

COURSE INFORMATION

- Case Management in Rehabilitation
- Summer 2018
- RHAB 3900, section 810, 3 credit hours
- On-line course using Blackboard Learn
- Pre- requisite: RHAB 3000, Microcounseling

Professor/Instructor Contact Information

- Crystal George
- Office hours: By appointment only
- Crystal.george@unt.edu

Teaching Assistant

- Ganesh Baniya
- Office hours and contact information will be noted on our Blackboard course "Welcome! Start Here" page

Course Pre-requisites

It is highly recommended that students have completed, or are concurrently enrolled in, RHAB 3000: Micro-counseling, which provides students an opportunity to learn and practice basic interviewing skills. Case management involves ongoing interactions with applicants, clients, service providers, and other professionals therefore it is important students be familiar with basic listening and responding skills.

Materials – Text, Readings, Supplementary Readings

Woodside, M., & McClam, T. (2018). Generalist case management: A method of human service delivery (5th Ed). Boston, MA: Cengage Learning.

Supplemental readings, resources, and websites will also be posted each week in the Weekly Lesson Plan. Material required to be reviewed by the student will be noted clearly. Recommended materials are optional, but highly recommended!

Course Description

- The purpose of this course is to prepare students for the demands of case management practice in rehabilitation, community, and healthcare agencies and other professional settings in which client services are provided. Students will apply the strength-based rehabilitation model as an approach to individualized service delivery and will develop skills in conceptualizing cases, interviewing, assessment, individualized service planning, and case documentation.
- The instructional method requires students to be self-directed. It is recommended that students access the course early each the week, review the instructor's weekly announcement, access the appropriate lesson plan, and review the posted materials and assignment instructions. By knowing in the beginning of the week what needs to be done that week, students will be better prepared to plan, complete, and submit their assignments by the deadline. It is also recommended that students access the course at least once a day throughout the week to read posted materials, work on assignments, and review any announcements sent out by the instructor or teaching assistant.

Course Learning Objectives:

This course is designed to help students achieve the following Course Objectives (CO):

1. Examine the ongoing evolution of case management in the field of human service (CO1: BL4);
2. Appraise best practices in case management (CO2: BL4);
3. Evaluate the needs of individuals with disabilities that can be addressed through the case management process (CO3: BL5); and
4. Create a case file based on an individual with a disability that includes a plan for employment (CO4: BL6).

NOTE: Each Course Objective (CO) and weekly Module Objective (MO) has been associated with the appropriate level of intellectual behavior Bloom's Taxonomy has identified as important in the learning process. The level of Bloom's taxonomy associated with the objective is indicated as "Bloom's Level" (BL). This taxonomy (or classification system) identifies six levels of cognitive complexity: BL1 = remembering; BL2 = understanding; BL3 = applying; BL4 = analyzing; BL5 = evaluating; BL6 = creating. As this is an upper level undergraduate course, the majority of learning objectives are associated with BL4, BL5, and BL6. For more information about Bloom's Taxonomy go to

<https://jf20.wikispaces.com/file/view/Bloom's+Revised+Taxonomy-Digital+Style.pdf>

TECHNICAL REQUIREMENTS/ASSISTANCE

The following information has been provided to assist you in preparation for the technological aspect of the course.

- UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>
- Hardware and software necessary to use Bb Learn: <http://www.unt.edu/helpdesk/bblearn/>
- Browser requirements: <http://kb.blackboard.com/pages/viewpage.action?pageId=84639794>
- Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
- Necessary plug-ins: <http://goo.gl/1IsVF>
- Internet Access with compatible web browser
- Headset/Microphone (not required but may be help for synchronous chats and video conferences)
- Word Processor

Minimum Technical Skills Needed: At a minimum, students should have the following technical skills:

- navigate and utilize the features of the learning management system (i.e., Blackboard Learn), such as:
 - access and open posted files documents, videos, and weblinks
 - submit assignments using assignment links (e.g, Turnitin)
 - access, complete, and submit tests correctly
 - access and post comments on discussion boards
 - use email and send documents as attachments
- create documents using commonly used word processing program (e.g., Word)
- save documents as .doc or .docx files (**all** documents submitted as an assignment must be saved as a .doc or .docx file)
- copy and paste within documents
- download and install required software to ensure proper operation of Blackboard

ACCESS & NAVIGATION

Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Blackboard Learn. To get started with the course, please go to: <https://learn.unt.edu>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard's On Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- From within Blackboard, you will have access to the "UNT Helpdesk" tab that provides student resources and Help Desk Information.

