



University of North Texas
CACS 2000
Applied Professional Communications

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.

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COURSE INFORMATION

Welcome to the course! Please carefully read all the information contained in this syllabus.

- *Course:* CACS 2000, Applied Professional Communications, 3 Credit Hours
 - Cross-listed with CACS 4980, Section 501
- *Meeting Days/Times:* Section 501: Mon/Wed 3:30-4:50pm, FRLD 280

Instructor Contact Information

- Ms. Tina Ross, *Clinical Associate Professor, Department of Multidisciplinary Innovation*
- Frisco Landing, UNT at Frisco
- christina.ross@unt.edu
- Office hours: Mondays & Wednesdays 5:00-6:00pm. Also available by appointment via Zoom or in person.

Course Catalog Description

Students integrate core knowledge and skills with theories of professional communication, both face-to-face and digital, in a collaborative setting. Study and application of communication within a professional context. Special emphasis given to communication competencies in presentations, dyads, and teams, during which students will explore strategies of extemporaneous speaking, conflict management, storytelling, and spontaneous communication. Apply these skills in a project-based learning environment.

Learning Objectives

Having successfully completed this course, students will:

- CO1. Demonstrate **written and oral competencies** for specific audiences and situations.
- CO2. Design and deliver effective extemporaneous **presentations** in a professional context.

- CO3. Assess **communication competence** through an application of the transactional model of communication.
- CO4. Apply **essential dyadic and small group processes** as they relate to professional communication.
- CO5. Demonstrate **effective conflict management principles**.
- CO6. Apply elements of **principled negotiation**.
- CO7. Demonstrate **effective use of storytelling** to persuade and influence.

Required Materials

Getting to Yes: Negotiating Agreement Without Giving In by Roger Fisher, William L. Ury, Bruce Patton

Revised Edition (May 3, 2011)

ISBN-10: 1844131467

ISBN-13: 978-1844131464

A PDF of this text is available on Canvas. You can also download the free PDF through this link:

<https://www2.hawaii.edu/~barkai/HO/GTY.pdf>.

We will also use several chapters from the following open-source textbooks:

- Grunfeld, G. (2019). *Business communication for success*. Florida Atlantic University. The entire e-book is available for free [here](#) (links to an external site), and PDFs of select chapters will be posted on Canvas. This is an adapted version of an earlier text available through the University of Minnesota Libraries.
- Walker, J. (2023). *Keys to communication: An essential guide to communication in the real world*. The entire e-book is available for free download [here](#) (links to an external site) and PDFs of select chapters will be posted on Canvas. This is an adapted version of an earlier text available through the University of Minnesota Libraries.

Additional materials for this course will be available through Canvas. Course materials include, but are not limited to, e-books, websites, articles, and videos.

Course Structure

This is a 16-week, in-person, face-to-face course. **Students will only be counted present when attending in person.**

COMMUNICATING WITH YOUR INSTRUCTOR

The primary tools for communication in this course are email or in person. If you have questions or concerns, please send them to christina.ross@unt.edu **from your UNT email address**. You should expect a reply from me within 2 business days. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have, to a non-UNT email address because it violates federal law on student privacy. For further information on email communication, please see <https://clear.unt.edu/online-communication-tips>.

When contacting your professor, please remember to be respectful and professional. Start with a greeting (Dear Professor Tina or Dear Ms. Ross,) and be sure to indicate which class you are in. Please re-read any emails you write before you send them to make sure they are relating what you intend to say clearly and thoughtfully. I will treat you with respect and as an adult; I expect the same in return. If you send rude or unprofessional emails, I will respond by asking you to rephrase your issue. If you continue to send angry, rude emails, your emails will

be referred to the Dean of Students.

All official communication from UNT and your professor(s) will be delivered via Canvas or your UNT email. If you send a message from a non-UNT channel, I may not receive it. If I do receive an email from a non-UNT address, I will send a reply via Canvas or to your UNT email. It is your responsibility to check that email.

Additionally, office hours offer you an opportunity to ask for clarification or find assistance with understanding class material. Please feel free to visit me! I encourage you to connect with me for support.

Announcements

You will be notified of any changes to the course or other pertinent information via the announcements with the Learning Management System (Canvas). Therefore, it is essential that you have your email notifications set up properly so that you see these announcements in a timely fashion. Notifications are sent to the email address associated with your Canvas account (generally your UNT email).

