EADP 3010-900: Introduction to Emergency Management

Contact

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Office Location: Chilton 308 C
Phone Number: (940) 891-6719
Office Hours: By appointment only
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Email: tristan.wu@unt.edu

Teaching Assistant Name: Ms. Lacey Spinuzzi
Email: LaceySpinuzzi@my.unt.edu

Communication Expectations: Email is our preferred methods of contact. You should expect a response within 24 hours (expect on weekends and holidays when response time may be longer). Some questions are better addressed verbally rather than through email, so please do not hesitate to ask for a quick Zoom meeting with the instructor, if needed. All communication should be professional. Since digital communication lacks nonverbal cues, please be mindful of tone. Try to use proper spelling, grammar, salutations, and titles (Dr., Mr., Ms., etc.).

For written assignments, you can expect grades and feedback to be posted in Canvas within 2-3 weeks after the due date. Turnaround time will be faster for assignments submitted near the end of the term. Due to FERPA guidelines, all communication about grades should be handled through Canvas or a one-on-one Zoom call.

Course Objectives

Disasters worldwide seem to be increasing in their frequency and severity. So-called “natural” disasters such as hurricanes, earthquakes, tornadoes, tsunamis, and wildfires threaten human lives and property. Technological threats such as nuclear accidents, chemical spills, terrorist attacks, and pandemics endanger public safety, health, quality of life, and economic and natural resources. With this array of risks facing modern society, emergency managers must understand these risks, develop strategies to help communities cope, and implement resilient policies and practices ahead of future destructive events.

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

1. Differentiate between the four phases of the disaster life cycle: mitigation, preparedness, response, and recovery.
2. Describe the all-hazards approach to emergency management.
3. Proficiently use emergency management concepts and terminology in written communication.
4. Evaluate the effectiveness of emergency activities based on guiding principles from emergency management practice.
5. Explain the roots of disaster science and of emergency management.
6. Identify and contrast the various sectors of the emergency management profession.
Course Structure

Class Meeting Time: None.
Zoom (Optional Synchronous Meetings): https://unt.zoom.us/my/tristan.wu

This course is an asynchronous (fully remote) offering. This means all course components will take place via Canvas and Zoom. We will not meet face-to-face. The course is 15 weeks in length, and each module corresponds to a single week.

We will have 1 synchronous Zoom session with a guest panel of emergency management practitioners. Participation in this guest panel session (by attending and asking a question via the chat window or via microphone) will count for extra credit.

Course Prerequisites or Other Restrictions

There are no prerequisites for this course. It is recommended that EADP majors take EADP 3020 (Practical Methods in Emergency Management) concurrently with this course.

Materials


This textbook (GREEN book—not the red book) is required for the course. Other readings and media for the course will be posted in Canvas under the corresponding module. Note: some media will be available via an external URL web link, while others will be posted under the Panopto link in Canvas.

Course Technology & Skills

Minimum Technology Requirements

- Computer with Microsoft Office (i.e., Word, Excel, PowerPoint) and internet browser installed
- Respondus Lockdown Browser installed
- Reliable internet access
- Speakers
- Microphone
- Webcam (this is built into most laptops)
- Computer/device must meet Canvas technical requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

To succeed in the course, students must be able to:

- Use Canvas – including discussion, inbox, and assignment submission features
- Use email with attachments
- Use Zoom – including chat and share screen features
- Convert, save, or print documents as Adobe PDF files
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
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

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Listen to your peers. This course provides a forum for discussing relevant societal issues that may be sensitive and/or personal. Practice social responsibility by keeping dialogue cordial and constructive.
- 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.
- 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, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” in emails or discussion posts.
- 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.
### Course Requirements

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1 (Due week 6)</td>
<td>100 points</td>
<td>15%</td>
</tr>
<tr>
<td>Exam 2 (Due week 12)</td>
<td>100 points</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (Due week 16)</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Case Study Paper (Due Week 15)</td>
<td>20 points</td>
<td>20%</td>
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<tr>
<td>Participation</td>
<td>40 points</td>
<td>20%</td>
</tr>
<tr>
<td>FEMA Online Course (Due Week 10)</td>
<td>100 points</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Total** 100%

**Grading**

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

Instructions and rubrics for each assignment are available under the Assignments tab in Canvas. Note that the grade on Canvas is calculated based on weighted percentages (not raw points). This weighted total is only based on work completed so far in the course. Please use the “What If” function in Canvas to estimate your final grade based on expected future performance. Extra credit assignments may be made at the discretion of the instructor.

### 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. I welcome feedback and suggestions via SPOT and have used them to improve this course over time. I award extra credit to all students if class participation in SPOT exceeds 60%. SPOT is available via email the final 2 ½ weeks of the semester up until Reading Day.

### Course Policies

**Attendance Policy**

As an asynchronous (fully remote) course, formal attendance will not be taken. Students are expected to keep up with the activities for each module, which will be due weekly each Tuesday at 11:59 PM. Extra
credit may be awarded, at the instructor’s discretion, for participation in optional (synchronous) Zoom meetings.

