ASTU 4200: SENIOR D&P STUDIO, M/W 11am-2pm

Christian Fagerlund  
Location: Remote  
Office Hours: Monday-Thursday, 9:45-10:45  
Zoom for Class and Office Hours: [https://unt.zoom.us/j/93060196550](https://unt.zoom.us/j/93060196550)  
Email: christian.fagerlund@unt.edu  
Website: www.christianfagerlund.com

**COURSE DESCRIPTION:**  
Advanced studies in drawing and painting with an emphasis on in-depth individually generated projects. Students will focus on professional development and portfolio preparation. Students will work on developing technical skills, materials and processes appropriate to their concepts as well as aesthetic sensibilities including the use of historic and contemporary references in drawing and painting and other arts, criticism, expression of personal concepts in works.

**COURSE PREREQUISITES:**  
Three of the following courses: ASTU 3201, ASTU 3202, ASTU 3203, ASTU 3204, ASTU 3205, ASTU 3206.  
Must have passed drawing and painting review.

**COURSE CONTENT:** This is an advanced studio. Students are expected to develop personal direction and practice during the course. Students will focus on both formal and conceptual aspects of art-making – representational to abstract to non-objective, large and/or small scale. Emphasis will be placed on experimentation, process, refinement, technique, concepts, and the effective organization of individual ideas and expression. Media is open; although some students choose to work with traditional media and surfaces, the course is by no means limited. The goal of this course is to expand the student’s knowledge of making and critiquing art, and for the student’s work to advance progressively during the semester.

**COURSE OUTCOMES AND OBJECTIVES**  
This course is designed to increase the level of sophistication and vitality in your painting/drawing practice. Through discussions, individual appointments and group critiques, we will strive to recognize and dissect the aesthetic concepts and execution behind your art. I would like you to consider this class as a kind of laboratory where you experiment with ideas about what your art should be or how what you currently do can be refined.

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Objectives</th>
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<tbody>
<tr>
<td><strong>Knowledge: What students should know</strong></td>
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</tr>
<tr>
<td>Understand the history, current issues, and direction of the artistic discipline</td>
<td>Acquire expert knowledge of the history, current issues, and direction of D&amp;P.</td>
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<tr>
<td>Place works in the historical, cultural, and stylistic contexts of the artistic discipline</td>
<td>Place works in historical, cultural, and stylistic contexts of D&amp;P.</td>
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<tr>
<td>Use the technology and equipment of the artistic discipline</td>
<td>Explore professional possibilities for innovative imagery and manipulation of techniques available to the artist</td>
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<tr>
<td><strong>Skills: What students should be able to do</strong></td>
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<tr>
<td>Use the elements and principles of art to create artworks in the artistic discipline</td>
<td>Works demonstrate professional understanding of basic design principles, concepts, media, and formats and expertise in technical and conceptual approaches to D&amp;P.</td>
</tr>
</tbody>
</table>
Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill

Works demonstrate student’s expert organization of design elements and professional-level development of solutions to aesthetic and design problems.

Analyze and evaluate works of art in the artistic discipline

Analyze and evaluate works.

Synthesis: How students will combine knowledge and skill to demonstrate learning

Produce artworks demonstrating technical skill and disciplinary knowledge

Produce artworks demonstrating expertise in the use of media in the service of a specific aesthetic intent and conceptual position

Use knowledge of art and disciplinary vocabulary to analyze artworks

Participate in critique of own work and the work of others using the vocabulary of visual arts and knowledge of the elements and principles of art and design.

Participate in critiques of own work and work of others

COURSE REQUIREMENTS:
Participation in critiques (mid-term and final), in-class assignments, and homework assignments.

COURSE TECHNOLOGY AND SKILLS:
Minimum Technology Requirements:
- Computer (a large tablet may work also, but a phone is not adequate)
- Reliable internet access
- Speakers
- Microphone
- Zoom application installed
- Camera for documenting work (either a DSLR camera, good quality point-and-shoot, or good quality phone camera).

Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer Skills & Digital Literacy
- Using Canvas
- Using email with attachments
- Downloading and installing software
- Tutorials for using Zoom: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Technical Assistance
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324

In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
  Sunday: noon-midnight
  Monday-Thursday: 8am-midnight
  Friday: 8am-8pm
  Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

COURSE DELIVERY:
All meetings will occur through Zoom. The Zoom meeting ID for the entire semester, for both class and office hours, is **930 6019 6550**. Write this down where you can easily access it. Here’s the link: https://unt.zoom.us/j/93060196550. If it is a group critique day, you will wait in the virtual waiting room until class starts. If it is a day of one-on-one meetings, you will join at a certain time and wait for your turn. These meetings with individuals will have a time limit in order to be able to meet with all scheduled students.

