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| **A picture containing object, clock  Description automatically generated** | College of Visual Arts and DesignInterdisciplinary Art & Design StudiesDesign Management Integrative CapstoneADES4662.001 |

COURSE SYLLABUS

Welcome to ADES 4662 Design Management Integrative Capstone! This is a 3-hour **required** seminar course for the Design Management degree path, thank you all for your interest in participating and I look forward to getting to know each one of you throughout the semester. During this class you will implement the knowledge you have learned in your previous courses into a semester long project.

**Course Information**

* Course – ADES4662, Section .001 (3 credit hours)
* Class Time – Tuesdays, 6pm to 8:50pm
* Class Location – ART 265

**Instructor Contact Information**

* Mrs. Cory L. Chaisson, NCIDQ #31359, RID #10881
* UNT College of Art and Design, Remote Office
* Phone – I am best reached by email since I work off-campus during the day. If you have an emergency, please call or text me at 214-755-9125.
* Email - Cory.Chaisson@unt.edu
* Office hours – Tuesdays 5-6PM BY APPOINTMENT ONLY

Meeting space depends on first come, first serve availability and can be scheduled in our classroom ART 265.

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

You must have fourth year status and have successfully completed ADES4660 before enrolling in this course.

**Course Description**

All design management students are required to prepare an original capstone project based on the knowledge gained during ADES 4660 Seminar in Design Management and previous courses. This semester-long capstone project consists of several comprehensive documents, design exhibition, and a 3D model in conjunction with a conclusive verbal and visual presentation representing their developed design. In addition to the capstone project, students will prepare a project journal documenting their project process and progression along with a portfolio of supplemental work produced at the university.

**Course Objectives**

Upon completion of this capstone course, the student should be able to:

* Identify “wicked problems” that affect their area of focus and the design industry as a whole.
* Recognize the influence of major cultural and aesthetic trends, both historical and contemporary, on art and design products.
* Execute creative solutions to those problems using technical, aesthetic, and conceptual decisions based on programming research and an understanding of design principles.
* Produce a body of work suitable for seeking professional opportunities in their chosen field of design management.
* Communicate their ideas professionally and connect with their intended audience using visual, oral, and written presentation skills relevant to their field.
* Learn the professional skills and behaviors necessary to compete in the global marketplace for art and design.
* Produce a portfolio reflecting their work completed at the university that pertains to their chosen area of study.

**Materials**

* Suggested readings are provided by your instructor and can be found in your online Canvas course portal.
* Supplementary materials include a laptop, notebook, binder, sketch pad, pens/pencils, etc.

**Teaching Philosophy**The transference of knowledge between instructor and student is the cornerstone for one’s professional success and requires dedication, inspiration, and training provided by the industry’s finest educators. With almost twenty of professional knowledge gathered in the field and understanding gained from years of classroom experience, I have concluded the following the foundations of successful teaching practices: continuing education, planning and preparation, real world-based curriculum, and enthusiasm in the classroom.

**TECHNICAL REQUIREMENTS/ASSISTANCE**

**\*BLACKBOARD IS NO LONGER IN SERVICE; ALL COURSEWORK WILL BE AVAILABILE IN THE UNT CANVAS PORTAL\***

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

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

Email: helpdesk@unt.edu Phone: 940.565-2324

In Person: Sage Hall, Room 130

[Hours](https://www.unt.edu/helpdesk/hours.htm) are:

* Monday-Thursday 8am-midnight / Friday 8am-8pm / Saturday 9am-5p / Sunday 8am-midnight

Canvas technical requirements:

<https://clear.unt.edu/supported-technologies/canvas/requirements>

**Minimum Technical Skills Needed**

* Ability to use online Canvas portal <https://unt.instructure.com/login/ldap>
* Access to UNT email <http://it.unt.edu/eagleconnect>
* Downloading and opening documents provided by instructor
* Utilizing both online and physical forms of research
* Creating and submitting files in commonly used programs such as PowerPoint, Word, PDF, etc.

**Student Academic Support Services**

* [Code of Student Conduct:](https://deanofstudents.unt.edu/conduct) provides Code of Student Conduct along with other useful links
* [Office of Disability Access:](http://disability.unt.edu/) exists to prevent discrimination based on disability and to help students reach a higher level of independence
* [Counseling and Testing Services:](http://studentaffairs.unt.edu/counseling-and-testing-services) provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
* [UNT Libraries](http://www.library.unt.edu/)
* [UNT Learning Center:](https://learningcenter.unt.edu/home) provides a variety of services, including tutoring, to enhance the student academic experience
* [UNT Writing Center:](http://writingcenter.unt.edu/) offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
* [Succeed at UNT:](https://success.unt.edu/) information regarding how to be a successful student at UNT

**COMMUNICATING WITH YOUR INSTRUCTOR**

I am available outside of class primarily by email but can also be reached by phone if necessary, please see my contact info above. Students should send personal concerns or questions regarding this course to Cory.Chaisson@unt.edu. Students can expect to receive a response within 24 hours, your patience is greatly appreciated as I am a full-time working professional in addition to this adjunct position.