Being a Successful Online Student

- [What Makes a Successful Online Student?](#)
- [Self-Evaluation for Potential Online Students](#)

Course Organization

This course is organized into weekly lesson plans with specific topics for each week. Each weekly lesson plan will contain the following elements:

- Topic description
- Objectives
- Lectures/ Presentations
- Required Readings/ Resources
- Recommended Readings/Resources
- Activities/ Assignments

What Should Students Do First?

1. Complete a quick [Blackboard Learn System Check](#).
2. View and explore the various links located in the "Course Menu" on the left side of your screen. More will appear as the semester progresses.
3. Download and review the course syllabus and course schedule. Be prepared to answer questions on this week's quiz!
4. Review the information in both the Course Overview and Activities Overview links located in the "Course Menu" on the left side of your screen. .
5. Visit the "Student Profile" link on the course menu and create a personal blog. Don't forget to include a picture of yourself!
6. Begin reading the posted materials and completing the weekly activities for Week 1 located in "Weekly Lesson Plans" tab on the course menu.

How Students Should Proceed Each Week for Class Activities

Students should check the course each Monday, after 8am, to review the course content posted in that week's Lesson Plan. It is recommended that you engage in the course frequently

throughout the week, so that you have sufficient time to read, process, and apply the information in a meaningful way, as well as be aware of any newly added materials and announcements. Each week begins on Monday and ends at 11:59 pm the following Monday.

Student Support

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

- Email: helpdesk@unt.edu
- Phone: 940.565-2324
- In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website: <http://www.unt.edu/helpdesk/hours.htm> for updated hours.

COURSE REQUIREMENTS

Students in this course are required to do the following:

- Access and follow all course instructions found in the Weekly Lesson Plan content of the Blackboard course;
- Read posted lectures, Power Points, and required readings;
- Listen to posted on-line lectures and videos;
- Complete the posted on-line course discussion questions and respond to other students' posts using the Blackboard discussion tool;
- Complete and submit assignments electronically using the Blackboard assignment drop box tool;
- Complete on-going semester projects in accordance with the instructions given in this syllabus and the on-line course.

COMMUNICATIONS

Communication among participants in this course, including the instructor, teaching assistant, and students will use the following tools in the course in the following way:

- Announcements: I will post an announcement each Monday about the upcoming week's activities;
- E-mail: emails will be sent using the course Internal email feature. You may email me, our teaching assistant, or other students using the course email feature.
- Discussion boards: Two discussion boards are available throughout the semester for student use - the Students' Virtual Cafe, and Glitches. Other discussion boards will be posted throughout the semester as course assignments.

The e-mails I send out to students using our Blackboard e-mail tool will go to your Eagle Connect e-mail account. You may wish to have your Eagle Connect e-mails directed to your preferred e-mail account, which you can do by going to <http://eagleconnect.unt.edu/> and following the directions. Announcements will be available to you both in the Announcement course link as well as sent to you as e-mail.

Interaction with Instructor Statement

To contact me, students should send an email to crystal.george@unt.edu or utilize the internal email function in Blackboard.

Most assignments will be graded within one week from the time in which the assignment was submitted. There are a couple of assignments that may require two weeks (e.g., Case file project case note assignment).

Interaction with other students

You are expected to conduct yourself in this class with maturity and integrity. This will help maintain a positive and productive learning community for all students. Additionally, here is a minimum of my basic expectations for students:

- I do expect you to demonstrate mature and professional behavior towards your fellow students, the instructor, and the educational process.
- Use person-first language at all times when communicating with others in this class (e.g., discussion boards). This includes language used in your written assignments.
- Demonstrate tolerance for listening to other students' opinions and points of view. In return, students should not make offensive or inflammatory statements.