COURSE STRUCTURE:
After our initial weeks of introduction, we will be alternating between group critiques and one-on-one meetings. In the calendar below, the second column “ATTEND” has three different designations:

1. **ALL**: All students are required to attend the entire session (e.g. group critiques, presentations, orientations).
2. **GRP. A** or **GRP. B**: students in group A or B will attend that session. This is usually for individual critiques. You will wait in the Zoom waiting room until your turn comes to be seen. These critiques will be approximately 15 minutes each in order that all group members can be seen during the session. **MAKE SURE YOU ARE AWARE OF WHICH GROUP YOU ARE IN.**
3. **OPEN**: any students, from groups A or B, can attend that day if they would like one-on-one help. I will see as many as possible during the session.

There will also be occasional homework assignments in the form of readings, videos, and writings.

<table>
<thead>
<tr>
<th>GROUP A:</th>
<th>GROUP B:</th>
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<tbody>
<tr>
<td>Kushal Bastakoti</td>
<td>Isaac Leung</td>
</tr>
<tr>
<td>Rebecca Bengtston</td>
<td>Lizette Mares-Rivas</td>
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<tr>
<td>Sarah Bracken</td>
<td>Kia Murray</td>
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<tr>
<td>Dre Burciaga</td>
<td>Stefania Nava</td>
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<tr>
<td>Andrew Clemens</td>
<td>Nhi Nguyen</td>
</tr>
<tr>
<td>Noah Cortez</td>
<td>Sean Nguyen</td>
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<tr>
<td>Chris De La Paz</td>
<td>Armon Reynolds</td>
</tr>
<tr>
<td>Erick Gonzalez</td>
<td>Savannah Stockenberg</td>
</tr>
<tr>
<td>Cheyenne Holcomb</td>
<td>Miles Travis</td>
</tr>
<tr>
<td>Anna Lagos</td>
<td>Emily Turner</td>
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</tbody>
</table>

COURSE SCHEDULE:
This schedule needs to be flexible, and therefore **you are responsible** for all communications regarding the upcoming schedule. **MAKE SURE YOU ARE RECEIVING NOTIFICATIONS FROM CANVAS FOR EMAILS AND ANNOUNCEMENTS RELATED TO THIS COURSE.**

<table>
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<tr>
<th>CALENDAR:</th>
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<tr>
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**CLASS PARTICIPATION:**

I expect you to:

- Attend every designated session, and do so with a sense of engagement.
- Show an appropriate amount of new work at each critique. As a senior-level studio class, a minimum amount of *focused* studio time for the course is 12hr/week – 6hrs “in class” + 6hrs outside of class spent developing your work, and completing homework assignments.
- Participate in class discussions and critiques, contributing ideas and perspectives.
- Use your class time engaging in creative activities (exploration, writing, research, making) that directly relate to your coursework.
- Maintain a classroom environment or home-studio that is conducive to learning.
- Do not use your cell phones, checking email or web surfing, updating your social network sites, eating or drinking, sleeping, or engaging in any other form of distraction. Focus, and be disciplined.

Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence.

**SPACE RESERVATIONS:**
We will discuss this as it becomes clearer in the coming week, but students will be able to reserve time slots to work in three of the D&P studios on the 4th floor, along with the computer and fab labs. This service will go live on August 24th. You will be receiving additional information about this from the college soon, but I wanted to at least have the booking portal here:
BOOKED SCHEDULER: [https://cvadweb1.unt.edu/booked/Web/dashboard.php](https://cvadweb1.unt.edu/booked/Web/dashboard.php)
Tutorial for how to use the service: [https://itservices.cvad.unt.edu/help-doc/reservations](https://itservices.cvad.unt.edu/help-doc/reservations)

REQUIRED TEXTBOOKS & OPTIONAL COURSE MATERIALS: There are no required texts for this course.

ASSIGNMENTS & ASSESSMENTS:

70% STUDIO WORK
20% HOMEWORK ASSIGNMENTS
10% PARTICIPATION IN GROUP CRITIQUES

Grades will be determined by the consistency of the student’s efforts, individual growth, willingness to experiment, and the quality/quantity of the work. Class attendance and participation in critiques will also be factors.

A – Excellent Work; requirements for the course have been more than fulfilled, and work has been developed beyond previous levels on both an aesthetic and a conceptual basis. Artwork shows excellent intellectual skills and ideas, technical skills and craft, and control of the medium. Critical and conceptual understanding is evidenced through visual and verbal class participation that evidences both scholarship and leadership.

B – Very Good Work; the art work, it’s presentation, and the student’s class participation shows competence in skill development, craft, and control of the medium. Completed works show an understanding of conceptual concerns in the context of contemporary art.

