Syllabus
School Library Management
INFO 5340, 3.0 Hours
Term: Spring 2021

Instructor Contact Information
Dr. Daniella Smith
Office: Discovery Park, e296e
Phone: (940) 565-3569
Email: Daniella.Smith@unt.edu (for emergencies without course access) and the course “Inbox” link

Office Hours: This class has regular office hours during chats. Days and times for private meetings are flexible Monday through Thursday during normal business hours. Allow at least 24 hours to schedule an appointment. Request meetings by using the “Inbox” link in the course website to contact the professor. Please see the “Communications” section of the syllabus for additional information.

About the Instructor
Dr. Smith is an associate professor in the Department of Information Science. She has been a member of the department since 2010. Dr. Smith has worked in many facets of education, including being a research program coordinator for a research center at a university, a classroom teacher, youth services public librarian, and a school librarian.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
- Pre- or Co-requisite: INFO 5050

Materials – Text, Readings, Supplementary Readings

REQUIRED COURSE TEXTBOOKS:


ADDITIONAL LITERATURE: Additional journal articles, websites, etc., might be required in various modules of the course. Links or citations will be provided for these required readings in the course pages.

Updated 1/10/2021
* The Woolls textbook should be available in the bookstore. However, if there are no copies available in the bookstore, a copy can easily be ordered online. You might even find a place to rent it.

COURSE DESCRIPTION

Purpose

In this course, students will examine the various roles of the library information specialist, as well as how the library plays an integral role in an educational environment. Managerial and organizational issues will be explored. Students will create and compile various documents that will be included in an electronic portfolio that the students can reflect upon after the completion of the course.

Objectives

Upon completion of this class, the student will be able to do the following:

1. Define the roles and responsibilities of a school librarian.
2. Relate the management of school libraries to contemporary and emerging trends and issues in education.
3. Locate and use appropriate research and professional resources for the management of school libraries.
4. Understand appropriate policies and procedures for school library management.
5. Identify and apply state and national standards that impact the management of school libraries.
6. Describe how school library programs support student achievement.

SCHOOL LIBRARIAN CERTIFICATION REQUIREMENTS IN TEXAS

In Texas, ALL requirements for school library certification must be completed before a student may apply for certification. According to the Texas Education Agency: [https://tea.texas.gov/Texas_Educators/Certification/Additional_Certifications/Student_Services_Certificates/](https://tea.texas.gov/Texas_Educators/Certification/Additional_Certifications/Student_Services_Certificates/), the 4 requirements to work as a certified school librarian are:

1. Two years as an early childhood–12th-grade classroom teacher in a public or accredited private school.
2. A master's degree from an institution of higher education that is accredited by an accrediting agency, as recognized by the Texas Higher Education Coordinating Board.
3. Completion of a state-approved program in librarianship. School library certification courses taken must be no more than five years old when an application is made for the school librarian certificate.
4. Passing score on the TExES School Librarianship Certification exam, administered by the State of Texas.

THE SCHOOL LIBRARIANSHIP CERTIFICATION PORTFOLIO

Updated 1/10/2021
There is a School Librarianship Certification program portfolio that is now being introduced in INFO 5001. Several assignments in this class are suitable for the portfolio. Note that the instructor of INFO 5340 is not responsible for the School Librarianship Certification Portfolio requirement. Contact the INFO 5001 instructor or the School Librarianship Program director if you have questions about the portfolio. Please be sure to make corrections to your assignments and posts before putting them in your portfolio.

The recommended assignments for artifacts are:
- The Library Design Assignment
- The Library Programming Assignment

The suggested discussions for reflections are:
- The Leadership Discussion
- The Current Trends Discussion
- Professional Community Involvement Discussion

**TECHNICAL REQUIREMENTS / ASSISTANCE**

The following information has been provided to assist you in preparation for the technological aspect of the course. It is your responsibility to ensure that your computer’s software is updated in order to access the technology that is required for this course.

