



UNIVERSITY OF NORTH TEXAS

EDLE 5610
School Communications and Public Relations
Course Syllabus

Summer
Monday, June 3 – Friday, July 26, 2019

COURSE INFORMATION

Course Catalog Number, Credit Hours — EDLE 5610, 3 hours
[Fully Online Course using Canvas LMS](#) – AOP Program

COURSE DESCRIPTION

This course is a Part of the UNT Educational Leadership's AOP and is offered completely online.

From the UNT Catalog:

Every administrator in an educational organization has a responsibility to engage in public relations on a daily basis. The primary objective of this course is to examine school-based public relations with the context of life in an information age, practice in schools shared decision making, and sustained demands for school improvement. Students study three critical dimensions of school public relations: informing the public; modifying attitudes and opinions; and integrating the actions and attitudes of an organization with those of its public.

COURSE LEARNING OBJECTIVES

At the conclusion of the course, you will be able to do the following:

1. Describe the public's current perception of American schools.
2. Describe the importance of an effective school-community relations plan and distinguish between a centralized plan, a decentralized plan, and a coordinated plan for school-community relations.
3. Identify specific ways that school administrators can reach out to parents and the community for engagement with and support for the schools.
4. Describe the roles of educators at the district and campus level related to an effective school-community relations program.
5. Identify the steps in the communication process and to apply those steps given a scenario.

6. Identify barriers to communication and how they might be overcome.
7. Identify in writing each of the member groups of a school's Internal Publics (those inside the organization) and describe at least one specific action that can be taken to effectively communicate with each member group.
8. Identify and describe in writing the member groups of the school's External Publics (those stakeholders spending most of their time outside of the school's walls) and identify at least three ways or opportunities where information is best communicated to them.
9. Describe in detail at least three strategies for enhancing the school's relationship with the news media and their representatives.
10. Compare your school's experiences with the best practices identified in the text related to at least one of the following: Open House events, Parent Teacher Conferences, and Convocations and Celebrations.
11. Describe the skills and behaviors necessary for the campus administrator who can communicate most effectively with a variety of audiences, in writing and when speaking.
12. Demonstrate competencies in written and oral communications, along with judgment in determining priorities when presented with multiple tasks needing responses in a simulated in-basket activity.
13. List both benefits and cautions when communicating electronically and using social media as a means for keeping stakeholders informed.
14. Describe best practices related to leading during a crisis, including:
 - Designing a Crisis Management Plan
 - Implementing the Plan
 - Communicating during a crisis
 - Dealing with the aftermath of a crisis
15. Complete a simulation that creates a Parent and Community Involvement Plan for the school **where the student is employed or a fictional or "real" school** that meets the criteria for effectiveness that is described in the rubric for the assignment. (You may collaborate with others in the class while working on this assignment.)
16. List and describe at least three ways to collect data to evaluate the results of the school-community relations efforts.

INSTRUCTIONAL METHODS

You will be provided reading materials for each week from the textbook and other sources, along with an introductory narrative for the topics for each week. You also will be provided activities related to the topics and have the opportunity to apply the learning gained each week. I will review and respond to responses to the assignments and discussions. I expect each student to participate fully in order to gain new or enhanced skills or knowledge related to the course objectives.

COURSE REQUIREMENTS

Reading assignments

Refer to each week's course Module for the assigned readings for each week.

Textbook

The **textbook** for the course is *School-Community Relations, Fourth Ed.*, by Douglas Fiore, published by Routledge. **IMPORTANT** — When you see page numbers related to material in the textbook that appear in assignments, discussions, or other materials, realize that the 4th edition, paperback version of the Fiore book is the source of those page numbers. Those page numbers will not be accurate when using other editions and versions of the book, though you may likely find the referenced material.

Assignments

Assignments for each week are described in detail in each week's Module. See the *Course Schedule* in this syllabus and, within the course, each week's *Weekly Overview*, the individual assignments for each week, and the *Calendar*. You will complete two major assignments, the "Principal's In-Basket" and the "Parent and Community Involvement Plan."

Class Discussions

You are expected to provide substantive responses to the *Discussions* **AND** respond to the postings of your classmates as assigned.

Application of Learning

Each week will include the opportunity for you to respond to a case study related to the week's topics **OR** an opportunity to apply learning by investigating or reviewing the topics with your campus or district administrator.