C – Average Work; Satisfactory quality. Requirements for the course have been fulfilled adequately. Student has been present with work on critique days and for individual appointments. Class participation is adequate.

D – Poor Work; requirements for the course are not adequately fulfilled. F – Fail; no attempt has been made to fulfill requirements of the course.

Students will be given a midterm review in which their work to that time will be critiqued. Students will be given a grade indicating progress to that point. Students will show work from the entire semester at the final critique. The final studio work grade assigned is based upon quantity and quality each carrying equal weight.

ATTENDANCE POLICY:
Attendance is mandatory, and obviously perfect attendance is the best way to achieve the objectives of this course. Role will be taken at the beginning of each session (if it’s an “ALL” session), after which time you will be considered either absent or tardy. *IMPORTANT* If you come to the zoom session late, it is YOUR responsibility to let me know that you are in fact there by email or Zoom chat. Demonstrations and instructions are given at the beginning of class, and therefore it is crucial for you to both be here, and be here on time. The information given during class will not be repeated by me, and therefore:
It is your responsibility to get lecture notes/information from a classmate when you are absent. Please obtain the names, e-mail addresses, and phone numbers of 2-3 classmates today. Also make sure that you receive emails associated with your UNT account and CANVAS portal.
Because of the lower-than-normal number of sessions you are required to attend, two unexcused absences
are permitted over the course of the semester. The third unexcused absence automatically lowers your final grade by one letter, the fourth lowers the final grade by two letters, etc. In other words, the highest final grade a student with three unexcused absences can receive is a B. If you have excessive absences, consider withdrawing from the course. Make sure you are aware of the last day to withdraw from the course and add/drop deadlines. Tardiness/leaving early will also affect your final grade. Three occurrences will count as one unexcused absence. Attendance policies are not negotiable and can result in a failing final grade, regardless of the quantity or quality of work produced during the semester. Failure to attend your midterm critique (Group Critique III) will lower your final grade by one letter. You must attend both sessions of the final critiques. Missing your final critique will result in an “F”. Missing the other day of final critiques will lower your final grade by 10%.

COVID-19 Impact on Attendance:
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I can make a decision about accommodating your request to be excused from class.
If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

FACE COVERING:
Face coverings are required in all UNT facilities. Students are expected to wear face coverings if on campus. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

LATE WORK POLICY
You may turn in assignments up to one session late. Turning in an assignment late will lower its grade by 10%, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor.

STUDIO GUIDELINES: Familiarize yourself with the “Studio Guidelines – Drawing & Painting” chart posted in the studio. You are expected to follow all of these guidelines throughout the semester.

HEALTH & SAFETY PROGRAM
Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook:
https://art.unt.edu/healthandsafety.

HEALTH & SAFETY AREA SPECIFIC INFORMATION: PAINTING
1. Hazards of Media (inherent)
Educate yourself about the painting materials you are using by visiting the links below.
The hazards of traditional painting materials arise from exposure to pigments, solvents, and additives, and are dependent on the toxicity of those elements. Exposure can cause a variety of health issues (for both you and those around you) ranging from minor skin irritation to death. The primary forms of exposure to these toxic materials are inhalation, contact, and accidental ingestion. See the “Best Practices” section for ways to avoid/lessen exposure.

<table>
<thead>
<tr>
<th>PIGMENTS</th>
<th>SOLVENTS</th>
<th>FORMALDEHYDE</th>
<th>ADDITIONAL NOTES</th>
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<tbody>
<tr>
<td>Acrylics</td>
<td></td>
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<td>May contain ammonia and formaldehyde, causing eye/nose/throat irritation.</td>
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<tr>
<td>Oils</td>
<td></td>
<td></td>
<td>Oil mixed with pigment. Avoid skin contact and ingestion.</td>
</tr>
<tr>
<td>Alkyd</td>
<td></td>
<td></td>
<td>Used to make oils dry quicker. Avoid solvent inhalation and skin contact with pigments.</td>
</tr>
<tr>
<td>Tempera</td>
<td></td>
<td></td>
<td>Avoid inhalation of powdered pigments.</td>
</tr>
<tr>
<td>Latex</td>
<td></td>
<td></td>
<td>May contain glycols and mercury.</td>
</tr>
<tr>
<td>Watercolor/ Gouache</td>
<td></td>
<td>Gum Arabic can cause skin allergies and asthma. May contain formaldehyde.</td>
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</tbody>
</table>

Solvents (e.g. Turpentine, Mineral Spirits, Odorless Mineral Spirits, Gamsol, Turpenoid)
Solvents range from moderately to severely toxic. The primary forms of exposure are inhalation, absorption through the skin, and accidental ingestion. The use of solvents (S) poses a serious hazard. All solvents may cause skin allergies, narcosis (dizziness, nausea, fatigue, loss of coordination, coma), respiratory irritation, kidney damage, respiratory allergies, and brain damage. Ingestion can be fatal. Gamsol or turpenoid, which have had the aromatic hydrocarbons removed, are less hazardous. Solvents are also highly flammable. Even without a spark or fire, solvent/oil-soaked rags can spontaneously combust. Follow the CVAD Waste Management Chart when disposing of these materials.

