

Instructor: Dr. Elyse Zavar

Pronouns: she/her

Office Hours: Virtual Student Drop in hours weekly Wed 10-11:30 via Zoom

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Communication Expectations: Canvas is our learning management system and all assignments, lectures, grades and course-related material will be communicated through Canvas. Email is the best contact method and I generally respond within 24-hours during the week (48-hours on the weekend). Graded materials are typically returned within one to two weeks following the due date depending on the length of the assignment. Check your UNT email regularly for updated course information. When sending an email, include a subject line, greeting, the course, section number, and sign it with your name. By practicing your email communication with your instructors and fellow classmates now, you'll be more prepared for your career after college. Check out these links for help with [Writing Professional Emails](#) or [Online Communication Tips](#).

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Survey of practical management methods in which students should be familiar upon entering the field of emergency management. The methods covered include basic risk and vulnerability assessment methodology, project management, grants management, data collection and basic analysis, and survey design. *No Prerequisites.*

Course Structure

This course will be delivered remotely in an asynchronous style meaning there will be weekly modules that run from Monday 12:01 am to Sunday 11:59 pm. Each week you will have activities and/or assignments to complete for that module. You can watch lectures/videos, complete readings, take quizzes, and turn in the assignments any time during the week prior to the due date (Sunday 11:59pm). There is a total of 16 modules as outlined on the course calendar. The modules progressively build on each other, moving through the stages of research design, data acquisition, data analysis/management, and dissemination of knowledge.

Course Objectives

By the end of the course, successful students will be able to:

- Demonstrate abilities in critical thinking and intellectual synthesis.
- Develop a comprehensive understanding of research methods in an interdisciplinary context.
- Be able to identify, integrate and critically interpret the relevant scholarly literature.
- Develop adequate presentation and dissemination skills for the proposal stage of a research project.
- Develop an awareness and sensitivity to ethical issues that may/will arise in the research process.

Required Materials

All assigned readings are required and posted in Canvas (there is not a textbook to purchase); due dates are listed on the course calendar. Portions of the required readings are meant to augment, not mirror, the lectures and class discussions- that means keep up with the readings regardless of how much time is devoted to them on any one lecture/activity. All readings are required and posted on Canvas. Readings are fair game for class quizzes.

Teaching Philosophy

I strongly believe research methods is best taught through experience; therefore, this class embraces a hands-on approach to learning. Students will work through weekly modules ground in real-world applications. Students will first read and/or watch a video lecture on the topic before practicing the concept in an activity. The lab activities are graded for accuracy and students are encouraged to reach out to the instructor and join the drop-in online office hours for help. Students are also encouraged to form working peer groups with classmates to help with assignments (details on the difference between co-peer learning and cheating are outlined in the academic honesty section). Over the course of the semester, students will also earn research-related certificates, recognized in the field of Emergency Management and Disaster Science, which students can highlight on their resumes as having received training on the topic.

Course Technology & Skills**Minimum Technology Requirements**

The minimum technology requirements for students:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](#)

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course:

- Using Canvas
- Using email with attachments

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](#)

helpdesk@unt.edu 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>)

Technology Disruptions

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 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.

Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless in an informal drop in office hour setting.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements

Lab Activities (8 total): 40%

Quizzes (5 total): 25%

Research Presentation Critique (2 total): 20%

Optional Final Exam: 15%

Lab Activities

Incorporated into the course are eight lab activities (equal weight) which reflect various themes related to the research process. These activities offer applied, hand-on experience for you to practice the associated skills. The intention is for each lab activity to serve as a future reference guide on that topic. Themes and due dates are posted on the course calendar. Lab activities will be posted as a Microsoft Word document unless otherwise stated. Please save your responses to the lab on your personal

computer/cloud and submit the completed lab via Canvas Assignments as either a Word document or PDF. Lab activities will be accessible in the week's module; you can complete the lab activity any time during the week (week is defined as Monday 12:01 am- Sunday 11:59pm), but it must be submitted by Sunday 11:59pm of that week (see calendar for exact due dates per assignment).