Teaching Philosophy

I embrace David Kolb's (1984) model of the learning cycle as my primary teaching philosophy. Unlike most traditional models of learning styles, Kolb conceives of learning as a four-stage cycle: experiencing/feeling, observing/watching, conceptualizing/thinking, and experimenting/doing. According to this model, though students may prefer to spend more time in one stage over the others, they learn *best* when they are able to round the cycle of learning. When students participate in all four stages of learning, they retain concepts more easily and completely. Thus, this course will take an interactive and facilitative approach to teaching and learning in which learning opportunities are created, and students are expected to be actively engaged. You can (and should) read and consult many resources about professional communication. I have included a few in this course, and you are expected to read or view those materials prior to class. But our time in class will be spent applying, analyzing, evaluating, and practicing communication concepts. Be prepared to engage in activities and class discussions, not just listen to a lecture. Teaching and learning strategies will include collaborative learning and discussion, project-based learning, autonomous online reading and viewing of course materials, instructor mini-lectures, practice activities, and a group project that applies your learning across the semester. The goals of utilizing these approaches include developing student competencies in the areas of critical thinking and reasoning, written and oral communication, collaboration, and innovation.

TECHNICAL REQUIREMENTS/ASSISTANCE

Minimum Technical Skills Needed

Minimum technical skills include the ability to navigate and use the Canvas learning management system on a regular basis. Students are responsible for all devices (*i.e.* computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions. Plan ahead and have a back-up plan in place. For technical assistance in Canvas, please contact <https://learner.Canvas.help/hc/en-us>

Computer Skills and Digital Literacy

- Using Canvas
- Using email with attachments
- Using word processing, presentation and graphics programs

ASSESSMENTS AND GRADING

Assessment Overview

This course provides various ways for students to learn including team projects, in-class activities and discussions, presentations, readings, videos, and lectures. Students who fail to complete any assessment by the due date will receive a zero - no late work is accepted. If you try to resubmit an assignment after the due date, it will give you a score with a late penalty of 100% (meaning you will get a zero). It is extremely important to watch for DUE DATES and not submit after a due date.

Grading: Your grades will be posted on Canvas under “Grades.” It will be your responsibility to regularly check your grade to keep up to date on your progress in the class. To configure your grade, divide the smaller number of points (points earned) by the larger number (points possible). This will give you a percentage, which will help you determine your letter grade. For example, if you have earned 400 points out of a possible 465 points, your percentage would be .860 ($400 \div 465 = .860$), or 86%, which is a B.

If you have a question or concern about a grade, I invoke the **24/7 rule**: You must wait 24 hours before talking to me about it, but you must inform me of any grading issues no later than 7 days after the assignment due date. Grading concerns must also be discussed before the UNT grade submission deadline, which is typically the Tuesday after the term has concluded. You are certainly welcome to discuss grades with me at any time.

Extra Credit: There may be some small extra credit opportunities throughout the semester, such as attending the UNT-Frisco Speaker Series and writing a constructive critique of the speaker(s) or visiting with Career Services. You may not turn in extra credit in place of a major assignment. There is a cap of 20 points maximum extra credit that can be earned in the course.

Course Assessments

Below is a brief overview of the assessments in this course. See each assignment for specific details on dates, requirements, and grading. Please see Canvas for specific details on dates, requirements, and grading.

Speeches/Presentations	Organizational Speech (individual)	50 points
	Informative Speech (individual)	100 points
	Getting to Yes Summary (team)	50 points
	Persuasive Speech (individual)	50 points
	Impromptu Speeches: 2 @ 25 points each (individual)	50 points
Quizzes & Exams	Syllabus Quiz	10 points
	Reading Quizzes: 5 @ 10 points each (6 total; lowest score dropped)	50 points
	Midterm Exam	100 points
	Final Exam	50 points
Group Project	Team Contract	10 points
	Group Progress Report	60 points
	Peer Reviews: 2 @ 25 points each	50 points
	Negotiation Simulations	100 points
	Final Presentation (team)	120 points
Other Graded Assignments	Homework Assignments: 5 @ 10 points each	50 points
	Peer Critiques/Feedback: 3 @ 20 points each	60 points
	In-Class Activities & Participation	40 points

Total: 1000 points

Grading Legend

900-1000 points = A	90-100%
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800-899 points = B	80-89%
700-799 points = C	70-79%
600-699 points = D	60-69%
0-599 points = F	59% or lower