Pigments
Many pigments are toxic and are known carcinogens, including those based on lead, cadmium, mercury, chromates, manganese, and cobalt. The main risk is from accidental ingestion of the pigments due to eating while working, nail-biting, pointing your brush with your lips, and similar means of hand-to-mouth contact. Working with dry pigments or sanding dry paint layers can allow the pigments to be inhaled.

2. Best Practices
- Wear gloves, wash hands regularly, and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom. Use the spray booths provided.
- Avoid inhaling pigment powder.
- Turpentine and mineral spirits are prohibited in the studio. Gamsol is provided by the area.
- Keep your solvent container covered while painting.
- Solvent washes are strongly discouraged.
- Reuse Gamsol by allowing sediment to settle in jar.
- Brush washing primarily takes place at your station with a jar, brush caddy, Gamsol, and paper towel. This assures as little paint as possible will go down the sink.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
3. Links
http://www.utrechtart.com/MSDS-Sheets-g26t0.utrecht
http://www.ci.tucson.az.us/arthazards/paint3.html
http://web.princeton.edu/sites/ehs/artsafety/sec10.htm
http://www.chicagoadsresource.org/node/9279
http://www.library.wwu.edu/ref/subjguides/art/arthazards.html

4. Area Rules
All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

• In case of emergency, call campus police at (940) 565-3000 or call 911
• File an incident report (forms may be found in the CVAD H&S Handbook and in the main office) within 48 hours of the event.
• Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://art.unt.edu/healthandsafety).
• Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted.
• Respect the workspace and your fellow classmates.
• Leave the space cleaner than you found it.
  o -Clean up and organize your surroundings.
  o -Throw away any trash (whether it’s yours or not).
  o -Wipe down your easel, tabouret, and floor.
  o -Wipe down sinks at the end of class.
• Respect other’s work. Do not use or move other students’ work/materials.
• No food, drink, or alcohol allowed in the studio
• Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
• Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
• Familiarize yourself with the eyewash station
• Razor blades, X-Acto blades and any other small sharp refuse goes in the sharps container at SAA station.
• Do not remove/borrow furniture from rooms without permission from faculty or D&P coordinator.
• Do not prop classroom doors. Doors must remain closed for the building hvac and ventilation work properly.
• Do not create “daisy chains” with multiple electric cords.
• Absolutely no paint, solvents, or hazardous materials down sinks.
• Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
• First aid kits are found in each studio. Notify your instructor or area technician if supplies are low.
• Report any safety issues immediately to your instructor or area technician.
• All courses must engage in an end of the semester clean up.
• Theft will not be tolerated.
• Follow the CVAD CONTAINER POLICY (see below)

There are 3 types of labels used in CVAD.
All containers must have a label identifying the contents at all times.
UNIVERSAL LABELS (while chemical is in use):
All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous - i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the studios. All containers must be marked with your name, contents and date opened.

UNIVERSAL WASTE LABELS (when material is designated as waste):
All containers solely containing a universal waste must have a universal waste label identifying the contents as “Universal Waste - (type of universal waste)” that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

HAZARDOUS WASTE LABELS
All hazardous waste containers must have a label identifying the contents as hazardous. Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.

EMERGENCY NOTIFICATION & PROCEDURES:
UNT Emergency Guide: http://guidebook.com/app/emergency/guide/unteitmerge...
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 the course management system for contingency plans for covering course materials.

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.

ACADEMIC INTEGRITY:
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.

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

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

CLASS RECORDINGS & STUDENT LIKENESSES
Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to if they have missed class. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

MENTAL HEALTH
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:
- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

PRONOUNS
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.
You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

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

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

**ADDITIONAL STUDENT SUPPORT SERVICES**

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

**ACADEMIC SUPPORT SERVICES**

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

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS - UNDERGRADUATES**: A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility. If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit [http://financialaid.unt.edu/sap](http://financialaid.unt.edu/sap) for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

**RETENTION OF STUDENT RECORDS**

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

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

STUDENT EVALUATION ADMINISTRATION DATES
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES
Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads: (G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

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

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

**USE OF STUDENT WORK**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

* The work is used only once.
* The work is not used in its entirety.
* Use of the work does not affect any potential profits from the work.
* The student is not identified.
* The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

**DISCLAIMER:** I have the right to modify the syllabus and schedule at any time. It is your responsibility to be aware of these changes (either by attending each session or communicating with me or your fellow students).