Quizzes

Over the course of the semester there will be unannounced quizzes on the assigned reading material and lecture notes; stay up-to-date on all readings. Only the five highest quiz grades will count towards your final grade; therefore, quizzes cannot be made up. All quizzes will be conducted in Canvas. Quizzes will be accessible in the week's module; you can complete the quiz any time during the week (week's defined as Monday 12:01 am- Sunday 11:59pm), but will only have 20 min for each quiz.

Research Presentation Critique- EMDS Colloquium Series

The best way to learn about research methods is to see research in action, especially research presentations. For this assignment, you will watch/remotely attend **two** online research presentations as part of the new EMDS Colloquium series and critically analyze them using a guided worksheet. Your 500-750 word written essay will briefly summarize the presentations you viewed (topic of study, research objective, methods, and primary findings) and discuss the delivery style of the presenter, their use of visual aids, and the role of technology in the effectiveness of the presentation. Please double-space your essays, use Times New Roman size 12 font, edit carefully, and upload to Canvas by the due dates specified on the calendar. Note: you are writing two separate essays, each of 500-750 words, both to be completed and turned in by April 18 11:59 pm.

Final Exam

Material for OPTIONAL exam will be taken from lecture presentations, class discussions, readings, and activities. This cumulative final exam is open notes and conducted in Canvas. The format resembles the activities completed in class and will be a mix of short answer, multiple choice, graphing, table creation, etc. You can complete the final exam any time from April 24-30, but will only have two hours to complete the exam. Exam is due at 11:59 pm on April 30. *If you lose internet connection during an exam, contact the Student Helpdesk and document the remedy ticket number before contacting your instructor.*

Grading Scale

A: 90% or greater

C: 70-79.9%

F: 0-59.9%

B: 80-89.9%

D: 60-69.9%

Your grades in this course are earned, at the end of the semester I only report earned credit. I will **not** add any points or tenths of a point to your grade. *I will not respond to any emails at the end of the semester asking for unearned points to boost your grade or extra credit opportunities.*

Course Calendar

(Subject to change with warning)

Week 1 (Jan 11-17): Introduction to Research Methods

- Course overview
- Key concepts and vocabulary

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Syllabus and Phillips, Neal, & Webb 2017
 - Know vocab list for quiz (words in *italics* Philips et al. 2017 reading)
-

Week 2 (Jan 18): The Research Process & Getting Started

- Steps to conducting research
- Literature review & critical reading

Activities due at the end of this week's module (Sunday 11:59pm):

- Vocab quiz (from Philips et al. 2017 reading)
 - Gaultney and Peach (2016)-How to Read Research Article
 - *Lab 1: Reading peer reviewed article worksheet*
-

Week 3 (Jan 25): Research Ethics

- IRB & protecting research subjects/participants

Activities due at the end of this week's module (Sunday 11:59pm):

- *Lab 2: Complete online (1) Converge Institutional Review Board (IRB) & (2) Procedures and Extreme Events Research and IRB training; turn in copies of both certificates*
-

Week 4 (Feb 1): Ethics in the Field

- A post-disaster setting is a challenging workplace (to say the least); do response personnel, volunteers, and researchers need a code of ethics to guide their actions?

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Mukherji, Ganapati and Rahill (2014)- Field Research in Disaster Settings
 - Read Gaillard & Peek (2019)- Disaster-zone research needs a code of conduct
 - *Lab 3: Complete online Converge Cultural Competence in Hazards and Disaster Research training certificate & Infographic*
-

Week 5 (Feb 8): Data Collection- Participant Observation

- Watch the movie Kitchen Stories (2003) & take notes

No activities due at the end of this week's module (Sunday 11:59pm).