Speeches/Presentations

In addition to the group final project presentation, you will be given the opportunity to present in front of the class multiple times. The *Organizational Speech* allows you to demonstrate your ability to organize a speech effectively. The purpose of the *Informative Speech* is to increase understanding of a topic related to culture and business or a career that interests you. *Impromptu speeches* provide extra practice in front of an audience and thinking on your feet. The *Getting to Yes Summary* will share key learnings about principled negotiation. Finally, you will influence the beliefs, values, or behaviors of an audience during your *Persuasive Speech*. The purpose of these speeches is to provide practice and develop public speaking skills.

Syllabus Quiz

The Syllabus Quiz covers the syllabus which serves to introduce you to your instructor, the major goals of the course, and the course expectations. This quiz is not timed.

Reading Quizzes

Periodic quizzes over the readings and course materials will be given throughout the semester to assess your understanding of the content. These quizzes are timed. The lowest quiz score is dropped and will not count toward your overall course grade.

Midterm Exam

Assignment Purpose: To demonstrate understanding of the course material. One exam will be administered at the midpoint of the semester. The exam will be “take-home” and submitted on Canvas. Please note: Exams will be evaluated for AI and plagiarism.

Group Project

For the group project, you will investigate a specific problem/driving question and offer recommendations for addressing it. To help you identify and develop specific recommendations, you will participate in negotiation simulations where you pitch your early ideas and try to persuade mock stakeholders to adopt your ideas. Prior to participating in the simulations, your group will submit a progress report that summarizes the problem and emerging themes. The project will culminate in a final presentation offering your suggestions for addressing the problem based on your research, feedback from classmates, and simulated negotiation(s). The purposes of this project are to provide practical experience working in a problem-solving team and conducting negotiations, and to develop communication skills such as listening and verbal and nonverbal communication.

Lack of Participation Policy: If a member of a team is not contributing sufficiently to the work of the team, the other members have the right to:

- Notify the team member by writing a formal email to that person documenting the specific problems, copying the professor and all other teammates on that email message (using UNT email addresses). The email must document the exact efforts the team has made to communicate the problems to the affected team members and what has been done to attempt to solve the problems. Give the team member 7 days to improve and update the professor on the status.

- If the contribution has not improved sufficiently, the member may be removed from the team which will result in a score of zero on the project assignments moving forward.

Homework Assignments

Regular assignments that apply, analyze, and evaluate course material will be given throughout the semester. These assignments will take a variety of forms, such as writing reflections, video analyses, case studies, discussion posts, or self-assessments.

Peer Critiques/Feedback

To allow you to practice giving and receiving constructive criticism as well as develop critical listening skills, you will complete critiques of a classmate's informative speech and the other groups' negotiation simulations.

Participation & In-Class Activities/Assignments

You are expected to be an active participant in class and practice your communication skills. Throughout the semester we will do many in-class activities. Activities may include role-playing exercises, quick writing prompts, discussions, or other activities. These activities cannot be made up if a class is missed. Additionally, during class you are expected to demonstrate active listening skills. This means paying attention to the instructor and classmates when they are speaking, staying on task, and engaging in class discussions and activities.

Course Evaluation

Student feedback is an essential component to improving the course in the future. Students will be notified prior to the course evaluation date via an email from UNT SPOT. The professor will also post an announcement in Canvas. More information is provided on the UNT course evaluation process in the UNT policies portion of this syllabus.

COURSE POLICIES

Attendance Policy

Regular, punctual attendance is expected and will help you succeed in this course and beyond. Students are expected to attend all class meetings, arrive when the class begins, and remain until the class is dismissed. Attendance will be taken in class each day. Late work is not accepted except in case of extreme emergency where advance planning was not possible. Assignments turned in late will receive a zero.

- Advanced planning is key! Look at your personal, family, and/or religious calendars at the start of the semester so you know of possible absences as soon as possible.
 - It is up to you to request an excused absence with as much advance notice as possible.

