



University of North Texas
COMM 1010
Introduction to Communication

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.

Jump to Syllabus Section (click on the link below to go directly to that section in this document):

[ASSESSMENTS AND GRADING](#)

[COURSE POLICIES](#)

[UNT POLICIES](#)

COURSE INFORMATION

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

- *Course:* COMM 1010, Introduction to Communication, 3 Credit Hours
- *Meeting Days/Times:*
 - Section 571: Mon/Wed 9:00-10:20am, FRLD 206
 - Section 572: Mon/Wed 10:30-11:50am, FRLD 214
 - Section 575: Mon/Wed 1:00-2:20pm, FRLD 206

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 Overview and Format

The goal of this course is to provide students with a strong foundation of communication skills necessary for a successful future in our highly communicative world. We will complete a basic study of the elements contributing to effective human communication and together we will perform critical exploration of communication messages in multiple contexts. Students will apply this knowledge in a problem-based learning environment.

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

Learning Objectives

Having successfully completed this course, students will:

- Develop oral and written skills for multiple communication contexts.
- Demonstrate critical thinking skills.
- Demonstrate the ability to work in teams effectively.
- Understand the power of communication in creating social reality.
- Explore and understand the significance of communication behaviors in shaping cultural life and addressing issues of diversity.
- Recognize the power of public advocacy (public communication) in society.

COMM 1010 enhances student learning of communication, critical thinking, social responsibility, and teamwork skills. This course incorporates experiential learning opportunities to allow you to practice the concepts you are exploring. COMM 1010 fulfills the University's core requirement for the Institutional option.

Required Materials

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 the chapters will be posted on Canvas. This is an adapted version of an earlier text available through the University of Minnesota Libraries.

Sunstein, C. R. (2019). *The world according to Star Wars*. HarperCollins. This is the common reader for all of your NTN first semester courses. You will be provided with a copy of this book.

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

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 experiential 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 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, applied homework assignments, readings, videos, and lectures. All assignments will be graded using a detailed rubric. These rubrics will be provided on Canvas. Generally speaking, presentations are assessed according to three basic criteria: delivery, structure/organization, and content. All three are elements of effective presentations. Students are expected to review feedback received on assignments to enhance their personal growth and improve performance.

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). 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	Introductory Speech (individual)	10 points
	Literacy Advocacy Speech (team)	100 points
	Zine Author Talk (team)	50 points
Quizzes & Exams	Syllabus Quiz	20 points
	Chapter Quizzes: 7 @ 20 points each (8 total; lowest score dropped)	140 points
	Final Exam and Reflection	60 points
Group Project	Peer Reviews: 2 @ 20 points each	40 points
	North Texas Now! Assignments	40 points
Other Graded Assignments	Chapter Snapshots: 10 @ 5 points ea. (11 total; lowest score dropped)	50 points
	Homework Assignments: 5 @ 10 points each	50 points
	Participation	40 points

Total: 600 points

Grading Legend

540-600 points = A	90-100%
480-539 points = B	80-89%
420-479 points = C	70-79%
360-419 points = D	60-69%
0-359 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 *Introductory Speech* is a short speech introducing yourself to the class by describing the role of literacy in your life. You will influence the beliefs, values, or behaviors of an audience during your *Literacy Advocacy Speech* by proposing solution(s) to a literacy issue or problem. Finally, the *Zine Author Talk* will take place during the end-of-semester showcase, where you will present your completed Zine and explain how you crafted it. 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.

Chapter 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.

Final Exam and Reflection

At the end of the semester, you will reflect on your communication skill development and key learnings from the course. This assignment will supplement the final exam. The final exam will be administered online.

Peer Reviews

At two different points during the semester, you will complete an evaluation of your group members and yourself. This will allow you and your group members to receive feedback and improve individual performance as you work on the project. Your grade will be based on the quality of feedback you provide and how your group members scored you.

North Texas Now! Assignments

A portion of your final grade will be based on your performance on all of the North Texas Now! assignments that are not included in this syllabus.

Chapter Snapshots

Before starting our lessons on the textbook chapters, you will complete a worksheet that gives an overview of the chapter and the important points that are covered in the chapter. These worksheets should help you retain the information better, follow the lesson more closely, and improve your grades on the assessments. The worksheets are considered homework and must be checked by the instructor at the start of class to receive full credit. The lowest snapshot grade will be dropped; thus, you are allowed to miss one snapshot without penalty. If all chapter snapshots are completed, one will serve as extra credit. **Note:** If the snapshots are not completed after class has started (which is the due date/time), they will receive a zero. Late snapshots are not accepted.

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.

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. These activities cannot be made up if a class is missed. Part of your grade for these activities will be determined by how much you participate in class—for example, are you an active listener? Do you share ideas, examples, or suggestions? Do you answer questions?

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 and Late Work Policy

The faculty understand that the occasional absence is a fact of life. You will have opportunities for activities, athletics, and performances that you will prioritize over a class meeting. That said, attendance is vital to your success in your college classes. Therefore, we have the following guidelines:

- The only excused absences are those outlined in [UNT Policy 06.039](#). Please familiarize yourself with this policy.
 - FIRD activities are not the same as UNT activities and are not excused absences.
- 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.

Students may not attend class using Zoom or similar technologies. They must be in person.

Bottom line: You **must** notify me in advance with proper documentation for an absence to be considered excused. 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.

Tardiness:

Being punctual indicates our respect for others. Please arrive before class begins to find a seat, prepare your materials, and connect with your peers. The beginning of class is especially critical—just like the beginning of a movie or book. Being late to class is sometimes inevitable. If you are late, know that you are welcome to join the class, but please do so without distracting others.

Late Work:

Handing in your assignments on time is essential to your success as a student. Doing so allows the faculty to give you timely feedback on your work and helps you to stay on track for the semester. This semester, for this class, the **ONLY** assignments that may be turned in late are the Syllabus Quiz, the homework assignments, and NTN assignments. The chapter quizzes can be submitted until 9am on the day after the due date but they will be considered late. For those assignments, you will be held to the following late work policy:

- Late work will be accepted with a penalty of 5% off per calendar day for up to 10 days. No credit will be given for late work after that point.

The NTN late work policy does not apply to in-class work, chapter snapshots, quizzes/exams, OR

presentations. A grade of zero will be given to assignments that are missed without an approved excuse, documentation, and advance notice. Professors have additional discretion in extenuating circumstances. This policy does not affect missing work due to serious illness, serious injury, bereavement, and other emergencies. In those cases, it is imperative that you reach out to individual faculty members as soon as possible to create a plan to catch up.

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. Plan ahead to ensure you have reliable internet service and have addressed any Canvas compatibility issues.

Quizzes/Exams

All quizzes are to be taken online by the designated due date and time. Please ensure you have a reliable internet connection and an uninterrupted block of time when you take these assessments. If you encounter a technical difficulty while taking a quiz, please contact Technical Support (see below for contact information).

While you may use your book and/or notes as you take the quizzes, the learning approach in this course requires you to prepare for class by reading the textbook material before class. I reserve the right to administer “pop” quizzes in class if students demonstrate they have not prepared for class.

Because course content builds upon previous lessons and because we will review quizzes in class, **late quiz**

submissions are not accepted. If a quiz is not taken by the due date and time, it will receive a zero.

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 Advocacy Speech, 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.
- You may not submit any work generated by an AI program for the final exam.
- 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.

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>

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 eulDs 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.