- Hardware and software necessary to use Canvas:
  - PC: Windows 7 or newer
  - Mac: Leopard or newer
  - Internet access
  - Headset/microphone
  - Web Camera
  - Microsoft Office 2010, or newer, with Word and PowerPoint
  - Acrobat Reader
  - Scanner/Scanning software
  - Windows Media Player or another type of media player
  - Speakers
  - JAVA
  - Flash
  - Thumb drive
  - Sound card
  - 2 GB RAM (4 GB+ recommended)
  - 3GHz, or faster, processor

Current versions of multiple common Internet browsers compatible with Canvas may be necessary in order to better experience the course materials: Chrome, Firefox, Internet Explorer, Safari.

Updated 1/10/2021
• Browser and computer settings check:  http://www.unt.edu/helpdesk/students/
• Computer and internet literacy: Visit  

ACCESS & NAVIGATION

Access and Log in Information

This course was developed and will be facilitated by utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to https://unt.instructure.com/. You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to http://ams.unt.edu.

Canvas Tutorials

As a student, you will have access to the Canvas tutorials. The address for the website is https://community.canvaslms.com/docs/DOC-3891-canvas-video-guide#jive_content_id_Students.

It is recommended that you become familiar with the tutorials to better equip you to navigate the course.

Being a Successful Online Student

•  http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
•  http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp

How the Course is Organized

This course is structured around modules. The folders for each module can be accessed by clicking on the Module Folders link in the course menu.

What Should Students Do First?

There is a “Start Here” page on the course menu. Follow the directions to get started in the class. Please carefully review the syllabus.

How Students Should Proceed Each Week for Class Activities

The materials needed in order to successfully complete course activities are available in the course modules. Read each course module for directions and materials for completing the course.

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

- Email: helpdesk@unt.edu
- Phone: 940.565-2324
- In Person: ISB Rm. 119

Regular hours are maintained to provide support to students. Please refer to the website (https://www.unt.edu/helpdesk/) for updated hours.

**COURSE REQUIREMENTS**

The following is expected of each student enrolled in this class:

1. Completion of course readings
2. Full participation in online discussions
3. The timely completion of assignments using the Canvas assignment links
4. The submission of graduate-level work
5. Students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, being flexible to unforeseen changes in schedules and assignments, and exhibiting proper online etiquette. Along with the etiquette rules written on this syllabus, examples of proper online etiquette can be found at http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf.

In addition, it is expected that each student will show a high amount of self-initiative in locating the additional reading material when necessary for this course. This is part of being a librarian and information scientist. This means that students should be willing to go to the university library (or university library website), the public library, or school libraries, or conduct research online to complete assignments. It is the student’s responsibility to locate appropriate literature to complete assignments.

Although this course may seem self-paced because of the lack of scheduled face-to-face class meetings, there are, in fact, timelines that must be followed. A variety of assignments will be used that include class discussions and independent assignments.

“Attendance” is mandatory – meaning that you must check in to the class often to read posts and get announcements. (Log in at least once daily.) If you do not check in, you will miss posts and notices by the professor and other students that might help clarify the assignments or give important information about upcoming due dates, etc. It is your responsibility to keep a calendar handy so that you do not miss deadlines for assignments.

**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 participate in class because you are ill, or unable to

Updated 1/10/2021
participate in class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being not participating as to what may be preventing you from completing your assignments so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible 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. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

COMMUNICATIONS

Use the discussion boards as the primary tool to communicate directly with other students and the professor. Please send personal concerns or questions via the course email tool. Students can expect to receive a response to questions within 24 hours on working days. Working days do not include weekends or holidays. Students should not wait until the day before assignments are due to request assistance with assignments. Please be aware that the instructor will not be able to respond to “last minute” requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware. Therefore, students are encouraged to develop communication networks with other class members via electronic communication vehicles such as the email system within class and discussion boards. Students should consider the communication parameters with regard to assignment due dates.

Students are responsible for reading all discussion posts. Tips and other important information from the professor can be found in the Announcements. There are separate boards for each scheduled discussion.

Unless there is an emergency that does not allow access to the course website, send all emails within the course website using the “Inbox” link. If a student has access to the course, and a message is sent to the instructor’s UNT email address, the instructor will reply to the email using the “Inbox” link inside of the course.

ASSESSMENT & GRADING

Grading

You will be graded according to the following grading scale.

