

## HIST 2610.001, 111, 112 U.S. History to 1865

### Instructor Contact

**Name: Dr. Donald K. Mitchener**

**Office Location: Wooten Hall, Rm 228**

**Phone Number: 940-565-4215**

**Office Hours: MWF 10 am – 12:30 pm via email or ZOOM**

**W 10 am – 12:30 pm Wooten Hall Rm 230 reserved for face-to-face meeting by appointment only**

**Email: [donald.mitchener@unt.edu](mailto:donald.mitchener@unt.edu)**

**Communication Expectations:** The instructor will use two methods to communicate information to students in this course. The primary method will be via Announcements in CANVAS. The other method will be via email using the student's official UNT email address. Check both of these frequently to make sure that you are up to date on all information concerning the course. Any personal concerns or comments should be communicated to the instructor via email. The instructor will answer emails as quickly as possible, usually the same day as received. If the student sends an email late in the day, the instructor will answer the email the next day. Feedback on assignments and grades will be posted within one week of the due date for the assignment or the date on which a test or quiz is given. CLEAR has a webpage for students that provides [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>). Please refer to this set of tips before beginning online communication or sending emails in this course.

### Course Description

This course is the first half of the two-semester United States History survey here at UNT. The course covers U.S. history from pre-Columbian times down to 1865 (the end of the Civil War).

### Course Structure

This is a hybrid course. For information about the structure, attendance policy, requirements, and due dates for the various modules, see the relevant sections of this syllabus.

### Course Prerequisites or Other Restrictions

There are no prerequisites for this course.

### Course Objectives

By the end of this course, the student will demonstrate:

1. Knowledge of a basic narrative of American history; political, economic, social, and cultural, including knowledge of unity and diversity in American society.
2. Knowledge of common institutions in American society and how they have affected different groups.
3. Understanding of America's evolving relationship with the rest of the world.
4. Knowledge of the major events, ideas, trends, and problems in American history to 1877.

5. An ability to explain how the past has shaped the present.
6. An ability to think critically by analyzing and evaluating historical events and ideas in American history.
7. Ability to question and rethink his/her preconceived notions regarding American history.

## Materials

- Hewitt, Nancy A., and Lawson, Stephen F. *Exploring American Histories: A Survey with Sources*, 3<sup>rd</sup> ed., vol. 1. Boston: Bedford/St. Martin's, 2019.
- Macmillan LaunchPad Access (Provided as part of this course)  
The student should set up access to this and all other technology-based aspects of this course using their official UNT email. Do not use personal email accounts.

## Teaching Philosophy

My job as an instructor in an online course such as this one is to provide the student with opportunities to learn and to provide guidance as to how best to take advantage of those opportunities. Learning should be an adventure, and I hope to be able to communicate my love of learning and of history to my students. That being said, it is the responsibility of the student to stay engaged with the material that has been laid out for study. We can, together, make this an interesting and productive semester.

## Technical Requirements & Skills

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments

## Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.

- Limit and possibly avoid the use of emoticons like :) or 😊.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## Success in an Online Course

### General Tips & Skills

- Be wary of the myth or assumption that online classes are easier than face-to-face classes. Online classes regardless of content or design require strong time management skills, excellent reading comprehension (as online courses are often text-based), an openness to technology and learning new technologies, and independent learning skills.
- Be aware of the differences between face-to-face and online communication. See our webpage, "[Online Communication Tips](#)" for tips and resources.
- UNT uses [EagleConnect](#), the official email system for students and alumni. This ensures student privacy and [FERPA](#) compliance.
- Keep in mind that most instructors are sympathetic to technology difficulties with online courses, but it is your responsibility as an online student to follow correct procedures for reporting technical difficulties and providing evidence of said difficulties.
- If you want to learn more about whether or not online education is for you, take this [quiz](#).

### Be Prepared

- Ensure that your computer(s) meet the minimum technical requirements for using the university learning management system: [Canvas technical requirements](#).
- Ensure that you have any other necessary software or hardware for the course, such as a headset/microphone, word processing software, etc. Often, this information can be found by reading the syllabus. If the course requires any software or hardware that may be unfamiliar to you, make sure you set aside some time to familiarize yourself with the tools.
- Read the entire syllabus for the class. This especially important for online courses where students may lack regular opportunities to engage face-to-face with an instructor about the course. Be sure to note and ask any questions you may have about the course right away after you read the syllabus.
- If you have accessibility needs, be sure to contact the [Office of Disability Access](#) as soon as possible and let your instructor know of any accessibility needs within the first week of class.
- [Know your rights as a student, and your instructor's rights.](#)
- Create a folder on your computer or cloud-based system of your choice and name it with your course ID, such as COMM 1010. Save **all** your assignments in that folder. If

your instructor does not have a specific file naming convention for assignments, use file names that will be clear to you. If you have to email a file to your instructor, include your course ID and last name in the file name. Example:  
smith\_COMM1010\_speechoutline.doc

### Know Your Tech

- Know the contact information for the [University Information Technology Student Helpdesk \(UIT\)](#). UIT is a student's first point of contact for any technical difficulties with UNT information technology. UIT provides assistance via telephone, email, and walk-ins. After contacting UIT, let your instructor know you are experiencing technical difficulties and include the UIT service ticket number in your email.
- Bookmark the UIT website for [contact information](#), as well as information [regarding frequently asked questions](#), [the EagleConnect email system](#), and [additional resources for undergraduate students](#) and [graduate students](#) (such as **free** software downloads).
- You can also take the [UIT Tech Tour](#) which will familiarize you with all of UNT's information technology services for students.
- Bookmark the online student guides for the university learning management system: [Canvas Student Guide](#), and [Canvas: Getting Started as a Student](#).