Final exam

There will be a final exam in this course that will provide the opportunity to demonstrate your skills and knowledge gained in the course. The Final Exam will be available to you in advance on **Saturday of Week 7, July 20, and due the following Friday of Week 8, July 26, by 11:59 pm Central time**, the last day of the course.

Each student must complete the Final Exam independently. There should be no collaboration with other students in the course. You may use any resources you need to develop substantive responses to each task on the exam.

COMMUNICATIONS

Review this information about the communication tools in the course and how we will use them:

- For all course-related questions, please read this syllabus carefully before seeking assistance.
- For assignment clarification questions, see the *Ask Questions Here* forum in Discussions from the *Assignments* link on the course menu.
- **Use your *Inbox* from the dark gray global menu for all private electronic communications with me.** Make a note of my email address from the *Syllabus* link on the course menu for reaching me outside of the course. You can expect a response from me within 24-hours of sending a message. If your concern is urgent, please call by phone or leave a message.

Announcements

Please check the course *Announcements* each day for updated information and changes. You'll find a link to the latest announcement at the top of the course Home page, and Announcements are also auto-emailed to students' EagleConnect address. You **MUST NOT disable your Canvas Notification Preferences** for Announcements or Administrative Notifications or risk missing critical information.

Collaborative Discussions

Each weekly module contains its assigned discussions for the week, where you can see all details of the topics for assigned postings, to review the postings of classmates, and to make postings of your own. See *Discussions* from the *Assignments* link on the course menu to view links to all discussions.

Please extend the readers of your postings the same courtesy you would expect when communicating. Please read and consider the content of the message before responding. Profanity and insults are not tolerated.

ASSESSMENT and GRADING

Assessments

This course will use the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- Responses to prompts and classmates in the *Discussions* conversations
- Responses to *Assignments*
- Responses to Application exercises, in the form of both discussions and assignments
- Two major assignments
- Online final exam

Grading Procedure

Grades will be determined by the following points:

Item	Points Each	Number	Points Available
Weekly Discussions	6	10	60
Weekly Assignments	10	6	60
Weekly Applications	10	7	70
Major Assignment: Week 5 Principal's In-basket Activity	60	1	60
Major Assignment: Week 7 Parent and Community Involvement Plan	40	1	40
Final Exam	30	1	30
TOTAL			320

Final grades are determined as follows:

Grade	A	B	C	F
Points Earned	288 - 320	256 - 287	224 - 255	Below 224

Accessing Grades

You will see all of your grades by selecting *Grades* from the course navigation menu.

- You can see my comments and feedback by clicking on the comment icon to the right of your grade.
- You can view the rubric for assignments by clicking the square icon on the far right of an activity's row.
- Grades will typically be visible by the week following their due date, unless I notify you otherwise.

Assignment Submission Instructions

Assignments requiring compositions should be saved in either Word or PDF format and submitted by the deadline noted in each assignment found in each week's module or from *Assignments* on the course menu.

COURSE SCHEDULE

- The course officially begins on Monday of Week 1, June 3, and concludes on Friday of Week 8, July 26, 2019, eight weeks in length.
- You will find the activities for each week (readings, assignments, discussions, etc.) within each week's Module.
- Due dates for assignments are normally by Sunday 11:59 pm Central time of each week. For example, assignments for Week 1 are due no later than 11:59 pm Central time on the Sunday of Week 1.
- Your initial weekly discussion postings are due no later than Wednesday night, with conversations occurring throughout the week on different days and concluding Sunday night of each week.
- **Please note: If your time zone differs, please adjust your submissions to Central time or they could be considered late.**

Each week contains these elements:

- Weekly Overview
- Learning Objectives
- Readings
- Assignment
- Discussion
- Application of Learning

Areas of Focus for Each Week

Start Here

Course orientation, Course Overview, Syllabus
Principal Standards and Principal Testing Requirements
Information on Advising, Degree and Certification Plan, Graduation, Internship

Week One**“Orientation to Course and Engaging the School Community”**

Welcome, Building Community
Framework for Texas Principal Competencies
Texas Educator Code of Ethics
Most Recent KDP article on the public perception of schools

Week Two**“Everyone can be an Effective School Communicator”**

Week Three**“Working Effectively with Internal and External Publics”**

Week Four**“Working with Media Organizations and Special Events”**

Week Five**“Effective Written and Oral Communications”**

Activities for this week include submission of the first major assignment for the course – *“Principal’s In-Basket Activity.”*

Week Six**“Communicating Electronically in the Era of Social Media”**

Week Seven**“The School-Community Relations Plan and Effective Communications in Crisis Situations”**

Activities for this week include submission of the second major course assignment — *“Parent and Community Involvement Plan.”*

Week Eight**“Putting It All Together”**

Assignments for this week include the completion of the Final Exam for the course.