Grading Formula / Grading Scale

- Quizzes (11) = 255 points
- Read, View, and Reflect Assignments(2) = 40 points

Updated 1/10/2021
• Assignments (10) = 415 points
• Course Reflection Assignments (2) = 50 points
• Discussions (6) = 240

• 930 - 1000 points = A* (93% - 100%)
• 800 - 929 points = B (80% - 92.9%)
• 700 - 799 points = C (70% - 79%)
• 600 - 699 points = D (60% - 69%)

Regardless of having 930 points, all tests, required discussions, and assignments and course reflections must be completed to earn an A in the class. This includes the tests, regardless of a passing score on the state exam. If all assignments are not completed and there are enough points for an A, the final grade will be reduced to a B.

Students will not be exempted from any assignments. Assignments will not be counted as submitted unless they are submitted by the deadline through the course assignment link in the correct format. Students may not put work into their portfolio as a substitute for submitting via the assignment link in Canvas. There will be no exceptions. Assignments will not be pre-graded.

This is an online course that is available 24 hours a day. Be sure that you have a reliable computer and a backup to use. If you know you will be traveling, make arrangements for a reliable internet connection. Assignment due dates will not be adjusted to accommodate your schedule or access to an internet connection or a computer. Consider purchasing a hotspot or locating alternative sources for computer and internet access. Examples include school, public, and academic libraries. Excuses about the Internet and computer issues will not be accepted.

When working with technology, it is never a good idea to wait until the last minute! You are encouraged to start your assignments with plenty of time to spare. They will all be available for you to view the first week of the course.

Late Work:

Late work will only be accepted for a justifiable reason such as a serious illness, death, military service, or technical difficulty. Documentation (i.e., military orders, doctor’s note, funeral program, helpdesk ticket) must be provided, and a request must be made to submit the late work within a week of missing the assignment deadline. If you experience technical issues while submitting an assignment on time, you must contact the Helpdesk via email and create a help ticket immediately so that your issue is documented with a helpdesk ticket number.

Considerations regarding submission issues will be made by the instructor on an individual basis based on the documentation. Quirks in Canvas are typically resolved within hours. Continue to try to submit your work. Immediately send the instructor a message in Canvas with your documentation attached.

Updated 1/10/2021
Submitting a website link for an assignment that is not viewable is considered to be the same as not submitting the assignment. If the assignment is not viewable or some of its contents are not viewable when it is graded, students will not receive an email asking to make the webpage and its components viewable. The assignment will be graded as it is.

Late work will not be accepted in the last module. All assignments will be due at 11:59 pm CST. You are encouraged to start your assignments early. When working with technology, it is never a good idea to wait until the last minute!

**Assignments and Due Dates**

Please see the “Module Folders” within the course for assignment details and read the requirements carefully. Some weeks require assignments as well as discussion board posts.

Due dates are listed in the chart below. If due dates are changed, the students will be notified. Assignments are due at 11:59 PM Central Time. Students are responsible for creating their own calendars to track assignment due dates.

_The Lightning Talk due date varies because the student chooses the date to complete the assignment within the course._

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td><strong>Module 1</strong></td>
<td></td>
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<tr>
<td>• Class Introduction Discussion <strong>(Begins 1/12)</strong></td>
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<tr>
<td>• Submit LockDown Browser Practice Quiz <strong>(Begins 1/12)</strong></td>
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<tr>
<td>• Submit Contact Information</td>
<td>1/17</td>
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<tr>
<td><strong>Module 2</strong></td>
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<tr>
<td>• Syllabus &amp; APA Quiz (Opens on 1/17)</td>
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<tr>
<td>• Course Due Date Acknowledgement Quiz <strong>(Begins 1/17)</strong></td>
<td>1/24</td>
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<tr>
<td>• School Library Certification Discussion <strong>(Begins 1/17)</strong></td>
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<tr>
<td><strong>Module 3</strong></td>
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<tr>
<td>• Lightning Talk Sign Up</td>
<td>1/24</td>
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<tr>
<td><strong>Module 4</strong></td>
<td></td>
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<tr>
<td>• Knowledge Check Quiz 1 <strong>(Begins 1/24)</strong></td>
<td>1/31</td>
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<tr>
<td><strong>Module 5</strong></td>
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<tr>
<td>• Assignment 1- School Library Design</td>
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<tr>
<td>• Knowledge Check Quiz 2 <strong>(Begins 1/31)</strong></td>
<td>2/7</td>
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<td><strong>Module 6</strong></td>
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<tr>
<td>• Assignment 2: Online Lesson</td>
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<tr>
<td>• Knowledge Check Quiz 3 <strong>(Begins 2/7)</strong></td>
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<tr>
<td><strong>Module 7</strong></td>
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Updated 1/10/2021
- Knowledge Check Quiz 4 *(Begins 2/14)*  
- Read, View, and Reflect Assignment 1