ASSESSMENTS & GRADING

Case File Project (100 pts)

- The Case File Project is considered the primary project of the course. The purpose of this project is to allow students to apply the principles and skills involved in the practice of case management.
- A key element of the project will require that you **conduct an interview with an adult (between 18 and no more than 70 years of age) who has a disability** and then use the information you obtain as the basis for developing your case file and constructing an employment plan for that individual. The individual will be your "client", although after the interview you will not need to continue to involve the person in this project. You are free to elaborate or modify the information you obtain from the actual person you interview. I want you to interview someone so that you can hear about his or her employment experiences, the successes as well as the barriers he/she faced, or perhaps continues to face. The information you obtain, plus additional information you might acquire from other resources, will be included in a written intake case note. **You will not receive credit for subsequent assignments involved in the Case File Project if you do not submit an intake case note.** This is the first assignment of the project. More information will be provided in our Blackboard Course. The identity of the individual will be kept confidential.
- Once you have identified this individual, you will need to have him or her sign a consent form that I will provide to you. You'll return the signed form to me, according to the directions on the form. **You will not receive credit for your intake case note if I do not have a completed consent form.** I cannot let you use information about another person in this course, unless I am assured that person has given you his or her consent. This is non-negotiable. The individual must be an adult (over the age of 18) in order to sign the form.
- Students will complete a series of self-administered assessment instruments *as if you are your client* (i.e., you will not have the person you interviewed complete them). You will score the instruments and include your interpretation of the results in your intake case note. Instructions will be provided in our Blackboard course.
- Using the web-based tools I provide, you will identify an appropriate vocational goal as well as develop a comprehensive employment plan. The plan will include identifying community resources for providing appropriate and needed services to help the client/consumer achieve his/her vocational goal. **The employment plan must include a minimum of four services, with one being an assistive technology device that could improve or enhance the client's functioning and thus performance in the job you have identified.**

- The case file will consist of written case notes documenting the case progress and the employment plan. I will provide you with more detailed instructions in our Blackboard course as to what is required for each case note and the employment plan, as well as provide all forms and worksheets. Each case note is submitted individually by a specific deadline.
- All case notes must be typed and proofread for spelling and grammar errors. Points will be deducted for poorly written case notes. The employment plan is to be typed on the form I will provide.
- You will not use the individual's actual name in your case notes or on your employment plan (get creative and come up with a fictional name). The only documentation I should have with the client's actual name is on the consent form you have him or her complete before you start the project.

Written Assignments (instructions are provided in the appropriate Weekly Lesson Plan- 50 pts)

- Self-reflection exercises (20 pts total)
- Case study analysis (10 pts)
- Resolving an ethical dilemma (10 pts)
- Writing a case note (10 pts)

Weekly Quiz (10 quizzes, 10 pts each - total of 100 pts)

- Each Monday I will post a 10-item quiz you can access from the current week's lesson plan folder. Under the "Activities/Assignments" heading. **You have until midnight (11:59pm) the following Monday to complete the quiz.** This may seem confusing at first, but it is to provide you with the opportunity complete the quiz and submit it when the Blackboard HelpDesk is available should you have any technical problems.
- Quiz items will be based on information found in the posted lectures, Power Points, and required readings and materials for that week. **You will therefore need the required textbook** (many questions come from the textbook).
- The quizzes are timed (you will usually have 15-20 minutes to complete the quiz), so I highly recommend you take the quiz after you have read the assigned readings and materials.
- **TECHNICAL ISSUES:** You will need to contact the Blackboard Helpdesk to resolve any technical problems or to obtain a case number if it is something they cannot resolve. If you have a case number and contact me within 24 hours of when you experienced the problem, I am more likely to consider resetting the quiz for you.
- If you do not submit a weekly quiz by the deadline, nor provided me with a case number due to technical problems prior to the deadline, you will receive 0 points – **there are no make-up quizzes.**

Discussion Board (20 pts)

- We will use the class discussion board to explore the concepts presented in the assigned readings and your participation in these discussions will be an important part of your grade. I will be grading your postings based on the quality and thoughtfulness of your comments as well as having followed the directions for posting to the discussion board (see below). A grading rubric will made available with the discussion board.
- The Discussion Board will typically be initiated on Monday morning and close the following Monday at midnight. To obtain full credit, you are required, at a minimum, to **post three substantive postings no less than 24 hours apart** (that gives you an opportunity to read other students' postings so you can truly have a discussion). You are advised to go into the discussion board no later than the middle of the week to make your first post so you have sufficient time to post according to the "24 hours-3 days apart" requirement.

