**COURSE INFORMATION AND TEXTBOOKS**

AMDS 3220. 501/502

Fall 2025, 15 weeks  
Face-to-face: August 18, 2025 - December 12, 2025  
Class meeting location, days, and times:  TR 12:30 p.m. – 1:50 p.m.  
Three semester credit hours

**COURSE DESCRIPTION AND OBJECTIVES**

Description:

This course examines issues related to the conservation, management, interpretation, and use of the past in the present. Focused on the practice of collecting and managing tangible heritage, topics are centered on the histories, purposes, and responsibilities of heritage museums as sites for the construction, preservation, and dissemination of memory, identity, and culture. Content analyzes heritage museums as sources for social responsibility and as tools for understanding cultural, social, and political influences in society.

Course outcomes:

* Identify best practices for creating and maintaining heritage museum collections and exhibits.
* Describe how museum practices can influence society and identity.
* Collaborate effectively with heritage stakeholders, including the public.

Prerequisite: None

**INSTRUCTOR INFORMATION**

**Instructor:** Dr. Elizabeth N. Ranieri  
**Email**: [Elizabeth.Ranieri@unt.edu](mailto:Elizabeth.Ranieri@unt.edu)  
**Office**: UNT Frisco 353  
**Office Telephone Number:**972 668 7412

**On-Campus Student Hours:**

* Tues, Thurs: 12 p.m. – 12:30 p.m.; 2 p.m. – 2:30 p.m.

**Online Student Hours:**

* Mon/Weds.: 9:00 a.m. - 3:00 p.m. (Please email to set up an appointment).

**About Student Hours**: Your success in this course is my primary objective. Students are always welcome to visit with me about our course during student hours, either in person, via email, or by telephone. I aim to respond to all emails within 24 hours during the work week. I am typically away from my computer on weekends and may be less responsive to emails.

**UNIVERSITY POLICIES**

**Academic Integrity Standards and Consequences.**According to UNT Policy 06.003, [student academic integrity: Links to an external site.](https://vpaa.unt.edu/fs/resources/academic/integrity) academic dishonesty occur when students engage in behaviors, including but not limited to the following:.

* Cheating (e.g., submitting work that is not your own, including unethical and prohibited use of ChatGPT)
* Fabrication (e.g., pretending you were writing about an interview when you made it up)
* Facilitating academic dishonesty (e.g., helping someone else cheat)
* Forgery (e.g., pretending your work is someone else's)
* Plagiarism (e.g., using someone else's published work without citing it correctly).
* Sabotage (e.g., setting someone else up to fail)

A finding of academic dishonesty may result in academic penalties or sanctions ranging from a warning to expulsion from the University. I am obligated to report any academic dishonesty.

**Acceptable Student Behavior.**Student behavior that interferes with an instructor’s ability to conduct a class or other students' learning opportunities 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 for consideration of whether the student's conduct has violated the [Code of Student Conduct: Links to an external site.](https://deanofstudents.unt.edu/conduct). The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, and other similar settings. The [Dean of Students Office (opens in a new window)Links to an external site.](https://deanofstudents.unt.edu/conduct) enforces the [Code of Student Conduct (opens in a new window)Links to an external site.](https://policy.unt.edu/policy/07-012). The Code explains:

* Conduct that is prohibited.
* The process the DOS uses to review reports of alleged student misconduct.
* The sanctions that can be assigned.

When students are suspected of violating the Code, they meet with a representative from the Dean of Students' office to discuss the alleged misconduct in an educational process.

**ADA Accommodation.**UNT makes reasonable academic accommodations for students with disabilities. To receive accommodation, register with the Office of Disability Access (ODA) to verify eligibility.

* If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty, initiating a private discussion regarding the student’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.
* Students must obtain a new letter of accommodation for each semester and meet with each faculty member to discuss its implementation in each class. For more information, please visit the [ODA website; Links to an external site.](https://disability.unt.edu/). You may also contact them by phone at 940-565-4323.

**Sexual Assault Prevention.**UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination based on sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, or sexual assault, there are campus resources available to provide support and assistance. Contact the Sexual Assault Advocate for more information at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or through the Dean of Students Office (940-565-2648). Visit [Title IX Student Information (opens in a new window)Links to an external site.](https://edo.unt.edu/title-ix-student-information) for more resources.

**Undocumented Students.**Please visit UNT's [Resources for DACA Students; Links to an external site.](https://www.unt.edu/daca) webpage for more information.

**Emergency Notification & Procedures.**UNT uses [Eagle Alert; Links to an external site.](https://www.unt.edu/eaglealert) to quickly provide students with critical information during 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.

**REQUIRED ASSESSMENT METHODS AND RUBRICS/SCORING SYSTEMS**

**Assessment Methods.**

* **List of graded assignments.**See the Course Summary below.
* **Final grade scale.**See the right column (Group and Weight).

