



## WLLC – FRENCH - FALL 2024 SYLLABUS

### COURSE INFORMATION AND POLICIES

#### FRENCH 2040 SECTIONS

#### OUR TEACHING PHILOSOPHY

Welcome to UNT and the World Languages, Literatures and Cultures department!

The French teaching team is dedicated to helping you achieve the best in our courses. We will work diligently to deliver quality instruction. For you to reach the course's learning outcomes you are expected to have an active role in the course and will require regular work on your part. **Our common goal is your success.**

#### COURSE ID/COURSE NAME - TIME /LOCATION

**FRENCH 2040-005 - Intermediate Fren - T/TH 2:00 TO 3:20 PM - LANG 312**

#### INSTRUCTOR CONTACT

**Name:** Flora Bruno

**Email:** [Flora.Bruno@unt.edu](mailto:Flora.Bruno@unt.edu)

#### OFFICE HOURS

**In person:** drop by or with prior request for an appointment.

- Wednesday 12:00 p.m. – 1:00 p.m (**room 203**)

**Virtual Hours:** prior email request for an appointment only.

- Tuesday 4:30 p.m. – 5:30 p.m.
- For other ZOOM meetings availability contact the instructor

#### COMMUNICATION EXPECTATIONS

We value the many perspectives students bring to our campus. Please work with us to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all.

If you ever feel like this is not the case, please stop by your instructor or the coordinator's office – **Mrs. Morton Lang Bldg. 405 E** – to let us know. We are all learning together.

- While your instructor understands the need to be available as much as possible for each of you, there are limitations on their availability and when they can be reached. Your emails will be read as soon

as possible. Do not expect immediate answers. Your instructor will make every effort to answer your emails by the end of the following day, except on the weekend.

- You are required to use official UNT Mail for all communication. Your instructor will only respond to e-mail sent by their students from a UNT Mail address (@my.unt.edu). Likewise, your instructor will only send e-mail to your UNT Mail address. Information about UNT Email can be found at the following Web address: <https://my.unt.edu>

#### *A note on protocol:*

- Most problems or misunderstandings can be dealt with effectively and efficiently if the people most directly involved can discuss the problem and communicate honestly with each other. If you have a problem with anything related to your course (textbook, instructor, testing, etc.), it is important you discuss the problem with your instructor **before** contacting the Coordinator of Elementary and Intermediate French.
- If you are uncomfortable discussing a specific issue with your instructor or do not get resolution, do not hesitate to set up an appointment with the **Coordinator Mrs. Morton** ([sophie.morton@unt.edu](mailto:sophie.morton@unt.edu))  
**Lang Bldg. 405 E**
  - When emailing the coordinator, make sure to include your First and Last Names and the name of your instructor as well as your class and section number. Thank you!

### ODA ACCOMMODATION STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable 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 reasonable accommodation during faculty office hours or 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, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

### COURSE DESCRIPTION AND STRUCTURE

- This course introduces both the French language and the world cultures and societies where French is spoken. This course is the first of a two-course intermediate French language and culture sequence at the University of North Texas. This is a three-credit course.
- The entire class will meet synchronously with the instructor at the time of day indicated on the Registrar's schedule for the duration of the semester. This course is not approved for curriculum online delivery.

## COURSE PREREQUISITES

Students must have completed and passed French 1020 or equivalent. For placement tests information visit: <https://worldlanguages.unt.edu/resources/testing/placement>.

## COURSE OBJECTIVES

This course is designed to reinforce the material learned in previous French courses. You will expand proficiency through coursework, homework, and practice using the target language. You will further develop a deeper understanding of the diverse aspects of societies and cultures in the Francophone world.

Upon successful completion of this course, learners should be able to accomplish a variety of communicative tasks (written and oral) including (*numbered in order of presentation*):

1. Describing your daily routine
2. Talking about relationships; describing traits and personalities
3. Ordering at restaurants; purchasing and discussing food
4. Comparing lifestyles; conversing about healthy choices
5. Discussing vacation choices and preparing for trips
6. Selecting lodging when travelling
7. Dealing with common illnesses; visiting the doctor and talking about health-related matters
8. Running errands on a trip

## MATERIALS

The same textbook will be used for 1010, 1020 and 2040.