**ASSESSMENT & GRADING**

**Attendance / Absences**

Class attendance is a requirement of this course. Only one unexcused absence will be allowed. Attendance will be taken at the beginning and end of each class. Late arrival to class is discourteous to other students, three (3) late arrivals will equal one unexcused absence. Excessive unexcused absences will result in a lower grade. Class attendance will account for 50% of your class participation grade, the balance of this grade will be based on what you do in class.

**Class Participation / Discussions**

Each student is expected to actively contribute to class discussions as this directly relates to real life project management situations. A component of your grade will be based on your classroom performance and discussion involvement. We can all learn from each other's responses and questions so please be respectful both in class and online. Each weekly discussion requires at least two comments on your classmates’ discussion answers.

**Grading**

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| --- | --- |
| Class Participation / Attendance (5 points per class) | 30 points |
| 15 Project Journal Discussions (5 points each) | 75 points |
| 10 Project Checkpoints (10 points each total) | 100 points |
| Portfolio & Supplemental Documentation | 100 points |
| Final Capstone Project Documentation & Presentation | 295 points |

**Total Points Possible for Semester/Grading Scale = 600**

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| --- | --- |
| A | 560 and above |
| A- | 520-559 |
| B+ | 470-519 |
| B | 435-469 |
| B- | 400-434 |
| C+ | 325-399 |
| C | 300-324 |
| C- | 275-274 |
| D | 250-274 |
| F | Below 250 |

**UNT CALENDAR**

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| January 10–17, 2020 | Student-requested schedule changes may be made during add/drop. |
| January 13, 2020 | First class day |
| January 17, 2020 | Last day for change of schedule other than a drop. (Last day to add a class.) |
|  |  |
| January 20, 2020 | MLK Day (university closed) |
| January 28 – March 30, 2020 | Student may drop a course with a grade of W by completing the Request to Drop Class form and submitting it to the Registrar’s Office. |
| February 21, 2020 | Last day for change in pass/no pass status. |
| March 9, 2020 | Staff spring break (university closed) |
| March 9-13, 2020 | Spring break (no classes) |
| March 30, 2020 | Last day to drop a course. |
| April 6, 2020 | Beginning this date a student who qualifies may request a grade of I, incomplete. (See “Grading system” in the Academics section of this catalog.) |
|  |  |
| April 17, 2020 | Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office. Grades of W are assigned. |
| April 29-30, 2020 | Pre-finals days |
| April 30, 2020 | Last class day |
| May 1, 2020 | Reading day (no classes) |
| May 2-8, 2020 | Final examinations |
| May 7-10, 2020 | Graduation ceremonies |