**Rubrics/Scoring Systems.**For this course, we describe the grades you will be assigned in this way:

|  |  |
| --- | --- |
| A | 90-100 **Accomplished** | Exceeds the assignment's requirements and has few to no errors. Shows a mastery of the concepts being taught. Is impressively sophisticated, inventive, balanced, justified, effective, mature, and expertly situated in time and context. Consistently draws insightful observations that are specific and relevant. Takes consistent risks or identifies surprising and/or overlooked details. |
| B | 80-89 **Emerging** | Meets the assignment's requirements and has few errors. Shows a high level of understanding of the concepts being taught. Skilled, revealing, developed, perceptive, but not unusually or surprisingly original. Occasionally takes risks and/or identifies surprising or overlooked details. |
| C | 70-79 **Average** | Meets most of the assignment's requirements but has some errors. Shows some understanding of the concepts being taught. Coherent, significant, and insightful in places but ultimately challenged in organization, articulation, perception, and/or effectiveness. Does not take risks or identify surprising or overlooked details. |
| D | 60-69 **Below** **Average** | Does not meet most of the assignment's requirements and has many errors. Shows a limited understanding of the concepts being taught. Offers an overall response that needs to be completed and may be severely lacking: incoherent, limited, uncritical, immature, undeveloped, and overall not reflective of the performance expected of UNT undergraduates. Overreliance on common or generalized examples that AI could quickly generate without a specific connection to course content or personal insight. |
| F | 59 or 0 **Fails to Meet Expectations** | Does not meet the assignment's requirements. The number of errors impedes the work's meaning. Shows no understanding of the concepts being taught. Overreliance on common or generalized examples that AI could quickly generate without a specific connection to course content or personal insight. No submission, assignment is not submitted in good faith, or the assignment is produced with generative AI. |

Because timely feedback is essential to your success in this course, I aim to evaluate all minor assignments within seven days and all major assignments within two weeks. Additionally, because the course offers multiple opportunities for revision and extra credit, grades will not be rounded up.

**COURSE POLICIES**

**AI Usage.**AI can be a helpful tool, and you are welcome to use it in this class for specific purposes. However, you are expected to use AI in an ethical and responsible manner. You may use AI in the class to:

* Brainstorm ideas.
* Ask questions.
* Get feedback on your writing. For example, a student might submit this prompt with a draft: “The attached draft is a personal narrative. The essay's purpose is to explain how a specific event from my life changed me. Please review my essay and let me know if it meets this requirement. Do not change or add any words, identify, or correct any errors. Tell me what error I am making if I make a specific error more than two times.”
* Create study guides.

You may not use AI to:

* Produce material as your own. This is recognized as plagiarism by UNT.
* Reproduce or revise texts (using "word spinners") to avoid paraphrasing or plagiarism detection.
* Use ChatGPT to generate content and paraphrase it in your own words, omitting citations and documentation.
* To identify or correct any specific errors in your work. This is considered academic dishonesty by UNT. For example, do not submit a paper with this prompt: “Find and correct every grammar and punctuation error.”
* Translate your work from one language to another.

No policy can cover every possible scenario involving AI, so please don't hesitate to ask me if you have any questions. Using AI in unethical or inappropriate ways will result in a zero on the assignment and may not be revised or resubmitted.

**Attendance**. You are required to attend class unless you are:

* Sick — your doctor told you not to attend.
* Attending a university-approved activity — sporting event, debate team, etc.
* Have an emergency, such as a car accident, a sick child, or an ill family member.

UNT Policy 6.039 on student attendance states that no student will be excused for more than 25% of a course for absences. Students who miss more than 8 class sessions (25%) will fail the course. Seminars and writing courses are participatory, collaborative, and discussion-based. Notably, your presence is crucial in our process-oriented and discussion-based course. Please arrive punctually and be prepared for class.

**Authorized Absences.** UNT authorizes absences for the following reasons as excusable by the university (policy 06.039):

* Religious holy days, including travel for that purpose.
* Active military service, including travel for that purpose.
* Participation in an official university function.
* Illness or other extenuating circumstances.
* Pregnancy and parenting under Title IX.
* When the university is officially closed by the President.

If you plan to miss class for one of the events above, please see me as soon as possible before the date of your absence so we can arrange for you to submit work.

**Chosen Name and Pronouns.** A chosen name is a name that a person goes by that may or may not match their legal name. Please let me know if you have a chosen name that differs from your legal name and would like that to be used in class. Below is a list of resources for updating your name at UNT: [UNT Records; Links to an external site.](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information) [UNT ID Card; Links to an external site.](https://sfs.unt.edu/idcards) [UNT Email Address; Links to an external site.](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1) [Legal Name; Links to an external site.](https://studentaffairs.unt.edu/student-legal-services)\*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. You can [add your pronouns to your Canvas account; Links to an external site.](https://community.canvaslms.com/docs/DOC-18406-42121184808) so that they follow your name when posting to discussion boards, submitting assignments, etc.

**Communication Expectations.**Communication is vital to your success. When you need to reach me, follow these practices:

* Please communicate with me formally through my UNT email address: Elizabeth.ranieri@unt.edu.
* Treat all emails as professional communication.
* Respect identities based on gender, sexuality, race, ethnicity, class, or culture.
* If your emails contain any information that concerns me for your safety or the safety of others, I must report it.