**Required for 1010-2040: *Horizons*. 7<sup>th</sup> edition, 2019, Cengage. (E-Book and MindTap digital learning platform)**

- **MindTap** comes with a digital copy of the new textbook (e-book). **The eBook** and the Digital learning platform workbook – **MindTap** – are required. The **textbook** (hard copy **or** rented loose-leaf copy) is optional.
- If you buy a (new or used) textbook, it is your own responsibility to make sure **you get access to MindTap**.
- Make sure to purchase the correct textbook. If you decide to purchase the IAE (Instructor Annotated Edition) you will be required to purchase the correct edition.
- This textbook and MindTap digital learning platform will be used for **the first 3 semesters of French: 1010-2040**. French 1010 covers Chapters Préliminaire – 3; French 1020 covers chapters 4-6; **French 2040 covers chapters 7-10**. There are no textbooks required for French 2050.

**Cengage Support Page :** [https://www.cengage.com/coursepages/UNT\\_MindTap\\_Fall24](https://www.cengage.com/coursepages/UNT_MindTap_Fall24)

## Technology requirements for courses with digital materials:

- This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and software such as a webcam and microphone. If circumstances change, you will be informed of other technical needs to

access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

### ASSESSING YOUR WORK & COURSE REQUIREMENTS

Your grade will be calculated according to the following grading scale. Please note grades are not curved. There is no extra credit awarded in this course.

| Percentage  | Letter Grade |
|-------------|--------------|
| 90 – 100 %  | A            |
| 80 – 89.9 % | B            |
| 70 – 79.9 % | C            |
| 60 – 69.9 % | D            |
| 0 – 59.9 %  | F            |

| ASSESSMENTS                                                                                                                        | Percentage of Final Grade |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Formative</b>                                                                                                                   |                           |
| MINDTAP Activities                                                                                                                 | 30%                       |
| UNIT Activities [i.e. Recordings, Discussion Forums, Reading Comprehensions, Compositions, Movie activities, Pre-exam assessments] | 15%                       |
| <b>Summative</b>                                                                                                                   |                           |
| In class quizzes                                                                                                                   | 15%                       |
| Exams (Units and Final Exams)                                                                                                      | 30%                       |
| Presentation                                                                                                                       | 10%                       |
| <b>Total Points Possible</b>                                                                                                       | <b>100%</b>               |

### ATTENDANCE POLICY

Attendance is mandatory. Regular and punctual class attendance is paramount for success in this course. Attendance is recorded in CANVAS. Arriving late or leaving early repeatedly may be counted as an absence and result in loss of points (see Attendance and Grading section below)

Based on **Policy 06- 039** (see link below), an absence may be excused for the following reasons:

1. religious holy day, including travel for that purpose.
2. active military service, including travel for that purpose.
3. participation in an official university function.
4. illness or other extenuating circumstances.
5. pregnancy and parenting under Title IX.
6. when the University is officially closed by the President.

To learn more about student attendance and authorized absences please visit the [University of North Texas' Attendance Policy](#) page.

([https://policy.unt.edu/sites/default/files/06.039\\_StudAttnandAuthAbsence.Pub2\\_.19.pdf](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf)).

- **For an absence to be excused...**
  - You must contact the instructor at their UNT email or through the Canvas Inbox.
  - For unplanned absences (e.g., illness), documentation must be submitted within 5 days of absence.
  - For anticipated/planned absences, documentation must be submitted when contacting the instructor at least one week prior to planned absence.
  - If you do not contact the instructor one week in advance of an anticipated/possible excused absence, the instructor has the right to count your absence as unexcused.
- Upon satisfactory documentation of absence(s), instructor will “excuse” the absence.
- It is important that you communicate with the professor and the instructional team prior to being absent when feasible. This will help your instructor/ instructional team mitigate the impact of the absence on your attainment of course learning goals.
- **Late arrival / early departure**
  - If you arrive late to class and / or leave early, the instructor has the right to not count your attendance for that class period.