### Module 8
- Discussion 3: Flexible Scheduling *(Begins 2/21)*  
- Complete Course Reflection Assignment 1 *(Begins 2/21)*

### Module 9
- Assignment 3- Library Programming Assignment  
- Knowledge Check Quiz 5 *(Begins 2/28)*

### Module 10
- Advocacy Assignment PDF  
- Read, Review, and Reflect Assignment 2

### Module 11
- * Advocacy Project Recording *(Begins 3/14).*  
- * College of Education Practice Exam Acknowledgement Quiz *(Begins 3/21)*  
- **Peer Review Reflection Assignment *(Begins 3/21)*

### Module 12
- Discussion 4: Current Issues in School Librarianship *(Begins 3/28)*  
  - Add a reflection post to your portfolio for this discussion.  
- Course Reflection Assignment 2 *(An announcement will be made with appropriate information to complete the assignment. There is no need to send the instructor a reminder. Do not complete the SPOT evaluation until you have directions from the instructor. An assignment must be submitted through an assignment link.)*  
- College of Education Practice Exam  
  - Complete the practice test via Canvas *(Begins 3/28)*

*Note: This practice exam is offered by the College of Education. The INFO 5340 instructor does not control it. You will be able to take the exam between the dates listed on the syllabus. After those dates, the exam will close and will not reopen. You are responsible for retrieving your score report and submitting it. The instructor does not have access to score reports taken before this semester. You should not take this practice test if you are not in the School Librarianship program. Send a message immediately to the instructor to receive instructions for an alternative assignment.*

### Module 13
- Submit the College of Education Practice Exam Score Report  
- Survey Assignment

### Module 14
- Discussion 5- Professional Community Involvement *(Begins 4/11)*  
  - Add a reflection post to your portfolio for this discussion.
Class Sessions

Class sessions are different from asynchronous discussion board discussions. Class sessions take place as online chats. The dates and times for sessions will be posted in the course announcements at least a week before they are scheduled to take place. You are not required to attend the class chat sessions unless it is your day to present. However, it is expected that you will support your classmates on the days that they present. When possible, they will be recorded, and a link will be placed in the “Announcements” section of the course.

Assignment Submission Instructions

Assignments are in the module folders. Directions for submitting assignments will be attached to each assignment. There will be times when professor-created forms are provided. When they are provided, they must be used. While templates may be in .doc format, except where specifically noted (such as the submission of a PDF or link), all assignments must be submitted to the assignment link as a Word document (.doc) so that Canvas can read them. Use the “Save As” option to meet submission guidelines. Assignments submitted in any other format will not be graded. Files must have the following naming convention: LastName+module#.doc - meaning your last name (if someone else in the class has the same last name, add your first initial after your last name) and the module number (Example: Smith5.doc, Smith5a.doc [for the first assignment mentioned in the module], or Smith5b.doc [for the second assignment mentioned in the module]). Deductions will be taken for submitting assignments in the wrong file format, spelling and grammatical errors that interfere with comprehension, and failure to use the correct file naming convention. Assignments must include citations in APA style.

Participation / Discussions

You can access the asynchronous class discussions in the module folders. Discussions are worth a substantial number of points that should not be ignored. There is an extra discussion listed in the course. Students can decide which discussion they would like to skip. However, students may only earn a maximum of 1000 points for the course. A student can not earn extra credit by completing the extra discussion. Points will be awarded for the first 6 discussions that are completed, regardless of the points awarded for the discussions. Points will not be supplemented for discussions with poor grades by completing the extra discussion. A zero will be entered in the grade book for any discussion students skip or do not complete adequately.