- Substantive postings are those that are no less than 3 sentences in length for each post, reflect an understanding of the readings and make a contribution to the discussion; that is, contributions of “I agree”, or “You make a good point.” will not be sufficient posts (i.e. elaborate on why you agree or why you think the point is valid). Here are some examples of what I would consider a “substantive” posting:
 - Expressing your opinion,
 - Making a connection between the current discussion and previous discussions, a personal experience, or concepts from the readings,
 - Commenting on or asking for clarification of another student's statement (but I want to see you follow-up with a response to the student's clarification),
 - Synthesizing other students' responses, or
 - Posting a meaningful question aimed at furthering the group's understanding.
- What I'm looking for are responses that help make the information provided in the reading materials meaningful in a more personal way. Comments should be respectful and convey sensitivity to other persons' feelings. Person-first language is expected and required. Make sure you review the Netiquette document available on the “Welcome! Start Here” page in our Blackboard course.

Final Exam (20 pts)

- The final will consist of a self-reflection written assignment intended to encourage in-depth personal analysis of your experience in this course as well as thoughts related to your future in the field of case management.

GRADING

Assignments will typically be graded and returned to you with feedback within one week of the submission deadline, with the exception of some Case File Project assignments. For example, some of the more extensive case notes, such as the Intake Case Note, may take up to two weeks to return to you. Every effort will be to return all graded assignments within one week.

LETTER GRADE	% OF TOTAL POINTS
A - Outstanding performance	90 – 100%
B - Above average performance	80 – 89%
C – Average performance	70 – 79%
D – Below average performance	60 – 69%
F - failing	Less than 59%

Assignment Submission Instructions

All assignments will be submitted using the appropriate assignment drop box link.

Turnitin Submission Instructions and Information

Some of the written assignment will be submitted using Turnitin, which verifies the originality of the submitted assignment. Plagiarism is not accepted in this course – any assignment that is submitted which is found to contain information from other sources that has not be properly cited, will receive 0 points and a report will be submitted to the Dean of Students.

Participation / Discussions

Students are responsible for posting a minimum of 3 substantial posts at least 24 hours apart for discussion board assignments. Discussion boards are graded using a rubric and worth 20 points

each. Students are required to use person-first language in discussion boards, as well as all class related assignments and communications. For discussion board etiquette examples, see:

- http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf

Online Quizzes

You can access quizzes by clicking the quiz/exam icon on the Weekly Lesson Plan page. Each quiz is timed and can be accessed only one time within the scheduled time window. Please read the on-screen instructions carefully before you click "Begin Assessment". After each quiz is graded and released, you can review your exam results through the My Grade course link.

COURSE EVALUATION

At the end of the semester, you will find a student evaluation for this course available to you on your My UNT site. I consider completing this short survey as part of the participation requirements - your comments are important to me, as I rely on your feedback to help me improve as a teacher and to make modifications to the course.

COURSE POLICIES

Assignment Policy

All assignments are to be submitted using the appropriate assignment drop box link available in the weekly folder. Documents must be saved in a .DOC or .DOCX file type before being uploaded.

Examination Policy

Weekly quizzes are made available using the Assessment tool in Blackboard. It is recommended that students complete the weekly readings and presented materials prior to initiating the quiz. The quiz is timed and once begun must be finished. Although students may be able to use course materials during the quiz, given the amount of time allowed (usually 15-20 minutes), it will be difficult to look for the information and answer all of the questions before the quiz ends. Therefore, it is best to be well prepared to answer the quiz questions without having to use the course materials.

