ADES 4615 Topics:  eINTERN

Instructor Contact

Name: Hepi Wachter

Office Location: ART 230P

Phone Number: 940-5653621

Office Hours: by appointment

Email: cvad.design@unt.edu

Do not mistakenly believe online education is easier than face-to-face. You need good study habits; have self-motivated planning, organizational, and time management skills to be successful in an online course. Immediate feedback as you might be used to from face-to-face instructions is not available. Please email if you like to set up an appointment and use ADES 4615 in the subject line of your email.

Communication Expectations: This course is taught through the Canvas platform. You must know your UNT EUID and your password to log in to the course and you must check your email frequently to receive updates from the Canvas platform and from your instructor. The primary communication mode for this course is Canvas and the Canvas message tool and the inbox. For any communication use only your UNT email. CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips)

Course Description

This is a Topics course (advanced elective) that can provide:

preparation for an in-training program (internship) for design students and IADS design management students;

as course substituting face to face in-training programs with professional businesses in design or interdisciplinary art and design programs.

The course is taught both, as an online (asynchronous) virtual internship and as preparation for in-training programs. This course will also provide as a general Topics course in a design degree program. This course may be repeated for credit.

Assignments require peer review. You are obligated to participate in constructive and in-depth feedback during your peer review of assignments, leaving your notes in the comment fields of the assignment page. Neglecting your peer review obligations will count as late assignment submittal for your own assignment upload.
This course can prepare for an in-training program (internship) and help students to prepare for internship interviews, resume, and understand design professional association and design practice choices.

**Course Structure**

This course is taught asynchronous online. You will find a suggested sequence of activities within four modules. All activities will have to be completed within the semester weeks outlined in the course schedule. Each module will span over several weeks and your final report/narrative will be completed in the last two weeks of the course. The course does not require a final test. Your final assignment will be a report/narrative.

This course will ask you to schedule zoom meetings with design professionals. You are obligated to make arrangements for the zoom meetings. Contact information to reach out to the design professionals are provided in announcements and in the assignment documents when applicable. The experience of the zoom chats with design professionals is essential when you craft your final report/narrative.

Important: each document in the modules has a number of hyperlinks that will link you to additional and in-depth information. Please make sure you explore each hyperlink thoroughly.

**Course Prerequisites or Other Restrictions**

If you use ADES 4615.900 as a Topics course and menu choice, no prerequisite apply.

**Course Objectives**

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

1. Analyze the information you gathered or which was provided into its parts to explore and understand how to identify evidence for a conclusion. (CO 1)
2. Justify the decisions you make based on your reflections, criticism, and assessment. (CO 2)
3. Create new ideas and products and ways of viewing them by using what you had learned. (CO 3)

**Materials**

- All required material for this course will be provided through the course platform Canvas

**Teaching Philosophy**

Your success as a student depends primarily on your willingness to accept responsibility for your own learning. This is a three-credit-hour course and it is expected that you spend on average
three hours per week engaging in the posted material to learn. In addition, you will have to expect that you will spend an average additional three hours per week to work on your course assignments. Much of the material provided in this course must be absorbed through self-study, making notes, and writing. I can provide you with the opportunity to learn by providing material and guidance through online postings, motivation to learn (your grade and feedback), and support for your learning experience (through feedback and individual assistance.) I will be happy to assist you as you tackle the challenges in this class. It is your responsibility to work through all course modules in a timely manner, to complete each assignment, and to make the personal effort to master the concepts and information presented as a self-motivated learner.

**Technical Requirements & Skills**

**Minimum Technology Requirements**

The minimum technology requirements to participate in this course are:

- Computer
- Reliable internet access
- Speakers (can be built into the computer)
- Microphone (can be built into the computer)
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

**Computer Skills & Digital Literacy**

You must have the following technical skills to succeed in the course:

- Using Canvas
- Using email with attachments
- Using spreadsheet and word processing programs
- Using presentation and graphics programs

**Rules of Engagement**

You are expected to interact with each other and with your instructors online and follow these general guidelines

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- You can refer to me by my first name.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar (this includes emails, postings and assignments.) All college-level
communication will use your my.unt.edu email domain and in this course will have to be submitted through the courses email and communication module.

- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Use standard fonts such as Arial, Calibri, or Times New Roman and use a size 11 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Avoid the use of emoticons.
- Be cautious when using humor or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive. Remain professional in your language, tone, and use of words.
- Be careful with personal information (both yours and others). Do not include personal information such as phone numbers and mailing addresses in documents that are posted or intended to be made public, sent to clients etc.
- Do not send confidential information via e-mail unless the information is encrypted.

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

**Online Communication Tips**

This page provides tips and resources for more effective online communication which is crucial for student success in online education and increasingly for all classes as online communication becomes more commonplace, regardless of course modality.

**General Guidelines**

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons. IMPORTANT: Use only your UNT assigned email address.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use your instructor’s title of “Dr.” or “Professor,” or if you don’t know use “Mr.” or “Ms.” Do not use “Mrs.” to address female instructors unless told otherwise by said instructor.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others’ technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.
• when submitting files to Canvas, e.g. assignment files, use the following file format "yourname_assignmentTitle_ADES 4615.900"

Communicating via Email

• Check the syllabus and the course announcements before asking a question about the course content and let the instructor know you checked the syllabus and announcements before asking. Check the assignment documents first. Instructors put a lot of time into making syllabi and assignment documents as comprehensive as possible for students.
• Use a descriptive subject line to get the instructor’s attention. Use the canvas communication tool and inbox. Instructors receive a lot of emails and a descriptive subject line helps them identify student inquiries more efficiently. For this course always start your subject line with ADES 4615.900 followed by a descriptive inquiry identifier.
• Be concise and to the point.

Discussion Board Communication (if applicable and discussion board is activated)

• Treat your posts like the professional communication that they are. Use correct spelling and grammar and always double-check a response before hitting send or reply. Do not use slang and limit the use of emoticons.
• Read all the messages in a thread before replying so you do not repeat something one of your peers may have already said.
• Avoid replies such as “I agree” and instead explain why you agree or do not agree.
• Show your work by sharing resources and utilizing citations.
• When disagreeing, do not make personal attacks or use language that discriminates based on gender, sexuality, race, ethnicity, class, and/or culture.

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that you may not be aware of. This link will provide you with a primer on success in online courses. “How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

Your participation online is recorded by Canvas and the system reports your page views, the time you spend with each document, and how much time you spend in a course working on the documents. This is a three-credit-hour course and the expectation is that you spend a minimum of three hours per week working in the course and study the material.

Getting Help

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 technical issues.

UNT Help Desk http://www.unt.edu/helpdesk/index.htm

Email: helpdesk@unt.edu

Phone: 940-565-2324

In-Person: Sage Hall, Room 130

Walk-In Availability: 8 am - 9 pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8 am-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 ()

**Student Support Services**

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

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

Other student support services offered by UNT include
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/))
- **MathLab** ([https://math.unt.edu/mathlab](https://math.unt.edu/mathlab))

**Course Requirements**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1 – Virtual introduction</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 2 – Resume</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 3 – Professional Association presentation</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 4 – Budget Exercise</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 5 – Final Narrative</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td>700 points</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading**

Grading scale (A-F)

- A = 90% - 100%
- B = 80% - 89%
C = 70%-79%
D = 60%-69%
F = 50%-59%

No make-up work, extra credit, or anything else of a similar nature will be assigned. Just do the work that is assigned, turn it in on time and you will earn your respective grade.

No late work is accepted and assignments marked late on the canvas platform will receive zero credit. This includes submittals for peer review. Communicate with your instructor (and with the Dean of Students if applicable) if health or emergency situations arise before you chance a late assignment submittal.

All of the communication for this course will be done by email and through Canvas. Make sure your email account for UNT is set to your primary account or make the UNT email account your primary account. I will not accept emails from an account other than my.unt.edu. Do send all course-related emails through the Canvas portal.

I will not discuss grades by email.

I will not assign an incomplete for this course.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will become available to you in November.