If you are absent for an exam OR presentation, you can request to make up the assignment. (NOTE: IN-CLASS ACTIVITIES and FINAL PROJECT CANNOT BE MADE UP.) The only absences that will be considered excused are those outlined in [UNT Policy 06.039](#). Please familiarize yourself with this policy. These are: death in the family, severe documentable personal illness, religious holidays, and participation in college sponsored activities (e.g., intercollegiate sports). Any student wishing to have an absence excused must provide appropriate documentation. **An absence WILL NOT be excused if you do not contact your instructor within 24 hours of the missed class.**

All doctors' notes must be signed by the doctor on official letterhead/prescription pad. (Routine visits to your doctor or dentist do NOT constitute an excused absence.) **Notes that are not dated, signed, or verifiable will not be accepted.** I reserve the right to decide if documentation is acceptable.

This is an in-person, face-to-face course. Students will only be counted present when attending in person. Students may not attend class using Zoom or similar technologies. They must be in person.

Class Participation Policy

You are expected to be an active participant in class and practice your communication skills. During class you are expected to demonstrate active listening skills. This means paying attention to the instructor and classmates when they are speaking, staying on task, and engaging in class discussions and activities.

Students are expected to turn in assignments on time and work within their assigned teams for projects.

Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. All assignments will be submitted via Canvas. Official due dates can be found on the course schedule and within Canvas. Written work will be submitted using a plagiarism detection software program. You can see the “similarity score” when you submit the assignment. If your submission shows a high mark for possible overlap with other work, please look it over carefully to be sure you have used proper citation and are following the spirit of the assignment. A high mark does not necessarily mean you plagiarized, but it is an indication to take time to look things over. If you need help understanding plagiarism and learning how to cite sources properly, please contact the professor for assistance.

Look for details on how to submit assignments in the Canvas class site. ***If you have any technical difficulty with Canvas, please contact:*** <https://learner.Canvas.help/hc/en-us>. Students will not be allowed to retake any assessment due to technical difficulties. Please check compatibility in advance. Specifications are posted in the Getting Started module.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected **university** server outage the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Any problems should be reported to the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. Please notify the Instructor as well.

Individual technical issues are the responsibility of the student. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. **Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions.** Plan ahead to ensure you have reliable internet service and have addressed any Canvas compatibility issues.

Using Artificial Intelligence (AI) Tools

One of the course goals is to help you learn to communicate effectively in both speaking and writing; that will require practice. While you may be expected to use AI in your professional career to increase the speed at which you can produce, you still need to be able to create, edit, and recognize high-quality writing yourself. If AI can do the work without you, you will not have employable skills.

- To that end, any and all assistance of AI in your writing is prohibited in the first half of the course, up to and including the Midterm Exam, unless specifically permitted by the instructor. During this time, **you may not submit any work generated by an AI program as your own.** Think of the discomfort and struggle of this process like fitness or any other training: the person who does the work gets the benefit.
- In the second half of the course, you may use AI programs (e.g., ChatGPT, CoPilot, etc.) to help generate ideas, brainstorm, and better understand course content. **You must acknowledge your use of**

AI in submissions if you use it. AI-generated material should be cited like any other reference material. You may be asked to submit the prompts you use along with the resulting responses.

- AI literacy is an important new skill. Be aware that AI can create things that sound like facts but are actually “hallucinations.” Beware that use of AI tools may also stifle your own independent thinking and creativity. Take some time to reflect on both the advantages and potential dangers of AI.
- You are still responsible for the final product and for any limitations and potential biases from AI. You may be asked questions about your submission if AI use is suspected and not properly cited or used. I reserve the right to modify this policy as necessary.

Instructor Responsibilities and Feedback

The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve problem solving abilities, and build collaboration skills. All assignment information, grading rubrics, and exams are provided in Canvas. Written feedback on assignments will be provided through the grading rubrics in Canvas. Students can expect written projects and assessments to be graded and posted in Canvas within 2 weeks of the assessment due date. Email responses will be sent to questions within 2 business days.

Late Assignments/Make-up Policy

No late assignments will be accepted in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation with 48 hours of the missed deadline.

Assignments and exams are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Students are already given more than one day (usually 7 days) to complete all assignments, including exams, to allow students to schedule around their professional and personal responsibilities.

Therefore, regardless of the circumstances, students who miss assessments will not be allowed to make them up. Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible.

Grade Appeals

If you have a question about a grade on an assignment, please arrange to meet with the instructor. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the grade appeal policy, which you can obtain from the instructor or from the department’s administrative assistant. This policy is based directly on the UNT policy but gives some specifics about who to send things to and when to send them.