## ATTENDANCE & GRADING

We understand some things are inevitable and you may have to miss a class. You are allowed some “personal days”. Your allowance is **3 unexcused absences (MWF pattern) or 2 unexcused absences (TTH pattern)**. You need to save your “personal days” for **those unexcused absences** (Please see the above section on excused absences). Make sure to communicate with your instructor.

### GRADING BONUS FOR ATTENDANCE

- After August 23, 2024 (the last day to add a class) . . . If you have **less than or equal to 3 unexcused absences (MWF pattern) or less than or equal to 2 unexcused absences (TTH pattern)**, your final grade will be boosted by 5% (5 points) - regardless of the grades that you received on assignments during the semester.

### GRADING PENALTY FOR ABSENCES

- After August 23, 2024 (the last day to add a class) . . . If you have **6 or more unexcused absences (MWF pattern) or 4 or more unexcused absences (TTH pattern)**, your final grade will be lowered by 10% (one letter grade) - regardless of the grades that you received on **assignments**.

## ATTENDANCE & PARTICIPATION

Since regular oral practice is essential for improving proficiency in a foreign language, attendance and active participation are necessary for your success in this course. If you do not attend class and participate, do not expect to get credit.

We use several participation structures in class: one-on-one instructor/student interaction, pair or group work, turn-taking participation, etc. During participation activities, you are not being graded on whether

the answer or your pronunciation is perfect. Instead, the structures used aim to maximize students' opportunity and give them equal opportunities to participate.

When using turn-taking participation structure in class, we go around the room so that all students have an opportunity to participate equally. We always try to pick up where we left off at the end of the previous exercise.

After August 23, 2024 (the last day to add a class) . . . If you refuse to engage in participation activities (such as pair work, our turn-taking participation structure, etc.), you will be counted as absent—in each such case, this will be an unexcused absence.

### **Commit to engage and learn.**

To engage and learn you must give your full attention to the class, your instructor, and your peers.

- So, take off earbuds or headphones when entering the classroom.
- Be ready to take notes (bring a pen or pencil and a notebook or paper).
- Keep your cellphones out of sight and silenced (or on vibrate) during class. Text messaging, gaming, web browsing, etc. while class is in session is **prohibited**. Cellular phones and other devices can only be used when requested by the instructor.
- Use of laptop or tablet in class is allowed as permitted by the instructor when usage is needed to contribute to your learning (e.g., to access the eBook or the CANVAS page for your French class and/or to take notes for your class).

If you fail to abide by the rules stated above, you will be counted as absent for the class session (this will count as an unexcused absence; see Attendance Policy above).

Your cooperation with creating a strong and positive learning environment is appreciated and paramount to your success.

**All problems concerning attendance, participation, or grades must be resolved by Tuesday of Week 15.**

### **ASSESSMENTS**

**Due dates and instructions will be in CANVAS.** Assessments have been organized to follow a pattern and facilitate your planning. It is the student's responsibility to check due dates in CANVAS and in the MindTap system. There is no late work accepted. (See *Note on late work* section)

- **MindTap activities** (online workbook exercises) are due weekly by **11:59 pm on Sundays**.
- **UNIT Activities** [i.e. Recordings, Discussion Forums, Reading Comprehensions, Compositions, Movie activities, Pre-exam assessments] are due in CANVAS by **11:59 pm on Sundays**. Activities in this category are released at least five (5) days before due dates.
- **In-class quizzes**, specific due dates and possible make-up are at instructor's discretion.
- Some quizzes may take place in CANVAS. CANVAS Quizzes' due dates are at instructor's discretion (these assignments will be opened at least 24 hrs.).
- **Presentations** will take place in class **week 14**.

Many assignments will be partially or fully auto graded. Our goal is to grade your other work in a timely manner - within 1 week of the due date (when the activity /assessment is not auto graded).

### ***A note on late work***

- Late work is not accepted in this course.
- All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence \(Links to an external site.\)](#) and provides documentation with 48 hours of the missed deadline.
- At the end of the semester (by May 1) your instructor will drop the following grades (via Canvas Gradebook function)
  - The lowest in-class quiz grade
  - The lowest grade of the UNIT Activities category
  - The nine (9) lowest exercise grades of the Weekly MINDTAP activities.