ACCESS AND NAVIGATION

Access and Log in Information

This course was developed and utilizes the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: <https://canvas.unt.edu>. You will log in using your EUID and password to log in. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

How to Proceed Each Week for Class Activities

After you have read the Start Here section within Modules, then continue on to the Week 1 module. All assignments, resources, and links to other areas and sites are contained within each week's module. You should access your Canvas course daily to read announcements and discussions, and work on assignments required for the course.

Communications

Information about the communication tools in the course and how they will be used:

- For all course-related questions, please read this syllabus carefully before seeking assistance.
- For assignment clarification questions, see the link on the course Home page for the *Ask Questions Here* discussion, also visible from Assignments on the course menu.

Use the *Inbox* tool from the global menu on the far left for all private communications with your professor.

Announcements

Please check the course Announcements at the top of the course Home page each day for updated information and changes.

Course Evaluation

The Student Perceptions of Teaching (SPOT) is expected for all organized classes at UNT. This brief online survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Please respond when you receive it. I am very interested in the feedback I receive from students, as I work to continually improve my teaching and online course design. **I consider the SPOT to be an important part of your participation in this class.** You will receive an invitation to complete the SPOT toward the end of the course.

The message will come through your UNT EagleConnect mail account. SPOT was implemented to comply with the State of Texas House Bill 2504, and was developed and offered by the University of Washington (IASystem®).

TECHNICAL INFO AND OTHER SUPPORT SERVICES

Minimum Technical Skills Needed

- Navigating and using basic tools of Canvas
- Using email and attaching documents
- Creating, saving, and submitting files in DOC and PDF formats
- Creating videos

Canvas Information

[Computer specs](#)

[Supported browsers](#)

Info on using Canvas: [Canvas Student Guide](#), [Video Guides](#), [Canvas Getting Started](#), [Canvas Basics Guide](#)

Student Technical Support

After logging into your Canvas course, click the *Help* icon on the bottom of the Global Navigation menu (the dark column on the left border of your browser window), which provides links to these resources:

Student Helpdesk — See [contact details](#) or submit a ticket

Online Student Resources

Ask Your Instructor a Question — Questions are emailed to your instructor

Search the Canvas Guides — Find [guides](#) and look up answers

UNT Student Helpdesk

Make a note of this information now in case of a situation where you can't login to the course.

Email: helpdesk@unt.edu

Phone: 940.565-2324

Site: [UIT Help desk](#)

[Report an Issue](#)

Support Hours

Monday-Thursday 8am-midnight

Friday 8am-8pm

Saturday 9am-5pm

Sunday noon-midnight

Technical Emergencies and Advice for Taking Online Exams and Quizzes

- Avoid using a wireless connection for exams unless you're certain of its reliability.
- Take exams using a supported web browser on a desktop or laptop rather than using an iPad. If using an iPad, we recommend the Chrome browser.
- When at all possible, compose text offline and copy/paste your answer into the quiz. Canvas will save your exam after each answer.
- Should you encounter **technical problems affecting your ability to access or complete a task**, immediately contact the [UIT Helpdesk](#) for assistance so they can document the issue with a helpdesk ticket number.
- If the UIT Helpdesk cannot resolve the problem, they will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
- When UIT staff is unavailable, [Report an Issue](#) online.

Additional Support Resources

- [Graduate Student Support Services](#) of the Toulouse Graduate School
- CLEAR [Online Student Resources](#)
- UNT UIT Helpdesk <http://www.unt.edu/helpdesk/students/>
- UNT Portal <http://my.unt.edu>

UNT Library Information

[On and Off-Campus Users](#)

Retrieve articles from UNT's [electronic library resources](#). For additional assistance, please contact our College of Education librarian, Jo Monahan at Jo.Monahan@unt.edu or 940.565.3955.