### Always Have a Back-Up Plan

- Make sure you have a secure internet connection when submitting assignments and taking online exams.
- Have the [UIT Helpdesk's phone number](#) on hand in the event of an internet outage.
- Know how to take a [screenshot](#) of your computer screen. Screenshots provide evidence in the event of technical difficulties and/or internet outages. You can capture notifications and messages, as well as time and date stamps on your computer with screenshots.
- Save copies of all of your assignments in your assigned course folder on your computer or cloud-based system.

### Online Communication Tips

Here are some tips and resources for more effective online communication, a skill which is crucial for student success in online education and increasingly for all classes as online communication becomes more commonplace, regardless of course modality.

### General Guidelines

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.

- Use your instructor’s title of “Dr.” or “Professor,” or if you don’t know use “Mr.” or “Ms.” Do not use “Mrs.” to address female instructors unless told otherwise by said instructor.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others’ technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.

### Communicating via Email

- Check the syllabus before asking a question about the course and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making syllabi as comprehensive as possible for students.
- Use a descriptive subject line to get the instructor’s attention. Instructors receive a lot of emails and a descriptive subject line helps them identify student inquiries more efficiently.
- Be concise and to the point.

### Getting Help

#### 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) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto: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) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

## Student Support Services

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)

Other student support services offered by UNT include

- [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)

## 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/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

## Course Requirements

The number of points indicated are the maximum number of points possible for that activity.

Date	Details		
Sun Aug 30, 2020	Module 1: Flashcards for Chapter 1	5 pts	due by 11:59pm
	Module 1: LearningCurve for Chapter 1	15 pts	due by 11:59pm

Date	Details		
	Module 1: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Sep 6, 2020	Module 2: Assessment Essay #1	25 pts	due by 11:59pm
	Module 2: Assessment Essay #2	25 pts	due by 11:59pm
	Module 2: Assessment Essay #3	25 pts	due by 11:59pm
	Module 2: Assessment Essay #4	25 pts	due by 11:59pm
Sun Sep 13, 2020	Module 3: Flashcards for Chapter 2	5 pts	due by 11:59pm
	Module 3: LearningCurve for Chapter 2	15 pts	due by 11:59pm
	Module 3: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Sep 20, 2020	Module 4: Flashcards for Chapter 3	5 pts	due by 11:59pm
	Module 4: LearningCurve for Chapter 3	15 pts	due by 11:59pm
	Module 4: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Sep 27, 2020	Module 5: Flashcards for Chapter 4	5 pts	due by 11:59pm
	Module 5: LearningCurve for Chapter 4	15 pts	due by 11:59pm
	Module 5: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Oct 4, 2020	Module 6: Flashcards for Chapter 5	5 pts	due by 11:59pm
	Module 6: LearningCurve for Chapter 5	15 pts	due by 11:59pm
	Module 6: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Oct 11, 2020	Module 7: Flashcards for Chapter 6	5 pts	due by 11:59pm
	Module 7: LearningCurve for Chapter 6	15 pts	due by 11:59pm
	Module 7: Summative Assessment Quiz	12 pts	due by 11:59pm
Wed Oct 14, 2020	Midterm	100 pts	due by 5 pm
	Signature Assignment Fall 2020	50 pts	due by 11:59pm
Sun Oct 18, 2020	Module 8: Flashcards for Chapter 7	5 pts	due by 11:59pm

Date	Details		
	Module 8: LearningCurve for Chapter 7	15 pts	due by 11:59pm
	Module 8: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Oct 25, 2020	Module 9: Flashcards for Chapter 8	5 pts	due by 11:59pm
	Module 9: LearningCurve for Chapter 8	15 pts	due by 11:59pm
	Module 9: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Nov 1, 2020	Module 10: Flashcards for Chapter 9	5 pts	due by 10:59pm
	Module 10: LearningCurve for Chapter 9	15 pts	due by 10:59pm
	Module 10: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Nov 8, 2020	Module 11: Flashcards for Chapter 10	5 pts	due by 10:59pm
	Module 11: LearningCurve for Chapter 10	15 pts	due by 10:59pm
	Module 11: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Nov 15, 2020	Module 12: Flashcards for Chapter 11	5 pts	due by 10:59pm
	Module 12: LearningCurve for Chapter 11	15 pts	due by 10:59pm
	Module 12: Summative Assessment Quiz	12 pts	due by 11:59pm
Sun Nov 22, 2020	Module 13: Flashcards for Chapter 12	5 pts	due by 10:59pm
	Module 13: LearningCurve for Chapter 12	15 pts	due by 10:59pm
	Module 13: Summative Assessment Quiz	12 pts	due by 11:59pm
Tue Dec 1, 2020	Module 14: Flashcards for Chapter 13	5 pts	due by 10:59pm
	Module 14: LearningCurve for Chapter 13	15 pts	due by 10:59pm
	Module 14: Summative Assessment Quiz	12 pts	due by 11:59pm
Wed Dec 9, 2020	Final	100 pts	due by 5 pm

