

INFO 5737 Information and Cyber Security  
Fall 2020

Meeting: Friday 2pm – 4:45pm

Location: Remote (NTDP B158)

Instructors:

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Office Hours: By Appointment

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#### Course Format

This course is delivered as a remote course. Instruction, course materials, class interaction, assignments, quizzes, etc. will be conducted both online through Canvas and Zoom. The materials of this class are broken down into learning modules, these modules require a full understanding of all class materials in order to complete successfully.

#### Course Descriptions

This course is 3 hours. It will introduce the primary technical and administrative aspects of information security and cybersecurity. It also provides a foundation for understanding key issues associated with protecting information and knowledge assets as well as determining the levels of protection and response to privacy threats. Students will be exposed to a wide range of security and privacy concepts, case studies, lessons learned, methods, and methodologies of dealing with threats related to information and cybersecurity in the ever-changing global information environment.

#### Prerequisites

There are no prerequisites for INFO 5737.

#### Course Goals and Objectives

To introduce you to the information security and cybersecurity field with the purpose of guiding you to understand and apply security related concepts to your future career.

#### Objectives

- Understand the basic scope of the information security and cybersecurity profession using various techniques.
- Recognize why information security and cybersecurity are pertinent throughout various industries.
- Understand the common body of knowledge of information security and cybersecurity.
- Examine the ethics, values, norms, and foundational principles of the information security and cybersecurity profession and field.
- Understand the role of an effective information and knowledge professional regarding potential risks and threats within security

- Exhibit essential knowledge of information and cybersecurity and be able to provide other users with information regarding the field of privacy and cybersecurity.

## Course Material

### Required Textbook

Warsinske, J. et al. (2019) [Official \(ISC\)<sup>2</sup> Guide to the CISSP CBK, Fifth Edition](#), Wiley. (also available for rent at Amazon)

### Required Supplementary Readings

There are supplemental required readings for this course. Required readings are listed on the Canvas course website. These supplemental readings are either directly linked from Canvas or can be easily retrieved through the UNT Libraries main catalog or electronic resources database (<http://www.library.unt.edu/>). There may be additional required readings assigned throughout this course.

### Recommended Texts

- Carrascosa, I. P., Kalutarage, H. K., & Huang, Y. (Eds.). (2017). [Data Analytics and Decision Support for Cybersecurity: Trends, Methodologies and Applications](#). Springer.
- LeChair, J. & Keeley, G. (Eds.). (2015). [Cybersecurity in Our Digital Lives](#). NY: Hudson Whitman/Excelsior College Press.
- Moore, M. (Ed.) (2017). [Cybersecurity Breaches and Issues Surrounding Online Threat Protection](#), Pennsylvania: IGI Global.
- Tehan, R. (2018). [Cybersecurity: Data, Statistics, and Glossaries](#), Washington, D.C: Library of Congress, Congressional Research Service.

## Course Requirements

### Attendance and Participation (10%)

Regularly attend class and engage in class activities, questions, and discussions. Students should email the instructors as soon as they are aware they will not be able to attend a class. The key is to communicate with the instructors so we can understand your situation and you can be successful in this course.

### Module Learning Activities (40% of Final Grade)

Each module will have various activities such as concept mapping, online discussions regarding how to learn and apply the concepts to the practices and information sharing. Each module will have a single deadline for completion of the reading(s) and discussion participation.

Synthesis Concept Mapping Assignments (20%). As a knowledge tool, students are required to organize/synthesize at least three key concepts from each common body of knowledge domain and/or assigned readings for each learning module using the concept mapping tool (CMap). A short reading reflection is required for each module with assigned readings. Each synthesis will contain a concept map, five important direct quotes (which you use to construct your concept map), reflection, and references (APA style). Students will receive a grade of 0-100 based on peer grading and instructor evaluation. Students should post their synthesis concept map to a

wiki page on PBworks that is set up with the module name and number. It is important the content of each concept map, quotes, and reflection of the modules are the students own original work. Students will have to submit minimum of **five** concept map assignments. Students willing to submit all concept mapping assignments will have the advantage of dropping their three lowest grades. Only five of grades will be considered.

Discussions (10%). All students will be expected to monitor and interpret current information/cyber security news (in recent two years) or studies (in recent three years) and provide links to news stories, publications, or events relevant to the topics of the weeks learning modules. These will help students keep informed of recent developments and learn from each other's perspective through information sharing and discussions. Discussion posts should be made in Canvas under the appropriate module. The postings should be at least 100 words based upon and refer to the information source(s). Each discussion post should be the individual students own original work. Don't just summarize provide some analysis. Students will have to submit a minimum of **five** discussion posts. Students willing to submit all discussions will have the advantage of dropping their three lowest grades. Only five grades will be considered. In addition to posting to the appropriate discussion area in Canvas, students should come to class prepared to share and respond constructively to at least one student's posting.