ADVISING INFORMATION

Educational Leadership Master's Degree, Principal as Instructional Leader Certification, and Texas Examination of Educator Standards (TExES)

Please read the page, SH-8 *Advising, Degree and Certification Information, and Principal Competencies* in the *Start Here* section of our Canvas Class. That page has important information and deadlines that will help you as you complete degree and certification requirements.

Degree/Certification Plan

If you have not already submitted a degree/certification plan, submit that right away. You are required to submit that within your first class, and you have to have it on file before you can take the TExES exam, do the Internship, or graduate. Fill out the top part of the plan.

Do not fill in the courses you have taken or plan to take. We will fill those in as you complete the courses. At the very top of the plan, check off Principal as Instructional Leader Certification (see requirements below for Certification), Master's Degree, or both. Send the plan to Marilyn.deuble@unt.edu.

If you already have a master's degree and are just getting principal certification, you will need to take six regular courses and one full semester internship, for a total of seven classes. The degree/certification plan has asterisks beside the ones we generally use for certification, but we can have some flexibility in course choice. If you have questions, contact your advisor at linda.stromberg@unt.edu or our Student Services Coordinator, Marilyn.deuble@unt.edu.

You can get a blank degree/certification plan by looking in the *Start Here* section on the page SH-8, *Advising, Degree and Certification Information, and Principal Competencies* or by going to edmastersonline.unt.edu and selecting the tab at the top of the page that says *Forms*.

Principal as Instructional Leader Certification

The certificate that was called the Principal Certificate is now called the Principal as Instructional Leader Certificate. After the summer of 2019, the Principal Certificate will no longer exist, and all certificates will be for Principal as Instructional Leader. To earn either certificate, a candidate must do the following:

- Have a master's degree.
- Complete a principal certification program: Seven classes, including a full-semester internship in an accredited PreK-12 Texas school under the supervision of an administrator with a Principal's Certificate.
- Have a Teaching Certificate
- Have at least two years as the teacher of record in an accredited PreK-12 school (substitute teaching, student teaching, and university teaching will not count for this requirement).
- Pass all TExES Exam requirements.

If you have passed the 068 TExES or will pass it by August 31, 2019 and will have all other requirements of the certification completed, including the internship, you will get the Principal Certificate. However, the 068 test now is only being offered to people who have taken the 068 test already, but were not successful and need to retake the test.

If you have not taken the TExES 068, you will need to take the new test 268. The first time the new test will be offered will be on July 29, 2019. Visit this site to access the 268 Test Preparation Manual and other study materials. <http://www.tx.nesinc.com/Home.aspx>

If you pass this test on July 29 or if you passed the pilot of the test, which was given earlier this semester, and you are finished with the internship and all other requirements by August 31, 2019, you will not be required to submit the Performance Assessments for School Leaders (PASL) tasks. However, if you are taking the test for the first time this summer, it would be good to familiarize yourself with the PASL tasks in case you do not pass the 268 test. All people who have not passed the 268 by August 31 will need to do the PASL tasks, and summer test takers will only have one chance at the 268 test.

Read about these tasks in the Start Here section of the course on the page, *Advising, Degree and Certification Information, and Principal Competencies*. In addition, this link gives information about the PASL. <https://www.ets.org/ppa/test-takers/school-leaders/about>

TExES Preparation: Practice Examination

The first administration of the new TExES 268 Principal Exam will be on July 29 of 2019. In the spring of 2019, there are no practice TExES exams for the 268 exam.

For TExES practice exam information and registration, go to: <http://www.coe.unt.edu/texas-advising-office/texas-exams>. If you need special testing accommodations, please contact the TAO at 940-369-8601 or email the TAO at coe-tao@unt.edu. The TAO website is www.coe.unt.edu/texas.

Graduation

The deadlines for application to graduate are very early each semester. It is your responsibility to apply for graduation. You have to apply even if you are not going to go through the ceremony, and you can find the application by going to <https://tgs.unt.edu/new-current-students/graduation-information> and clicking on the link under "Apply to Graduate." The deadline for the August

graduation is **June 21**. There is no graduation ceremony in August, but you can graduate. If you wish to participate in the ceremony, you can do that in December.

See the information above about submitting a degree plan. If you are ready to graduate and have not submitted a degree plan, your graduation application will be delayed. Remember, that you have to have at least a 3.0 to graduate. Also, if you have any courses with grades of D or F, you will have to retake those courses and earn a passing grade.