### **EXAMINATION POLICY**

- Exams are scheduled at the end of each chapter. All Exams will be delivered via CANVAS. You will have a 4 day-window to take the unit exams (from Saturday 8:00 am to Tuesday 11:59 pm).
- Exams are closed-book exams: students are not allowed any outside help / use of resources. Failure to abide may result in a grade of zero for the assignment and an F in the course.
- Make-up exams: If you must miss an exam, you must contact your instructor **immediately** and provide appropriate documentation regarding authorized absence upon return to class.
- Only those individuals whose absences are approved by the instructor and / or the Coordinator of Elementary and Intermediate French will be eligible to take a make-up exam over the material missed.
- Final exam is administered via CANVAS. Students have the entire week of Final Exams (Dec 7, 8 am to Dec 12, 5 pm) to complete the exam. **There will be no extension.** Failure to complete the final exam on time will result in a grade of Zero. For an extension to be granted, students must provide a justifiable excuse (with appropriate paperwork - See Policy 06-039) no later than 5 pm on the last day of Final week.

### **GRADE DISPUTES**

- Your instructor will not discuss grades over email. If you would like to discuss a grade on a specific assignment or your overall grade, email your instructor to set up a meeting (either in-person or via ZOOM).
- You will need to have your video feed / camera on for any ZOOM one-on-one meeting with the instructor. You should come to the meeting with specific questions and /or examples that demonstrate why you should have earned a different grade than you received.
- If you miss your scheduled meeting, you forfeit your right to a grade dispute.
- If you do not contact your instructor to schedule a meeting within 5 (five) days of receiving your grade, you also forfeit your right to a grade dispute.
- If you wish to appeal the decision made at the instructor's level, you can contact the Coordinator of Elementary and Intermediate French Mrs. Morton: [sophie.morton@unt.edu](mailto:sophie.morton@unt.edu)

## EXTRA CREDIT

There are no extra credit opportunities in this course. NO EXCEPTION.

## SYLLABUS CHANGE POLICY

All changes to the syllabus, course information, due dates will be announced via CANVAS.

## COURSE SCHEDULE

### WEEKLY AGENDA – FRENCH 2040

- ✚ FOR IN-CLASS QUIZZES SPECIFIC DUE DATES ARE AT INSTRUCTOR'S DISCRETION
- ✚ CANVAS & MINDTAP HOMEWORK: DUE DATE **SUNDAY BY 11:59 PM** EXCEPT WHEN SPECIFIED OTHERWISE