Please note that I cannot discuss grades via email. Please schedule an appointment if you'd like to discuss your standing in the course.

**Computer Access.**Please bring your laptop to every class. If you don’t own a laptop, you can check one out from the UNT library. Ensure that your computer can access Canvas by reviewing the [Canvas Technical Requirements; Links to an external site.](https://clear.unt.edu/supported-technologies/canvas/requirements)

**Course Content in Canvas.** All course content is housed in Canvas, and all student work must be submitted through this platform.

**Creating an Inclusive Learning Environment.** Every student in this class should have the right to learn and engage in an environment where respect and courtesy are expected from others.  We will discuss our classroom’s habits of engagement. I also encourage you to review UNT’s student code of conduct, which provides a baseline understanding of civility ([Code of Student Conduct; Links to an external site.](https://policy.unt.edu/policy/07-012)).

**Disruptions.**Respect the class environment by using your time effectively and helping your classmates do the same. Please avoid wearing headphones, using your phone, eating a full meal (small snacks are acceptable), and engaging in side conversations.

**Due Dates.**Assignments are due on the date listed in Canvas.

* Workshops, writing studio sessions, and activities are completed in class and cannot be made up. These activities are graded to encourage attendance and participation.
* Short weekly writing assignments (SWWA), reflections, and major writing assignments are due Sunday at 11:55 p.m.

**Evidence of the Writing Process.**Students must show evidence of the writing process. Therefore, all rough drafts must be written in Google Docs, and the complete writing and editing history must be available. Students may be asked to demonstrate sole authorship of their assignments. Students are required to produce rough drafts for the major writing assignments during the writing studio sessions. Rough drafts cannot be accepted late because they are time-sensitive. Assignments submitted without the complete writing/editing history and without rough drafts will not be evaluated.

**Good Faith Effort.**All assignments should be submitted with the sincere intention of doing the work as intended and assigned. Submitting an assignment merely for their own sake, that does not attempt to meet the requirements, and that does not attempt to be honest, open, and sincere will not receive any credit.

**Group Work.**This course requires a significant amount of group work. In some instances, if group members' contributions vary significantly within the group, I reserve the right to evaluate each group member's contributions individually to ensure equity for all students in the course.

**Instructor Responsibilities.**My responsibility as your instructor is to challenge you, help you understand the course material, and support your growth and learning as a student. To achieve these goals, I will provide clear instructions for projects and assignments, answer your questions promptly, identify additional resources as needed, and provide substantive feedback on your written work within two weeks of the submission date for each assignment.

**Late or Missed Assignments.** I will follow these policies when deciding whether to accept late work:

* All assignments are due by the date specified in Canvas.
* Reading reflections and major writing assignments have a 2-day grace period (Tuesday at 11:59 p.m.), during which students can turn in the assignment without penalty. After that, no late work will be accepted.
* In-class writing activities, writing studio sessions, and in-class activities are time-sensitive and cannot be accepted late or made up.

**Participation.** Participation is evaluated through in-class activities. Your active and enthusiastic participation is required in the course. Bring your computer, a notebook, paper, pen, and course text/readings. Disruptive students, who do not complete in-class work or are inattentive, will not receive credit.

**Professionalism.** Your university courses are also opportunities to learn what it means to be a “professional” in your field. This course is an opportunity to practice those skills. Consider these suggestions, then:

* Prepare and participate meaningfully in class and *Canvas*.
* Submit the best representation of your work, including drafts, quizzes, daily assignments, and major assignments.
* Turn in writing assignments on time and as assigned.
* Maintain a courteous and professional tone in all correspondence.

**Public Writing.** All your submitted writing for this course, including prewriting, drafts, in-class assignments, and final projects, is public. Your classmates and I may view the writing you submitted for this course. Please do not submit any information about yourself that you do not want to be public.

**Resources**. UNT strives to offer you a high-quality education and a supportive environment so you can learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and how to succeed at UNT, visit [unt.edu/success; Links to an external site.](https://www.unt.edu/success/) and explore [unt.edu/wellness; Links to an external site.](https://wellness.unt.edu/). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu; Links to an external site.](http://scrappysays.unt.edu/).

**Revision.**You will have opportunities to revise assignments during the semester. You may revise reflections and major assignments as part of the final exam. I make no guarantees about whether and how much an assignment's grade will improve; however, it will never be lowered. Also, you may not resubmit an assignment to replace a 0 for an assignment that was not submitted, plagiarized, or written by generative AI.

**Rough Drafts.**Rough drafts are produced during class sessions and are required for all major writing assignments. Rough drafts cannot be accepted late because they are time-sensitive.

**Syllabus Change Policy**. I have provided your syllabus as an accurate overview of the course. However, unforeseen circumstances may necessitate modifications to the syllabus during the semester. These circumstances may arise in response to students' progress, needs, and experiences. Advance notice will be given for any changes made to the syllabus.

**Universal Design.** This course is developed to be accessible to all students, regardless of abilities. If you encounter a document, assignment, or link that is not accessible, please let me know so I can correct it.