Quizzes (10%) Each domain will have one quiz. The quiz will cover materials introduced in the given module through the required or recommended text as well as class slides. Students will have to take a minimum of **six** quizzes. Students are encouraged to take all quizzes, but only six grades will be considered.

### **Cyber-Security Intervention/Innovation Project or Research (20% of Final Grade)**

Both public and private sectors across industries are striving for a secure environment through cyber security intervention/innovation, which could be an information/cyber security policy, a new cyber security awareness program, a new security process or security innovation to support the delivery of intervention. The purpose of this project, either a research-oriented or practice-oriented, is to let students gain an understanding of implementing intervention/innovations or conducting a research at the personal, organizational, national, or international level, and their influences on ensuring better information security or cyber security. This project also helps the student to research about information/cyber security and come up with new findings. Please refer to the Table 3 of the following work to learn more about potential cybersecurity intervention/innovation strategies.

Rowe, B., Halpern, M., & Lentz, T. (2012). Is a Public Health Framework the Cure for Cyber Security?. *CrossTalk*, 25(6), 30-38. (Table 3 at page 36 provides a taxonomy of cyber-security intervention strategies for individuals based on the public health framework.)

Additionally, this is a great opportunity to develop your cybersecurity skills and knowledge. Students can work individually or collaboratively for this project. Students will either choose to research on any specific topic about information security/cybersecurity or choose an intervention/innovation topic related to information security and cybersecurity using a variety of sources, such as encyclopedias, academic databases, books, articles, web sites or interviews. Cite reliable sources for the references. Students will be expected to document their sources and will be required to employ the APA Manual of Style as the citation guide. Students should submit both the one page proposal and final project through Canvas Turn-It In.

Student should submit one-page proposal describing the research/intervention/innovation topic he/she has decided to study and the reason/motivation for choosing the research/intervention/innovation by October 22, 2020. Once the topic is approved, student can proceed with the project.

Toward the end of the semester students will present their final project in which students will describe their projects and share what they have learned with their peers.

### **Mid-Term Exam (15% of Final Grade)**

The mid-term exam consists of about 50 questions. The mid-term exam will cover material from the first portion of the class. The questions will be comprised of material from the review questions, module quizzes, course reading, class slides, and lectures.

### **Final Exam (15% of Final Grade)**

The final exam will cover the full spectrum of materials presented during the course. The final exam consists of about 60 questions. The questions will be comprised of material from the review questions, module quizzes, course reading, class slides, and lectures.

<b>Grading Summary</b>	<b>% Final Grade</b>
Attendance/Participation	10%
Learning Modules	40%
Class Projects	20%
Midterm Exam	15%
Final Exam	15%

## **Course Schedule**

The course schedule along with class requirements are subject to change at the instructors' discretion. The information listed under Activities in the below table refer to what will generally be covered during that week in class. The *to do* section is to assist students with what is due for the coming week.

It is the responsibility of each student to understand the due dates and activities for each week. Weekly activities are due at 11:59pm the Thursday prior to next week's class. For example, *to do* materials for week 2, module 1 should be submitted no later than 11:59pm on 9/10/20.

All assignments, quizzes, exams are individual activities, they are not group or collaborative. Details regarding quizzes and exams such as answers, questions, etc. should not be shared with anyone at any time in any manner, this includes other individuals enrolled in this course. Engaging in any of the above activities will be considered as cheating. The exception to this may be the Cyber-Security Intervention/Innovation Project or Research which can be completed as a group.

Plagiarism and/or cheating will not be tolerated in this course.

Date of Class	Week of Instruction	Activities	Due Date of To do
		<b>Prior to first day of class:</b> Read syllabus, familiarize yourself with course requirements, policies, and materials	

8/28/20	1	Class introduction and expectations, review syllabus  To do: PBworks Orientation Assignment	9/3/20
9/4/20	2	Module 1 – Introduction to Information Security and Cybersecurity and Asset Security (Domain 2)  To do: Discussion, CMap, Quiz	9/10/20
9/11/20	3	Module 2 – Security Management (Domain 1)  To do: Discussion <b>*No Quiz or CMap this week</b>	9/17/20
9/18/20	4	Module 3 – Risk Management (Domain 1)  To do: CMap, Quiz <b>*No discussion this week</b>	9/24/20
9/25/20	5	Module 4 – Security Architecture (Domain 3)  To do: Discussion <b>*No Quiz or CMap this week</b>	10/1/20
10/2/20	6	Module 5 – Security Engineering (Domain 3)  To do: CMap, Quiz <b>*No Discussion this week</b>	10/8/20
10/9/20	7	Module 6 - Security Assessment and Testing (Domain 6)  To do: Discussion, CMap, Quiz	10/15/20
10/16/20	8	Midterm  To do: Project Proposal	10/22/20
10/23/20	9	Module 7 – Communication and Network Security (Domain 4)  To do: Discussion, CMap, Quiz	10/29/20
10/30/20	10	Module 8 – Identity and Access Management (Domain 5)  To do: Discussion, CMap, Quiz	11/5/20
11/6/20	11	Module 9 – Security Operations (Domain 7)  To do: Discussion, CMap, Quiz	11/12/20
11/13/20	12	Module 10 – Software Development Security (Domain 8)  To do: Discussion, CMap, Quiz	11/19/20
11/20/20	13	Class Presentations	
11/27/20	14	No Class, Thanksgiving; Work on Project	
12/4/20	15	Reading Day, No Class; Finish Project	
12/5/20	16	Final Exam 1:30pm – 3:30pm	