**COURSE CALENDAR**

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| --- | --- | --- |
| **DATE** | **ASSIGMENTS DUE**  | **CLASS AGENDA** |
| Week 1 01/14/2020Intro to Design Management Integrative Capstone | Welcome to class!\*\* Be sure to keep all drawings, sketches, exercises, diagrams and other documents for your project journal assignment\*\* | * Introduction - Orientation, policies, procedures.
* Startup Exercise
* Capstone Project – Discuss what is expected of you and the requirements for your capstone project.
* Lecture & PowerPoint – Identifying the relationships between design, chaos, and complexity. How to develop solutions to "wicked problems" that involve multiple systems and players, where the design management professional is both an agent and a manager of change.
* Week 1 Project Journal Discussion – List out the wicked problems that affect your chosen area of study. Which ones do you hope to address in your capstone project and how?
* Project Checkpoint 1 – Based on your comments from ADES4660 final project and in-class lecture and discussion, develop your project abstract for review. **Due week 3.**
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| Week 2 01/21/2020Developing Your Project Abstract | * Week 1 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – What makes a good project? What goes into creating a successful project abstract? What questions should you ask/answer?
* In Class Review & Work Day – Individually review your project abstract and preliminary concept. Revise based on in-class suggestions.
* Week 2 Project Journal Discussion – Complete the Mind Map exercise to help finalize project abstract and begin developing your design concept.
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| Week 3 01/28/2020Conceptual Design | * Project Checkpoint 1
* Week 2 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Creating and developing a successful design concept. Understanding of complex systems of design management, applying design thinking and concepts to effectively manage progressive change.
* Week 3 Project Journal Discussion – Sketch your design concept from earliest ideas to a more refined concept. Reflect on your progression and how you intend to incorporate your concept into your project.
* Project Checkpoint 2 – Based on your comments from your previous course ADES4660 final project and information learned in today’s in-class lecture, develop your project design concept. Include both text and visual information reflecting your concept. Include your storyboard for your concept presentation boards and a concept statement for review. **Due week 5.**
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| Week 402/04/2020Researching Precedent Studies | * Week 3 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Data collection and research pertaining to precedent studies for your project.
* In Class Review & Work Day – Individually review your project concept statement progress.
* Week 4 Project Journal Discussion – Select two companies and / or projects to research if you have not already done so from ADES 4660. What types of methods do you intend on using for gathering data? Develop a list of questions that you intend on asking in an in person, phone, or email interview.
* Project Checkpoint 3 – Reach out to the two companies you wish to study further for your final project. Schedule a time to conduct an interview with someone who can help answer your questions that you wrote in your Week 4 Project Journal. If you are lucky enough to visit the project/company in person, be sure to also take photographs, notes, etc. to document your visit. **Due week 8.**
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| Week 502/11/2020 Project Site Analysis | * Project Checkpoint 2
* Week 4 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Analyzing the project site, what information is pertinent, and how to successfully gather and interpret that information.
* Week 5 Project Journal Discussion – Based on the information you learned in today’s class and your research done in ADES4660, choose a city to base your project out of (if you haven’t done so already). Develop a list of items that you feel are important to research and why regarding your chosen project site. Who can you contact in your city of choice that could help with your research? Develop a list of questions to ask your resources.
* Project Checkpoint 4 – Using the list of questions and contacts you developed in this weeks’ journal discussion, reach out to those contacts. Using the methods discussed in class, interpret the answers to your provided questions and discuss how the information gathered is pertinent to your project. Provide supplemental information on your site that is important to your project based on today’s in-class lecture and presentation. **Due week 7.**
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| Week 602/18/2020 User Profiles | * Week 5 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Identifying the types of users that affect your project and vice versa, helpful methods of recognizing their wants vs. needs, and translating that information into important features and attributes within your project.
* Week 6 Project Journal Discussion – Who are the users within your project from the ground up? How will they positively and negatively impact your project? How do they relate to your wicked problem? How do your wants/needs overlap theirs?
* Project Checkpoint 5 – Using one or more of the methods we discussed in class today, classify ALL types of user profiles and identify what about them will be important to your project. Identify their wants/needs and how you intend to incorporate those wants/needs into your project. **Due week 8.**
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| Week 7 02/25/2020 Project Program & Documentation | * Project Checkpoint 4
* Week 6 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – What makes a good project program? What should you include and how should you organize that information? What are the best methods and formats to depict this information?
* Week 7 Project Journal Discussion – List 5 questions that you feel would be important to ask our guest speaker about design management and how it pertains to all projects, not just your own. Compare and contrast your questions with each other and the most common and important questions we will address in class with our guest speaker.
* Project Checkpoint 6 – Create a story board of your project program. **Due week 10.**
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| Week 803/03/2020 Guest Speaker | * Project Checkpoint 5
* Week 7 Project Journal Discussion
 | * Startup Exercise
* Lecture – Guest Speaker
* Week 4 Project Journal Discussion – What were the most important things you learned from our guest speaker? After listening and interpreting what our guest speaker has taught us, do you have any other questions you would like to ask? What are some examples of how your project relates to what was discussed with our guest speaker?
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| SPRING BREAK!03/10/2020  | NO CLASS |  HAVE A SAFE AND RELAXING SPRING BREAK! |
| Week 903/17/2020 Prototyping | * Week 8 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Discover the process behind and the different methods used to depict prototypes of your project in both 2D and 3D formats.
* Week 9 Project Journal Discussion – Looking at the processes and methods described in class today, which do you feel will be the most appropriate ways to display your project intent? Why? Sketch your ideas that you hope to implement in this prototype.
* Project Checkpoint 7 – Create a rough model of your prototype using one of the methods discussed in class. Keep in mind this is a rough model that will be refined based on my comments, so you can use a draft material for this submittal. **Due week 11.**
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| Week 1003/24/2020 Project Branding  | * Project Checkpoint 6
* Week 9 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – How to successfully develop and implement a brand for your project. What makes a good brand? What different types of brand documents are typically included?
* Week 10 Project Journal Discussion – What methods do you think will help you create the most appropriate brand for your project and why? Sketch your ideas for your project brand from initial concept to finished prototype. What types of brand management will work for your project and why?
* Project Checkpoint 8 – Create your brand for your final project based on the methods and techniques we discussed in class today. Provide your designated styles, formats, and overall visual representation of your project brand. **Due week 12.**
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| Week 1103/31/2020 Presentation Media | * Project Checkpoint 7
* Week 10 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Different types of presentation media, including different methods and techniques that help make for a more professional project presentation in both 2D and 3D formats.
* Week 11 Project Journal Discussion – Begin thinking about how your project documents will flow from one to the next. Research the different types of colors schemes, typography, graphics, etc. that you might be interested in using for your presentation.
* Project Checkpoint 9 – Create a story board layout for your final project presentation documents based on the methods and techniques we discussed in class today. Provide your designated typography, color schemes, and overall graphic representation of your project. **Due week 13.**
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| Week 1204/07/2020 Design Marketing | * Project Checkpoint 8
* Week 11 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Best practices regarding your design marketing strategy including incorporating the brand, successfully marketing your project, and types of design marketing.
* Week 12 Project Journal Discussion – What types of marketing are important to your project and why? How do you hope to incorporate your brand into the marketing materials? Provide sketches showing the progression of your marketing ideas.
* Project Checkpoint 10 – Develop a rough draft for your marketing sample based on what you learned in today’s lecture. **Due week 14.**
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| Week 1304/14/2020 Professional Portfolio | * Project Checkpoint 9
* Week 12 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – What makes a successful professional portfolio? Discuss techniques, methods, and formats of both print and digital portfolios.
* Week 13 Project Journal Discussion – Research both digital and physical methods of presenting your professional portfolio. Which do you think will be the most appropriate for your portfolio and why?
* Your portfolio will be due **Week 16**.
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| Week 1404/21/2020 Preparing for the Real World  | * Project Checkpoint 10
* Week 13 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – Creating a professional resume, cover letters, professional recommendations, interview techniques, etc.
* Week 14 Project Journal Discussion – Create a draft for your resume, cover letter, and letter requesting professional recommendation.
* Your resume, cover letter template, and professional recommendation request letter will be due **Week 16**.
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| Week 15 04/28/2020WORK DAY | * Week 14 Project Journal Discussion
 | * Startup Exercise
* Lecture & PowerPoint – No lecture, today will be a Final Project Work Day
* Week 15 Project Journal Discussion – After completing your project, what would you do differently? What would you do the same? What was your favorite part about this course?
* FINAL PROJECT AND PRESENTATION DUE AT THE BEGINNING OF CLASS NEXT WEEK!
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| Week 16 05/05/2020FINAL PRESENTATIONS | * Week 15 Project Journal Discussion
* Final project due – see requirements
* Project Journal due – see requirements
* Portfolio/Resume/Letters due – see requirements
* Oral presentation
 | * Oral presentation - You will have 10 minutes to present your project and no more, we are on a tight schedule. Please plan accordingly and have your project and coordinating documents, models, etc. ready to go prior to class. You will present in alphabetical order.
* Online Submittal - Upload copies of all documents and media online by the start of class.
* Physical Documents – Provide a hard copy of all necessary documents by the start of class.
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**COURSE POLICIES**