Principal Internship

For the Texas Principal Certificate or Principal as Instructional Leader Certificate, you will need to do a one semester principal internship at the end of your Master's classes. You must apply in advance. The due dates to apply are **October 1 for spring; February 1 for summer; and March 1 for fall**. You have already missed the deadline for summer and fall, but, if you wish to do the internship in those semesters, send in your application immediately.

You can get a blank internship application by looking in the *Start Here* section on the page SH-8, *Advising, Degree and Certification Information, and Principal Competencies* or by going to edmastersonline.unt.edu and selecting the tab at the top of the page that says *Forms*. Send your internship application to Marilyn.deuble@unt.edu.

POLICIES

Disabilities Accommodation

"The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class." Dr. Barbara Pazey is the compliance officer and contact person for the Department of Teacher Education and Administration.

Grade of Incomplete

The only time an instructor in our College can give an incomplete is if a student is passing the course, but has a severe illness/situation during the last third of the course. The student must submit a form requesting an incomplete and provide documentation supporting the need for an Incomplete. Students can get these forms by contacting Marilyn Deuble, our Student Services Coordinator, at marilyn.deuble@unt.edu.

Progress in Class/Dropping a Class

You may add a course or withdraw in accordance with the University's policy currently in effect.

If you are having difficulties with assignments or the pace of the class, please keep in touch with your instructor through the course Inbox in the class. If you think you might need to drop the class, be sure you keep track of the last dates you can drop a class. You can find these dates on the [UNT Registrar's site](#). If, by dropping a class, you will not be enrolled in any classes during an 8-week period, you have to withdraw from the university. Don't worry, you can come back in later. To withdraw, you have to contact the Dean of Students, deanofstudents@unt.edu.

If you are dropping a class, be sure you do that through the [registrar](#). Just telling your instructor or the Educational Leadership office that you are dropping is not sufficient. Also, please be aware that dropping classes may affect financial aid. However, if you are going to drop or withdraw, be sure you do it as soon as you know that is what you plan to do. If you stay on the roll until the end, but have not submitted assignments, your instructor will have to give you a failing grade.

Assignment Policy

Due dates for each assignment are posted in the instructions of each assignment and on the course calendar.

Late Work

Assignments posted after the deadline will be considered late and points will be deducted from the grade. Please contact your instructor when you anticipate having to submit an assignment late. If you do not submit all seven assignments and quizzes, the highest grade you can make in the class is a C.

Class Participation

All students are required to login regularly to the Canvas online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities including discussions.

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. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. Students engaging in unacceptable behavior may be referred to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor. For instance, when responding to individuals, address them by their name before beginning your commentary.

EagleConnect

All official correspondence between UNT and students is conducted via EagleConnect and it is the student's responsibility to read EagleConnect email regularly.

Copyright Notice

Some or all of the materials on this course site may be protected by copyright. You may use the materials for the duration of the course only, and may not re-use them for other purposes when the course ends. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu>.

Grading and Grade Reporting

Grading rubrics or scoring guides for all assignments can be found with the course assignments. Review the rubrics/scoring guides to give you criteria for success on the assignments.

Writing Policy

Principals are judged on the accuracy of everything they write, whether it is a letter to parents or an email to a colleagues or staff. Your written products – including, but not limited to, papers, letters, and email – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all assignments will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. **Activities in this class, including discussions, have high expectations for effective written communication skills.** The UNT Writing Lab (Sage Hall 152) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call 940-565-2563 or visit <https://writingcenter.unt.edu/graduate-tutoring?cta=section-highlight>

Syllabus Change Policy

Changes to the syllabus may be necessary at times. Communication of any changes will be made through course Announcements, the Canvas Inbox, or UNT email.

Scholarly Expectations

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested or approved by the instructor.

Ethical Behavior and Code of Ethics

The Teacher Education and Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators ([Chapter 247 of the Texas Administrative Code](#)) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Academic Integrity

Students are encouraged to become familiar with UNT's policy on Student Standards of Academic Integrity: http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf. Academic dishonesty, in the form of plagiarism, cheating, or fabrication, will not be tolerated in this class. Any act of academic dishonesty will be reported, and a penalty determined, which may be probation, suspension, or expulsion from the university.

Cheating and Plagiarism Policy

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action. For some of the major assignments in this course, you may be required to submit your assignment to the Turnitin plagiarism prevention tool.

IMPORTANT NOTICE FOR F-1 STUDENTS**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 at <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.