Requests for an Incomplete

Students may request a grade of incomplete (“I”) only if they meet all of the following conditions:

- The request occurs on or after (see list of important dates in the syllabus).
- The student is passing the course at the time of the request;

- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule;
- The student has the approval of the instructor/faculty director (one and the same for this course); and
- The student and instructor have signed the Request for Grade of Incomplete form.

Students meeting these criteria may finish the course at a later date (no longer than 12 months after the I grade was reported) by completing the specific requirements outlined by the instructor and agreed upon by the student. These requirements must be listed on a “Request for Grade of Incomplete” form signed by the instructor, student, and faculty director. More information on UNT’s incomplete grade policy is available at: [UNT's Office of the Registrar](#).

Dropping the Class

The College of Applied and Collaborative Studies faculty all want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at: [UNT's Office of the Registrar](#). If you absolutely have to drop the course, you may do so through your MyUNT student portal. See list of important dates in the syllabus for the last date to drop a class with an automatic grade of “W”.

Sharing of Course Content

No part of this class (verbal or written format) may be posted on any social media forum or elsewhere online without the express written consent of the professor. Should it come to my attention that any part of this class has been shared on any online platform, the student who holds the offending social media account will automatically receive an academic integrity violation and may be removed from class.

My lectures are protected by state common law and federal copyright law. They are my own original expression. Whereas you are authorized to take notes in class thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes to anyone else, or to make any commercial use of them without express prior permission from me in writing. Class recordings are reserved for use only by students in this class for educational purposes. The recordings should not be shared outside the class in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Students with official accommodations on file with the university to receive prior notes and/or record class lectures are bound by these non-dissemination policies as well. Materials used in connection with this course may be subject to copyright protection. Materials may include but are not limited to: documents, slides, images, audio, and video. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law.

Syllabus Change Policy

Due dates for assignments can be found in Canvas and in the course schedule. In the rare cases that there is a date change for an assignment, exam or any other syllabus change, the instructor will notify students through an announcement in Canvas. Details on assignments later in the term may be altered by the instructor as the time for those activities nears – based on formative feedback from students and changing learning needs as

determined by the instructor. Therefore, the syllabus may be updated during the semester. The instructor will update the posted syllabus in Canvas and update assignments in the modules, as needed.

UNT POLICIES

Academic Integrity Policy

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.

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.

Any student found plagiarizing a speech will receive an automatic F for the speech and will not be permitted to re-do the speech.

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.

Emergency Notification and 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. Coursework 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. The [Code of Student Conduct can be found here](#).

Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located on the myUNT portal. 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.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) they create 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 \(Links to an external site.\)](#)

Student Perceptions of Teaching Effectiveness (SPOT)

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 toward the end of the semester 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 at [SPOT](#) or email spot@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.

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 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 or at (940) 565 2759.

Mandatory Reporting

In accordance with UNT Policy, state and federal law, your instructor is a mandated reporter and must therefore report to the Title IX or Deputy Title IX Coordinator instances of sexual misconduct (*e.g.*, sexual assault, stalking, dating violence, domestic violence, and sexual harassment) by or against a student enrolled at the university, about which they become aware during this course through first-hand observation, writing, discussion, or personal disclosure. More information can be found at [Dean of Students](#) including confidential resources available on campus. The University of North Texas is committed to maintaining work and educational environments free from sexual misconduct and retaliation. The University will not tolerate conduct that is inconsistent with this commitment at any of its locations, programs or other activities. If students, faculty, or staff would like assistance or have questions, they can email TitleIX@unt.edu or visit the [Dean of Students website](#).

Campus Carry

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at: [UNT Campus Carry](#).

IMPORTANT DATES

For a list of important dates such as withdraws, changing to pass/no pass grade, and dropping a course can be found here: <https://registrar.unt.edu/registration-guides-by-semester.html>

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

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](#). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

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) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)

- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/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.

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) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)
- [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) (https://studentaffairs.unt.edu/office-disability-access): exists to prevent discrimination based on disability and to help students reach a higher level of independence

Academic Support Services

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

- [UNT Learning Center](https://learningcenter.unt.edu/): (<https://learningcenter.unt.edu/>) provides a variety of services, including tutoring, to enhance the student academic experience
- [Code of Student Conduct](https://policy.unt.edu/policy/07-012): (<https://policy.unt.edu/policy/07-012>) provides Code of Student Conduct along with other useful links.