Instructor Responsibilities and Feedback

- As the instructor, it is my responsibility to provide a positive environment that facilitates students' ability to grow and learn. I am also responsible for providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, provide grading rubrics, and continually review and update course content.
- Students can anticipate a response to their emails within 24 hours; discussion board posts and assignment grades posted within one week of submission, and final grades posted by the end of the semester.

Podcasting/Vodcasting Notice

Sample notice: Podcasts of the class or some sessions may be retained and used in future course offerings via digital voice recording, classroom capture, video, Live Classroom or Blackboard Collaborate. A digital copy of the release is located at: <http://clear.unt.edu/copyright>

Late Work

I expect students to adhere to the course schedule and submit their work by the posted due date. I do, however, realize that sometimes "life happens" and **unexpected** circumstances arise. There will be a significant loss of points, however, for submitting any assignment late, regardless of the circumstances. (NOTE: This policy will only be negotiated if you have had a medical emergency and contact me prior to, or within 24 hours after the deadline. I will require

appropriate medical documentation that you were hospitalized or medically incapacitated in such a way that it was not possible for you to submit the assignment). I do **not** consider scheduled vacations an “unexpected” circumstance, therefore, I will not extend deadlines, nor change the course schedule of when materials are made available.

Should circumstances arise, however, and you find yourself having to submit an assignment late, you will have up to 7 days after the due date to submit your work for partial credit. Assignments submitted past the due date will result in a 15% point deduction.

Discussion boards: Lack of participation in a discussion board will result in 0 points with no opportunity for making up the work.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Blackboard to monitor student activity. Students are also required to participate in all class activities such as discussion boards, chat or conference sessions and group projects.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Incompletes

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. According to UNT policy:

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. (<http://essc.unt.edu/registrar/incomplete.htm>, p. 1)

If you fail to complete the course requirements by the end of the subsequent semester the grade of Incomplete will be replaced with an “F”. I strongly urge you to complete the course. If you find you are falling behind, or not passing, I recommend you consider withdrawing from the class so that your record and GPA is not negatively affected. Please come talk to me if you find yourself having any difficulties with keeping up with the assignments or are not doing well on the quizzes.

Copyright Notice

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

Administrative Withdrawal

Please refer to the [Office of the Registrar](#) regarding the Withdrawal Policy.

Syllabus Change Policy

The course syllabus is a general plan for the course; deviations may occur and will be announced to the class by the instructor.

Policy on Server Unavailability or Other Technical Difficulties

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 also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

UNT POLICIES

Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Additional information can be found in the [Code of Student Conduct](#).

Academic Honesty Policy

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. As stated in the Policy: http://www.unt.edu/csrr/student_conduct/misconduct.html, misconduct for which students are subject to discipline falls into the following categories:

A. Acts of Dishonesty, including but not limited to:

- 1. Academic dishonesty - cheating. The term "cheating" includes, but is not limited to:*
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations;*
 - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;*
 - c. the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the University;*
 - d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);*
 - e. any other act designed to give a student an unfair advantage.*
- 2. Academic Dishonesty — plagiarism. The term "plagiarism" includes, but is not limited to:*
 - a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or*

- b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.*

Discipline may range from not having an assignment accepted for credit to expulsion from the course. For more information regarding policies regarding student conduct, please visit:

http://www.unt.edu/csrr/student_conduct/index.html

ADA Policy

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Add/Drop Policy

Please refer to the [Office of the Registrar](#) regarding the Add/Drop Policy.

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 at <http://www.oea.gov/index.php/links/electronic-code-of-federal-regulations>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml>

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.

RESOURCES

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Blackboard Learn on the "Academic Support" tab.

- Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: <http://www.gacl.unt.edu/>
- UNT Portal: <http://my.unt.edu>
- UNT Blackboard Student Resources: Technical Support: https://ecampussupport.unt.edu/index.cfm?M=Student_Resources
- UNT Library Information for Off-Campus Users: <http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users>
- UNT Computing and Information Technology Center: <http://citc.unt.edu/services-solutions/students>
- UNT Academic Calendar: <http://www.unt.edu/catalogs/2014-15/pdf/calendar.pdf>