Since we are not sitting together in a classroom, participation is graded in a more creative way. Participation means that you complete the required discussion postings for a module by the due date listed. You may not begin the discussions early. Early posts will be deleted. You must also

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meet the requirements for the post. The grading of discussion posts will be simple. Here are some basic requirements:

- Posts must include required elements as stated in the instructions.
- Posts must indicate that the student has examined the readings and can articulate and apply concepts.
- Some posts may require that you reply to other students’ posts; replies must be thoughtful, well stated, and thorough. Simple responses such as “I agree” or “you said exactly what I was going to say” are not sufficient to receive credit.
- Original posts and the first reply to a classmate should not be made on the same day (24 hours). Points will be deducted when this occurs.
- Posts must be at least 5 substantial sentences.
- Posts meeting all requirements will earn all of the points. Posts meeting most of the requirements will earn half of the points. Posts lacking most or all requirements earn a zero. Late discussion posts will count as a zero.

Exams

Quizzes/tests are available for completion during the duration of the exam period (see dates above) and can be taken at any time during that window. Most assessments are timed and are delivered one question at a time. Backtracking is not allowed. Pay close attention to the closing date and time, so that you don’t fail to complete the quiz/test. You may use your book and course materials to help you with the quizzes/tests. Please read the on-screen instructions carefully before you click “Begin Assessment.”

COURSE EVALUATION

Students will complete the university’s course evaluation at the end of the semester to evaluate the class. In addition, the instructor may choose to administer a supplemental course evaluation.

RESOURCES

- UNT Portal: http://my.unt.edu
- UNT Student Technical Support: https://www.unt.edu/helpdesk/
- UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access
- Computer Labs: General access computer lab information (including locations and hours of operation) can be located at http://www.gacl.unt.edu/.

COURSE POLICIES

Posting of Grades of Student Work

The instructor will make every attempt to post grades to the "Grades” link located in the toolbar no later than two weeks after assignment completion.

Updated 1/10/2021
Plagiarism Policy

Plagiarism is illegal, unethical, and unacceptable. This includes self-plagiarism (resubmitting previous assignments). Any instances of any form of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment. Second offense: Final course grade reduced by one complete grade. Third offense: Assignment of F (Fail) for the final course grade. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose a further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
- dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage.

The term "plagiarism" includes, but is not limited to:

- the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and
- the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Do not quote or paraphrase sources without explicit reference to the original work. Information used or quoted from other sources must contain a citation, whether the source is a print or electronic source.

- APA Style -- http://www.apastyle.org/
- Citation Machine -- http://citationmachine.net/
- EasyBib-- http://www.easybib.com/
- Owl Purdue -- https://owl.purdue.edu/owl/research_and_citation/apa_style
- UNT Libraries - https://guides.library.unt.edu/citations-style-guides/apa

Examination Policy

All exams are open book. However, they are timed, and it is recommended that students study and take notes throughout the semester. Exams must be submitted by the due date. This is an online course, and the integrity of exams must be protected. If you miss a question on an exam, the professor will not provide answers for the exam. The answers are in the course materials.

If you lose Internet connectivity during an exam, log back in immediately, and continue with the exam. Save your answers often (every 5-10 minutes). If you experience any issues while taking the exam, you must contact the Helpdesk via email and submit a help desk ticket immediately so

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that your issue is documented with a help desk ticket number. Send a copy of the documentation to the instructor. Continue to check to see if the issue is resolved so that you can submit your work. Considerations regarding exam issues will be made by the instructor on an individual basis based on the documentation.

Incompletes

- Incompletes will not be assigned for this course.

Withdrawal Policy

To officially withdraw or drop this course, the student must notify the instructor, their academic advisor, and the UNT Registrar. You are not officially dropped until the instructor approves it, and the registrar processes it. Denied access to Canvas does not ensure that you are dropped by the Registrar. It is your responsibility to ensure that the process is complete. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If a student simply disappears and does not file a formal UNT withdrawal form, the student will receive a grade of an F.