**Assignment**

Official due dates for all reading, discussions, and assignments can be found in the course calendar. Discussion questions, lecture presentations, assignment instructions, and supplemental reading materials will be available online via Canvas, printing these documents will be the responsibility of the student before the start of class. While you may use any appropriate software to create your presentations, documents, etc. you will need to submit them in the online Canvas portal for this class in a PDF format. Instructions on how to create PDF files from varying documents can also be found in the online Canvas portal for this class.

**Attendance**

UNT recognizes that student success is promoted by regular attendance and participation in class. It is the responsibility of the faculty member to notify students in writing of any special attendance requirements for the class. This policy applies to all modes of course delivery.

Information about the University of North Texas’ Attendance Policy may be found at: <http://policy.unt.edu/policy/15-2-5>

**Late Work**

No make-ups will be allowed for any student who does not show up to class for scheduled discussions, assignment due dates, presentations, etc. without prior notification and approval by the instructor. Without approval the student will have to accept a zero for that day's assignments. While it is recognized that a student may apply for late withdrawal from a course or request an "incomplete" grade for the semester, the instructor will not change a grade unless the student makes this request before the end of the semester. The request must be in writing either on paper or via email and must offer a valid explanation as to why the student feels they cannot complete the requirements of the course. The instructor will then in consultation with the advising office determine if such a grade change is warrantied. An incomplete grade will not be considered unless the student is otherwise passing the course.