Course Policies

Assignment Policy

Assignments and assignment due dates are listed under the Canvas assignment tap. Deadlines are listed with each assignment. Submit each assignment to the listed assignment dropbox in its native file type and in addition in a PDF file format. For example, if your assignment was crafted as a word document, submit your assignment as a word document and in addition as a PDF file. Use the following file name YourName_AssignmentName_ADES4615

I will be using Turnitin for written assignment submission. Consider submitting your assignments hours or days ahead of your deadline. This will enable you to contact me if server unavailability or other technical difficulties have occurred and it will allow me to discuss alternative submission modes. If you encounter technical difficulties just minutes before the midnight deadline, you will have to accept the consequences of the late submittal policy stated
under *Grading* in this syllabus. It is good practice and mandatory to upload documents (either for your clients or for a class) and then go back to check if the uploaded files are actually correct and current so you can change them to the appropriate and correct file before the deadline. If you submit the wrong document *by accident* and you will not correct the error before the deadline, you will receive zero credit for the submittal.

The University is committed to providing a reliable online course system for all users. However, in the event of an unexpected server outage or any unusual technical difficulty which prevents students from completing a time-sensitive assessment activity, I will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

**Instructor Responsibilities and Feedback**

I pledge that I will help you grow and learn and that I will provide clear instructions for assignments and assessment, answering your questions about assignments within a 72 hour period, if necessary guide you to additional resources and provide you feedback on your submitted assignments within fourteen days of the due date.

**Late Work**

No late work is accepted in this course and assignments and peer reviews not submitted or not on time with a late stamp in canvas will receive zero credit.

Please be aware that I will not be able to respond to “last minute” requests for assignment clarification, and you may encounter unforeseen problems with your Internet provider, software, or hardware. You must allow enough time to deal with these problems in order to make your submissions by the deadline. Many deadlines are set a minute before midnight of that day while I am only available by email through the Canvas platform until the end of the business day at 5:00 pm.

**Attendance Policy**

Attending to the course modules within the posted timeframe and the assignment due dates is mandatory. Visit the [University of North Texas’ Attendance Policy](http://policy.unt.edu/policy/15-2-) to learn more. Participating in the professional designer zoom meetings is mandatory and you will be arranging the zoom meetings by coordinating with the design professionals. Your participation in the professional designer zoom meetings counts toward your three hours per week online participation. Send an email through the Canvas course system to document your zoom meetings.

Your participation online is recorded by Canvas and the system reports your page views, the time you spend with each document, and how much time you spend in a course working on the documents. This is a three-credit-hour course and the expectation is that you spend a minimum of three hours per week working in the course and study the material. If your attendance online is
falling below an average three-hour per week engagement as indicated by the Canvas file-view reports, it will affect your semester grade negatively by one letter grade.

**Class Participation**
Canvas provides me tools to see how often, when, and for how long you visit each course module and course material posting. This three-credit hours course typically requires that you actively engage in the posted course material for a minimum of three hours per course week to study the posted material. In addition, you are required to set aside a minimum of additional three hours per course week to complete your assignments. The quality of your participation and attendance will be reflected in your assignment submittals. Assignments require peer review. You are obligated to participate in constructive and in-depth feedback during your peer review of assignments, leaving your notes in the comment fields of the assignment page. Neglecting your peer review obligations will count as a late assignment submittal for your own assignment upload.

You are encouraged to develop communication networks with other class peers. Half of your learning happens through your peers.

**Syllabus Change Policy**
There will be no changes to the syllabus, course information, due dates once the semester has started.

**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.]

**ADA Policy**

The University of North Texas makes reasonable academic accommodations 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 http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

**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 records; 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 classrooms, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

**Access to Information - Eagle Connect**

Students’ access point for business and academic services at UNT is located at my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

**Student Evaluation Administration Dates**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14, and 15, November 16th to December 4th 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" (noreply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off-campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website http://www.ecfr.gov/(). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to the completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio
conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002).

**Use of Student Work**

Some of the work produced in this class will be retained or copied to use by the department for accreditation purposes for a period of up to 3 years. No student name will be associated with the work for NASAD (*National Association of Schools and Design*) and CIDA (*Council for Interior Design Accreditation*) accreditation reviews.

**Acknowledgment of Syllabus**
You will read this syllabus the first day of class and you will send an email through the Canvas communication tool to your instructor.

In the subject line of your email add

_YourName acknowledgment of Syllabus ADES 4615.900_

In the body of the email add

_I, YourName, acknowledge that I have read and understood the entirety of the ADES 4615.900 course syllabus_

Send this email no later than the end of the first week of the semester start.