TurnItIn

Students may be required to submit select written assignments for this class to Turnitin, a web-based plagiarism detection service. Turnitin is incorporated into the learning management system. This also serves as notice that the instructor may submit your papers through TurnItIn on an individual basis.

Attendance Policy

Students are expected to check into class, respond to messages, and read announcements and the discussion boards at least once a day. The instructor is able to track student attendance. Students are also expected to answer the instructor’s emails. Students that do not answer the instructor’s emails or sign in to the course and complete one or more of the following activities will be removed from the course after eight days: participating in assigned discussions or completing assignments. If you are removed from the course, you are still responsible for dropping the course through the university’s registrar office.

Syllabus Change Policy

There are instances when the instructor may need to change the assignments, grading criteria, and/or assignment due dates listed in this syllabus. If this becomes necessary, the instructor will immediately notify students of the changes via the course “Announcements.”

Copyright Notice

Some or all of the materials on this course web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of
copyrighted materials without the expressed and written permission of the copyright owner unless fair use or another exemption under copyright law applies.

The materials on this site are provided solely for the use of students enrolled in this course, and for purposes associated with this course, except for material that is unambiguously and unarguably in the public domain, these materials may not be retained or further disseminated.

Any students who use university equipment or services to access, copy, display, perform, or distribute copyrighted works (except as permitted under copyright law or specific license) will be subject to appropriate disciplinary action by the university as well as to those civil and criminal penalties provided by federal law.

**Policy on Server Unavailability or Other Technical Difficulties**

The University is committed to providing a reliable online course system for all users. However, in the event of an 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 also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

**20 Netiquette Guidelines for This Class**

Adapted from:


1. Avoid dominating any discussion.
2. Avoid typing in ALL CAPS or bold print. These actions are considered to be yelling online. (Note that the instructor may use bold print for emphasizing text in announcements. In this case, it is not considered yelling.)
3. Sparingly use exclamation points when writing.
4. Avoid using offensive or sarcastic language. Absolutely no profanity will be accepted. For example, racist, discriminatory, sexist, and religiously insensitive statements will not be tolerated.
5. Never make fun of someone’s ability to read or write.
6. Use emoticons (located in the menu when typing) sparingly when you feel you need to communicate your feelings.
7. Avoid posting your personal issues to the “Course Question” forum. Send personal questions to the instructor through the “Messages” link.
8. Cite your work.

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9. Be patient with other people. This includes taking the time to read everything on the discussion board before you decide to reply to avoid being repetitive or asking questions that have already been addressed.
10. Stay on point when posting messages.
11. Use simple English.
12. Avoid being preachy and pompous because you feel someone else has made a mistake, or you feel your opinion is right.
13. Flaming is not acceptable in this class. All criticism must be constructive, clearly sent with other’s best interest in mind, and politely articulated.
14. This is an online class, and links break. Politely email the instructor through the “Messages” link if you notice a problem. Do not post these issues to the “Course Question” forum.
15. Use correct spelling and grammar. This means that texting shortcuts are not acceptable.
16. Share tips with other students.
17. Keep an “open-mind” and be willing to express even your minority opinion and consider the opinions of others.
18. When in doubt, always check with your instructor for clarification and feedback.
19. Think before you push the “Send” button. Remember, you cannot take back statements once they are posted online.
20. Be aware of the university’s Academic Honesty and Code of Conduct policies. Understand that they will be enforced while you are enrolled in this class.

UNT POLICIES

Academic Honesty Policy

You are encouraged to become familiar with the University’s Policy of Academic Dishonesty: http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf. The university also provides a Student Affairs website: http://studentaffairs.unt.edu. The content of the University's Policy of Academic Dishonesty and the guidelines shared on the Student Affairs website apply to this course. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.

ADA Policy
The University of North Texas makes reasonable academic accommodations 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

**Sexual Discrimination, Harassment, & Assault**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) have experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: [http://deanofstudents.unt.edu/resources_0](http://deanofstudents.unt.edu/resources_0). UNT’s Student Advocates can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

**Important Notice for F-1 Students taking Distance Education Courses: Federal Regulation**


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). The 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.