Week 6 (Feb 15): Data Collection: Survey Design

- What makes a good survey?
- Qualitative vs Quantitative Surveys
- Designing questions

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Hodinott and Bass (1986)- Dillman's Total Design Method
 - *Lab 4: Survey questions*
-

Week 7 (Feb 22): Data Collection: Interview Protocol

- Designing interview questions
- Interview best practices

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Gillham (2000)- Interviewing
 - Wilson (2012)- Research Methods- Interviews
 - *Lab 5: Interview questions*
-

Week 8 (Mar 1): Data analysis: Qualitative

- Coding, Interpretation, and Triangulation

Activities due at the end of this week's module (Sunday 11:59pm):

- Read LeCompte (2000)- Analyzing Qualitative Data
-

Week 9 (Mar 8): Data analysis: Quantitative

- Statistics introduction

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Montello & Sutton (2013)- Research Concepts (especially Empirical Concepts pg 27-33)
 - *Lab 6: Descriptive Statistics & the Census*
-

Week 10 (Mar 15): Introduction to Database Management

- Excel basics & outputs – more than just tables
- See PowerPoint slides posted on canvas with audio & captions; additional videos available in lab assignment instructions.

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Wirtz et al. 2014
 - *Lab 7: Excel Activities*
-

Week 11 (Mar 22): Library Activity- Online databases

- Historic newspaper collection
- Sanborn Maps

Activities due at the end of this of this week's module (Sunday 11:59pm):

- Read Joo and Choi (2015)- Selecting library resources
 - *Lab 8: Library Resources*
-

Week 12 (Mar 29): How to (re)present data

- Accurately representing data (or lack thereof)- Tables, graphs, & maps
- Visually representing data & Formats- Powerpoints, posters, and other visuals aids

Activities due at the end of this week's module (Sunday 11:59pm):

- Read Montello & Sutton (2013)- Oral presentations
 - Read Gaultney and Peach (2016)-Tables & Figures
-

Week 13 (Apr 5): Research Presentation Critiques Pt 1

- Working week on the two Research Presentation Critique essays
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Week 14 (Apr 12): Research Presentation Critique Pt 2

Activities due at the end of this week's module (Sunday 11:59pm):

- *Both Research Presentation Critique essays*
-

Week 15 (Apr 19): Revise, Resubmit, & Review Week

- Any lab assignment that you scored 75% on or lower, you can revise & resubmit for half credit. All resubmits are due in Canvas by the end of this week's module (Sunday 11:59pm).
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Week 16 (Apr 26-30): Final Exam- Optional

- *Final Exam opens on Canvas Nov 30 and is due by Apr 30 at 11:59 p.m (note: you have two hours to complete the exam in Canvas).*
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Attendance Policy

Students are expected to regularly check email/Canvas announcements and participate in the weekly course modules. Please stay current with the module, the material moves quickly and it is difficult to catch up once you fall behind.

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) 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.

DEPARTMENT POLICIES**End of the Semester Evaluations**

Required: The dates students can complete the SPOT assessment are **the final two weeks of the semester**. This is your opportunity to evaluate the instructor. Students can complete the on-line course evaluation at my.unt.edu

Cheating and Plagiarism Policy and Definitions

Department and University regulations regarding academic honesty will be strictly enforced. The UNT Code of Student Conduct and Discipline (www.unt.edu/csrr) defines cheating and plagiarism "as the use of unauthorized books, notes, or otherwise securing help in a test; copying other's tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty."

Penalties

Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Cheating and plagiarism will not be tolerated in this course. A student caught cheating or plagiarizing, or knowingly assisting, will receive a zero on the assignment and an "F" for the course. I also will report the student(s) to the Office of Academic Integrity for further review.

Appeals

Students may appeal and decision under this policy by following the procedure laid down in the UNT Code of Student Conduct and Discipline.

POLICY ON DISABILITY ACCOMMODATION

The Department of Emergency Management and Disaster Science in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request during regular office hours before the 12th class day of regular semesters (4th class day of summer sessions).

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

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 Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

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.

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/>).

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.

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 Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. 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.

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.

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.

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.

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.

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.

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.

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.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Care Team (<https://studentaffairs.unt.edu/care>)
- UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- Individual Counseling (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. 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:

- o [What are pronouns and why are they important?](#)
- o [How do I use pronouns?](#)
- o [How do I share my pronouns?](#)
- o [How do I ask for another person's pronouns?](#)
- o [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/>)