### **Grading Scale**

This course adheres to the UNT scale for grading and it is as follows:

A = 90 - 100 points

B = 80 - 89 points

C = 70 - 79 points

D = 60 - 69 points

F = 59 points and below

### **Late work**

Late work will not be graded unless you notify the instructors at least 24 hours before the assignment is due. All quizzes, test, assignments, etc. must be submitted on time, prior to the due date. Any material submitted after the deadline will receive an automatic 10-point reduction. Materials not submitted by the deadline will continue to receive an additional reduction of 5 points each day it is late. If you are going to submit any late you must notify the instructors. Extensions may be granted in advance of the due date with reasonable cause. Exceptions may be made on an individual basis in cases of emergency.

### **Completeness**

Assignments are detailed and can require a significant amount of coordination and effort. Follow assignment instructions and avoid losing points for incomplete work. If you do not understand the assignments, ask for help prior to the deadline.

### **Writing**

This course requires you to provide quality writing and quality of writing will be considered as a major part of your grade. Your writing should demonstrate complete original work, knowledge of class content, as well as significant technical skill. Quality of writing represents precision, grammar, punctuation, spelling, references, and communication of ideas. References must be in APA style.

### **Timeframe for Grading**

You can expect grades to be posted for any graded assignment approximately seven business or working days after the due dates of the assignment or peer grading is complete. If you submit an assignment prior to the due date, do not include early days in your day count.

### **Instructor availability**

The instructors are available for consultation through various means; online, email, after class, phone, or by appointment. You should check your UNT email and the Canvas course website between classes for communications. The instructors are not online 24/7 and may not respond immediately. Allow a minimum of two business or working days for any response, this does not include weekends or holidays.

### **Communication/Emails**

When communicating with the instructors through email please include both instructors on the email. Send the email to one instructor and CC the other. There are a lot of students enrolled in this class so including your full name and student ID number in your communications. You should be precise and clear with your communication, providing specific details and screenshots whenever possible. Remember you can always request an appointment to speak with an instructor.

## Minimum Technology Requirements

Computer, reliable internet access, speakers/headphones, microphone, plug-ins, Microsoft Office Suite. For additional requirements please visit [Canvas Technical Requirements](#).

### 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 (<http://www.unt.edu/helpdesk/index.htm>)

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 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>)

## 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 explicitly permitted by your instructor.
- 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.

### **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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

### **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](mailto: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](mailto: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.

### **Class Materials for Remote Instruction**

The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

### **Statement on Face Covering**

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

### **Course Incomplete Grade**

The UNT Graduate Catalog (<http://catalog.unt.edu/index.php?catoid=16>) describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. You are responsible for meeting with the instructor to request an incomplete and



discuss requirements for completing the course. If an incomplete is not removed within the time frame agreed to by instructor and student, the instructor may assign a grade of F.

### **Withdrawal**

The UNT Registration Office (<https://registrar.unt.edu/registration/dropping-class>) describes and explains withdrawal policies and deadlines. The UNT semester course schedule lists specific deadlines regarding withdrawal. A grade of Withdraw (W) or Withdraw-Failing (WF) will be given depending on a student's attendance record and grade earned. Please note that a student who simply stops attending class and does not file a withdrawal form may receive an F.

## **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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

#### **Penalties for Academic Dishonesty**

- First Time Violation. The instructor will follow UNT procedure and report the case to UNT Office for Academic Integrity (AIO). Student will receive “0” for the assignment/project that he/she performs academic dishonesty;
- Second Time Violation. The instructor will follow UNT procedure on multiple violation and report the case to UNT AIO. Student will receive an “F” for this course.

### **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 \(https://disability.unt.edu/\)](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) (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](https://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) (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 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](mailto: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/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto: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](mailto: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](mailto: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/) (<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](mailto: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) (<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.

Download the UNT System Permission, Waiver and Release Form

### **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.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

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 & Student Likenesses** (Delete this statement if not applicable)

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. 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) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/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 eulDs 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:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

### *Additional Student Support Services*

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)

- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

#### Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)