## Grading

Essays written for Module 2, for the Signature Assignment, and for the Midterm and the Final are graded using the rubrics attached to the individual assignments.

Points for Flashcards, LearningCurve Quizzes, and Summative Assessment Quizzes are assessed automatically according to pre-programmed parameters.

The point totals given are the maximum number of points that can be earned by the student. The student's grade will be based upon how many of the total points the student earns upon completion of each assignment.

### General Module Assignments:

Module 2 Assessment Essays: 4 x 25 pts = 100 pts

Flashcards: 13 x 5 pts = 65 pts

LearningCurve: 13 x 15 pts = 195 pts

Summative Assessment Quizzes: 13 x 12 pts = 156 pts

Midterm and Final: 2 x 100 pts = 200 pts

Signature Assignment Fall 2020: 1 x 50 pts = 50 pts

Total Points: 766

### Percentages of Grade:

General Module Assignments: 25%

Summative Assessment Quizzes: 45%

Midterm and Final: 25%

Signature Assignment Fall 2020: 5%

### Final Letter Grades:

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: 59 and below

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will be open November 16 - December 3 during this Fall 2020 semester.

## Course Policies

### Assignment Policy

The heart of the course is the textbook component, most importantly the LaunchPad-based LearningCurve activities that have been assigned. There is also a lecture component. The lectures in most of the modules are to provide the student with information that will be important in answering the essay questions that will be given for the Midterm and the Final exams. The lectures in Module 2 are the only source of information for that module. The Assessment Essay questions assigned for Module 2

are based on those lectures, so the student needs to take careful notes when viewing those lectures. There are 14 modules, each taking a week to complete. The course modules, beginning with Module 1, are sequential. This means that you must complete one before you can go on to the next. Also, each module, beginning with Module 1, opens on Monday of the week to which it is assigned (e.g., Module 1 opens on 24 August, Module 2 opens on 31 August, etc.). The times of opening and closing on the days beginning and ending the week are found in the modules themselves. Each module is to be completed within the week to which it is assigned. Being self-paced, you can take as much of the week allowed to complete the tasks as you need. When a module closes at the end of the week assigned to it, however, you cannot go back to it. You must complete it within that week. The particular requirements for each module are found on CANVAS within that module. Open a module when it is published and click on the "Learning Objectives" sub-unit. There you will find a handy "To Do" list. Work your way through that list in the order in which the tasks are given.

Essay answers will be checked using Turnitin.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Examination Policy

The Midterm and Final exams are open-book, but the exam will only be online for a limited period of time on the date specified for the exam. The dates and times for the Midterm and Final are as follows:

Midterm: Wednesday, 14 October, 8 am – 11:59 pm.

Final: Wednesday, 9 December, 8 am – 11:59 pm.

### Instructor Responsibilities and Feedback

It is my responsibility as the instructor in this course:

- to help students grow and learn,
- to provide clear instructions for assessments,
- to answer questions about assignments,
- identify additional resources as necessary,
- to provide grading rubrics, and
- to review and update course content.

Emails will be answered as quickly as possible, the same day in many instances. Grades for Flashcards, LaunchPad Quizzes, and Summative Assessment Quizzes are graded as the student completes them, so the grades should show up in the gradebook within a few minutes or hours. Essays require human grading, so the grades for them will be up by a week after the date on which the essays are turned in.

### Late Work

I will not accept late work 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.

### Attendance Policy

This is a hybrid course, so there is an attendance component as part of the course. The classroom assigned to this course is GATE 035. This is the Gateway Center near the Coliseum. The various sections will attend as follows:

Section 001 – Monday of each week up to 80 people

Section 111 – Wednesday of each week up to 80 people

Section 112 – Friday of each week + overflow from sections 001 and 111

Students have been divided up in this way in order to facilitate social distancing. Those who must attend on a different day than the one assigned to their section will be contacted via email.

### 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 may 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](mailto: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](mailto: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.

### Class Materials for Remote Instruction

The UNT fall schedule requires this course to have fully remote instruction beginning November 28<sup>th</sup>. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

### Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. 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.

### Syllabus Change Policy

The instructor reserves the right to make changes in the syllabus if necessary. Any changes that are

necessary will be communicated to students via an Announcement and via the students' official UNT email account.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### ADA Policy

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

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

### Retention of Student Records

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

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all

instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

#### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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) (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](mailto: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/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto:spot@unt.edu).

#### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

#### 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/) (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](mailto: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) (<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.