**Technological Difficulties**

UNT 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. 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**

* Develops syllabi that clearly outlines the course requirements, rationale, goals, and objectives.
* Submits digital copies of syllabi and course handouts to the online Canvas course portal.
* Selects supplemental reading and other resources for the class.
* Prepares class sessions, discussions, and assignments to help students grasp course content and how it relates with overall student learning outcomes for the course.
* Teaches relative material according to the UNT catalog descriptions and in accordance with defined course standards and outcomes.
* Creates a learning environment that encourages student involvement and participation.
* Provides a minimum of one (1) office hour for each 3-unit credit course.
* Documents students’ attendance, participation, and academic progress by giving and grading assignments, discussions, and projects that lead to a final grade.
* Submits course grades to the UNT Registrar by the assigned date.
* Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development.
* When called upon, functions as an official academic advisor, counseling students about course, academic sequence, and program selections.
* Maintains and disseminates current information pertaining to services available to students throughout the school.
* Participates in and contributes to curriculum development by planning, developing, and evaluating new and existing courses and curriculum.
* Participates in faculty meetings and staff meetings (monthly), serves on committees, and participates in other activities on campus.
* Is familiar with and maintains behavior and actions consistent with school policies.
* Continues professional development and growth according to personal needs and certification requirements, including participation in UNT-provided faculty development.

**COURSE EVALUATION**

**Course Evaluation Form**

UNT encourages all students to complete a Course Evaluation Form for each course they attend during the semester. All submissions are anonymous. We share the results of the evaluations with our faculty members, who are encouraged to incorporate the feedback they receive when developing courses for future semesters.

**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 at [disability.unt.edu](file:///C%3A%5CUsers%5Ccoryl%5CDropbox%5CUniversity%20of%20North%20Texas%5CTemplates%5Cdisability.unt.edu).

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

Students enrolled in [insert class name] are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard 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 Blackboard 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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).

**Access to Information - Eagle Connect**

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu/). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://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 IA System Notification" ([no-reply@iasystem.org](file:///C%3A%5CUsers%5Ccoryl%5CDropbox%5CUniversity%20of%20North%20Texas%5CTemplates%5Cno-reply%40iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at <http://spot.unt.edu/> or email [spot@unt.edu](file:///C%3A%5CUsers%5Ccoryl%5CDropbox%5CUniversity%20of%20North%20Texas%5CTemplates%5Cspot%40unt.edu).

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C%3A%5CUsers%5Ccoryl%5CDropbox%5CUniversity%20of%20North%20Texas%5CTemplates%5CSurvivorAdvocate%40unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C%3A%5CUsers%5Ccoryl%5CDropbox%5CUniversity%20of%20North%20Texas%5CTemplates%5Coeo%40unt.edu) or at (940) 565 2759.

**MENTAL ILLNESS AWARENESS**

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

**Resources**

**\*Services are free of charge to University Students**

1. Student Health and Wellness Center

1800 Chestnut St., Denton, TX 76201

(940)-565-2333

M-Th: 8:00am-5:00pm

[https://studentaffairs.unt.edu/student-health-and-wellness-center#programs](https://studentaffairs.unt.edu/student-health-and-wellness-center%23programs)

2. Counseling and Testing Services\*

801 N. Texas Blvd, Denton, Tx 76210

Suite 140

(940)-565-2741

M-F: 8:00am-5:00pm

<https://studentaffairs.unt.edu/counseling-and-testing-services>

3. UNT CARE Team\*

(940)-565-2648

careteam@unt.edu

<https://studentaffairs.unt.edu/care>

4. Psychiatric Services

(940) 565-2333

[https://studentaffairs.unt.edu/student-health-and-welIness­center/services/psychiatry](https://studentaffairs.unt.edu/student-health-and-welIness%C2%ADcenter/services/psychiatry%20)

5. Individual Counseling\*

(940) 369-8773

[https://studentaffairs.unt.edu/counseling-and-testing­services/services/individual-counseling](https://studentaffairs.unt.edu/counseling-and-testing%C2%ADservices/services/individual-counseling%20)

If at any time you are feeling alone or in jeopardy of self-harm, reach out to the following:

1. NATL Suicide Hotline: 800-273-8255
2. Denton County MHMR Crisis Line: 800-762-0157
3. Denton County Friends of the Family Crisis Line: (940)-382-7273
4. UNT Mental Health Emergency Contacts:
	* During Office Hours (M-F 8am-5pm): (940)-565-2741
	* After Hour Calls: (940)-565-2741
	* Crisis Text Line: Text CONNECT to 741741
	* Live Chat: <http://www.suicidepreventionlifeline.org>