| DATE                                                                                                                                                  | CLASS ACTIVITIES                                                                                           | TO DO BEFORE CLASS                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Week 1                                                                                                                                                | <b>Introduction: Syllabus, Canvas, Textbook – E-Book</b><br><br><b>Chapter 7</b><br>P 272-277<br>P 268-271 | <b>Get MindTap account/textbook</b><br><br><b>Due SUNDAY 11:59 pm</b><br>Start here confirmation Quiz |
| Week 2                                                                                                                                                | P 286-287<br>P 288-293<br><b>In class Quiz</b>                                                             | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Recording 1                                                  |
| Week 3                                                                                                                                                | <b>Labor Day – No classes September 2</b><br>P 296-297<br><b>Review</b>                                    | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Pre-exam assessment 1                                        |
| <b>*Complete assignments before starting your exam 1</b><br><b>EXAM 1 WINDOW OPENS</b><br>Saturday 9/7 at 8:00 am and closes Tuesday 9/10 at 11:59 pm |                                                                                                            |                                                                                                       |
| Week 4                                                                                                                                                | <b>Chapter 8</b><br>P 316-319<br>P 322-325<br>P 326-329<br><b>In class Quiz</b>                            | Due SUNDAY 11:59 pm<br>MINDTAP<br>Discussion Forum 1                                                  |
| Week 5                                                                                                                                                | P 312-315<br>P 330-333<br>P 334-337<br><b>In class Quiz</b>                                                | Due SUNDAY 11:59 pm<br>MINDTAP                                                                        |
| Week 6                                                                                                                                                | P 338-339<br>P 340-345<br><b>In class Quiz</b>                                                             | Due SUNDAY 11:59 pm<br>MINDTAP<br>Recording 2                                                         |
| Week 7                                                                                                                                                | P 348-351<br><b>Composition</b>                                                                            | Due SUNDAY 11:59 pm<br>MINDTAP                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                               |                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Review</b><br>P 346-347                                                                    | Pre-exam assessment 2                                                                |
| <b>*Complete assignments before starting your exam 2</b><br><b>EXAM 1 WINDOW OPENS</b><br>Saturday 10/5 at 8:00 am and closes Tuesday 10/8 at 11:59 pm                                                                                                                                                                                                                                                     |                                                                                               |                                                                                      |
| Week 8                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Chapter 9</b><br>P 362-365<br>P 366-367<br>P 368-371<br><b>In class Quiz</b>               | Due SUNDAY 11:59 pm<br>MINDTAP<br>Discussion Forum 2<br>Pre-viewing movie activities |
| Week 9                                                                                                                                                                                                                                                                                                                                                                                                     | P 358-361<br>P 372-373<br>P 374-377<br><b>In class Quiz</b>                                   | Due SUNDAY 11:59 pm<br>MINDTAP<br>Post-viewing movie activities                      |
| Week 10                                                                                                                                                                                                                                                                                                                                                                                                    | P 378-379<br>P 380-383<br><b>In class Quiz</b>                                                | Due SUNDAY 11:59 pm<br>MINDTAP<br>Recording 3                                        |
| Week 11                                                                                                                                                                                                                                                                                                                                                                                                    | P 386-389<br><b>Composition</b><br><b>Review</b> P 384-385                                    | Due SUNDAY 11:59 pm<br>MINDTAP<br>Pre-exam assessment 3                              |
| <b>*Complete assignments before starting your exam 3</b><br><b>EXAM 2 WINDOW OPENS</b><br>Saturday 11/2 at 8:00 am and closes Tuesday 11/5 at 11:59 pm                                                                                                                                                                                                                                                     |                                                                                               |                                                                                      |
| Week 12                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Chapter 10</b><br>P 400-405<br>P 406-407<br>P 408-411<br><b>In class Quiz</b>              | Due SUNDAY 11:59 pm<br>MINDTAP<br>Discussion Forum 3                                 |
| Week 13                                                                                                                                                                                                                                                                                                                                                                                                    | P 396-399<br>P 412-417<br>P 418-419<br><b>In class Quiz</b>                                   | Due SUNDAY 11:59 pm<br>MINDTAP<br>Power Point for Oral Presentation                  |
| Week 14                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Presentations</b><br>Oral Presentations in class                                           | Due SUNDAY 11:59 pm<br>MINDTAP<br>Pre-exam assessment 4                              |
| <b>Thanksgiving Break – No classes</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                               |                                                                                      |
| Week 15                                                                                                                                                                                                                                                                                                                                                                                                    | P 426-429<br><b>REVIEW</b> P 424-425<br><b>No classes Friday December 6 –<br/>Reading Day</b> |                                                                                      |
| <b>Final exam administered online via CANVAS. Students in French 2040 have the entire Final Week to complete all portions of their final exam.</b><br><b>Final Exams opening window starts on Saturday December 7 at 8 a.m. and ends of Thursday December 12 at 5 p.m. <a href="https://registrar.unt.edu/exams/final-exam-schedule/FALL">https://registrar.unt.edu/exams/final-exam-schedule/FALL</a></b> |                                                                                               |                                                                                      |

## UNT POLICIES

### STUDENT EVALUATION ADMINISTRATION DATES - SPOT

- 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 SPOT survey is administered online between Nov 18, 2024, and Dec 5, 2024, to provide students with an opportunity to evaluate how the course is taught.

### 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. [https://policy.unt.edu/sites/default/files/06.049\\_Standard%20Syllabus%20Policy%20Statements\\_supplement.pdf](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

### ACCEPTABLE STUDENT BEHAVIOR

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

### COURSE RECORDINGS

Class recording is only allowed with written permission from the instructor. 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.

### 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. [https://policy.unt.edu/sites/default/files/06.049\\_Standard%20Syllabus%20Policy%20Statements\\_supplement.pdf](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

### **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.

### **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.