value every voice and all perspectives. In this course, no matter the platform or method of communication, I am eager to hear the details of your teaching experiences and grow with you.

The driving question I ask myself daily is "Who is talking?" If we consistently dialogue and share ideas, that's constructivism and active, authentic inquiry. That's the goal every day and for every class.

Course Technology & Skills

Minimum Technology Requirements
Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Printer (recommended)
- Video camera
- Speakers
- Microphone
- Plug-ins
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
- create documents in Microsoft® Word, PowerPoint and Excel.
- check e-mail and the Canvas course web site daily.
- attach Microsoft® Word documents to e-mail messages.
- Attend and participate in virtual classes conducted via Zoom
- Familiarity with Google programs (Docs, Sheets, Slides, etc.)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Google Suite (Docs, Sheets, Slides, etc.)
- Comfort with collaboration software (e.g. Google Docs or Microsoft Teams)

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)
Email: 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)

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) for more information.

Course Requirements

The following is a summary of the assignments and activities in this course. These assignments are a guide and may be modified based on needs and assessments throughout the semester.

Assignment	Points Possible
Attendance – See Attendance policy elsewhere in the syllabus	10
Professionalism – 5 points for each teach.	15
Miscellaneous Assignments and Discussion posts	~15-20
Observation Reflections	12
Practice Teach 1 (to be completed prior to teach)	5
Practice Teach 2 (to be completed prior to teach)	5
Practice Teach 3 (to be completed prior to teach)	5
Teach 1 Reflection	5
Teach 2 Reflection	5
Teach 3 Reflection	5
Blooms Taxonomy Classification of Questions	5
Develop 6 Blooms questions for Lesson	10
Interactive Notebook	10
Field Experience Log	5
5E Final Evaluation/Project	10
Total Points	~112-117

Grading

The grading scale will be assigned on percentage of total points accrued. The scale is listed below.

A = 90-100

B = 80-89

C = 70-79

D = 65-70

F = Below 65%

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. You will receive an email from the university with the link to the SPOT survey when it opens up. The instructor will also provide a link to the SPOT survey via Canvas announcement when they open. These surveys typically open up approximately two weeks prior to the end of the semester.

Course Policies

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance Policy

Attendance and punctuality are expected in this course. Daily roll will be taken and included in your professionalism grade.

Illness-related absences may require a doctor's note.

You are preparing for a profession in which your daily presence is imperative to the success of your students and your attendance in this class represents that commitment. This course is designed and organized to be highly collaborative and experiential. Therefore, your attendance and participation are essential to your learning. It is not possible to be enriched by discussions and collaborations if you are not present or prepared for class.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Student Late Work Policy

Assignments are due on or before the assignment due date as published in Canvas. After that date, if the assignment is turned in within a week of the published due date, a maximum of 70% may be received for the late assignment. After one week, no credit will be given for the late assignment.

Foliotek

Certain key assignments related to accreditation are required to be uploaded to FolioTek. Failure to upload an assignment to FolioTek, more than one week after the published due date, will result in a grade of zero. Additionally, failure to upload a key assignment more than one week after the published due date but within two weeks of the published due date, will receive no credit and result in failure of the course.

Scenarios Prompting Unsuccessful Course Completion

Unless a student withdraws from the course in accordance with UNT deadlines, the following actions will result in failure of the course:
- Not completing required district background check by the Wednesday following Mentor Match
- Missing an arranged teaching date
- Not successfully completing **all** teaches and
- Missing more than 2 class sessions without prior email to instructor

TNT Background Check Policy
Along with Teach North Texas, our school district partners establish deadlines for completion of background checks that permit teacher education candidates to conduct observations and teaching events in public schools. For this reason, each student must provide evidence of a completed background check by September 15, 2021.

Students who do not successfully complete the background check will be unable to complete mandatory course requirements and will receive a grade of "F" in the course unless the student drops or withdraws from the course according to UNT deadlines. Students that drop or withdraw from classes may become ineligible for financial aid.

Texas House Bill 1508 requires Educator Preparation Programs to notify all applicants and enrollees that a felony conviction may make you ineligible for certification upon program completion. The law requires that this information be provided without regard to whether the person has been convicted of a criminal offense. You may review current TEA criminal background checks guidelines, and also, you have the right to request a criminal history evaluation letter from TEA, at

https://tea.texas.gov/Texas_Educators/Investigations. It is possible that some school districts will not permit individuals with misdemeanor or felony convictions to complete fieldwork on their campuses. The University of North Texas shall not be held liable should you be ineligible for certification because of a criminal offense.

Class Participation

Active class participation is expected. Equity tools and cooperative learning strategies will be modeled and utilized to help facilitate student participation.

Examination Policy

Any exams given will be administered in class using readily available technology.

Assignment Policy

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 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.

All assignments, directions, and due dates will be published in Canvas. Students are expected to monitor their assignments routinely complete them by the published due date. Questions on assignments should be emailed to your instructor as soon as possible.

Instructor Responsibilities and Feedback

As your instructor, my responsibilities include:

- Helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content in a timely manner.
- Providing timely feedback and response regarding emails, discussion board posts if applicable, assignment, and grades. It is our goal to respond to emails within 24 hours and provide feedback on assignments within one week of submission.

Syllabus Change Policy

Any syllabus changes will be explained during class and a new copy will be published in Canvas.

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy

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

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

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

Emergency Notification & Procedures

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

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

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

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) 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/) or email spot@unt.edu.

Survivor Advocacy

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 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

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

University of North Texas Compliance

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

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

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

Student Verification

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

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

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.

Academic Support & Student Services

Student Support Services

Mental Health

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

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

Chosen Names

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

- UNT Records
- UNT ID Card
- UNT Email Address

- [Legal Name](#)

UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

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

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

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

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