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) 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 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, microphone, and computer with the required software (listed above under Minimum Technology Requirements) to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

Class Participation
Class participation credit is based on responding to weekly discussion boards and completing quizzes in Canvas. There will be 12 weeks where a discussion board will be posted on Canvas with 1-2 open-ended questions. To receive full credit, you must participate in 10 of these discussions. Participation means making an original post. While it is not required, you are encouraged to replying to another student’s post either later in the same discussion thread or in a different thread. Your original post must be substantive, and it must incorporate a topic or source from this course. The best posts explain insights from other classes, incorporate outside sources/issues, or incorporate personal experiences. Posts or replies such as “I agree”, “I disagree”, or “I've experienced that, too” without justification will not receive credit.

There will be 8 open-book and open-note Canvas quizzes based on each module’s reading and media. (Note: I recommend viewing all module components prior to taking each quiz. Also be sure to take notes on the readings—pay close attention to the “big ideas” from each reading, the central message of figures/graphics, and in the case of journal article’s, the abstract and subheadings). Each quiz has a 20-minute time limit. You will only have 1 attempt to take each quiz, so a hard-wired internet connection is strongly recommended. Only the 4 highest quiz scores will be counted (i.e., the lowest four will not be factored into your grade, although they will still appear in Canvas). These “dropped” quizzes provide a fail-safe in case you lose internet connection while attempting a quiz or if you are unable to complete one of the quizzes for whatever reason. If you experience repeated technical problems in completing
quizzes, please contact the Student Helpdesk and document the remedy ticket number before contacting me.

To receive extra credit for participation in the synchronous Zoom guest panel session, you must ask at least 1 question (via the Chat function or verbally using your microphone).

Late Work
Submitting work on time is crucial to receiving timely feedback and scores on assignments. I will accept late work at a penalty of -10% per weekday the assignment is late. All late work must be submitted in the originally assigned format (via Canvas). If you have an acceptable and documented excuse for submitting late work (e.g., medical procedure, auto accident, military orders, mandatory first responder training), I may waive or reduce the late penalty. Please communicate with me as soon as possible if you anticipate missing a deadline so we can make alternate arrangements.

Examination Policy
This course has three exams. Exams will consist of multiple choice, true/false, matching, short answer/list questions, and 1-2 essay questions each. They will be drawn from assigned readings and lecture material. The first two exams are non-comprehensive, while the final exam incorporates key concepts from the entire semester. Comprehensive portions of the final exam focus on the all-hazards approach and activities that pertain to each of the four emergency management phases.

Similar to the quizzes, these exams are open-book and open-note Canvas exams. Exams will open and close Tuesdays at 11:59 PM, meaning you will have a full week to log in and complete the exam. The first two exams will be timed for 1 hour, 20 minutes. The final exam will be 2 hours. Since the exams are open-book and open-note, I will not post potential short answer and essay questions in advance.

Online Exam Guidelines
When taking an online exam, follow these guidelines:
- Select a location where you won't be interrupted.
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it.
- Turn off all mobile devices, phones, etc. and don't have them within reach.
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test.

Assignment Policy
Students should refer to the schedule in this syllabus to know when assignments are due. Official due dates and times will be posted in Canvas in the Syllabus tab. This will generally be 11:59 PM each Tuesday, unless otherwise noted. Instructions and rubrics for each assignment are posted under the Assignment tab in Canvas. Assignments should all be saved and submitted as either .DOC, .DOCX, or .PDF file types. Click on the assignment title in the Canvas Assignment tab to access the submission window. I reserve the right to use Turnitin or similar software for submission on some assignments. Extra credit and bonus credit will be given at the instructor’s discretion.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor 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 am committed to providing a supportive class environment to foster shared learning and personal growth. I aim to make both instructions and scoring rubrics clear to help students understand how they will be assessed on their work. To help students improve their technical writing and evidence evaluation skills, I offer feedback opportunities before and after assignment submission. Any requests for feedback on an assignment before the due date should be sent via email (Ronald.Schumann@unt.edu) at least 72 hours in advance of the due date and time. This will give the instructor time to provide suggestions and the student time to make changes. Typically, I will not “pre-review” an assignment more than once because of the class size, but I am happy to address further specific questions about assignments. Students should expect feedback on submitted assignments within 2-3 weeks after the due date. I use the feedback window in Canvas to provide a score on each rubric criterion and a justification for the score. It does take time to read each of your assignments and thoughtfully respond. This feedback is intended to advance your writing skills, so please take note, and use the feedback to improve future papers. In terms of discussion posts, I aim to provide responses and replies twice per week.

Course Schedule

**Week 1: August 25**
- Emergency Management Basics
  1. Read: Chapter 3.1 – 3.4, Chapter 2.2
  2. View lecture (by Dr. Wu)
  3. Participate in discussion board

**Week 2: September 1**
- Hazards
  1. Read: Chapter 2.4
  2. View lecture (by Dr. Schumann)
  3. Participate in discussion board
  4. Take Canvas quiz

**Week 3: September 8**
- Risk & Vulnerability
  1. Read:
     a. Schumann, R.L, and Tunks, J.L. 2020. “Teaching Social Responsibility and Geographic Literacy Through a Course on Social Vulnerability in Disasters” (Read only pages 1-6)
  2. View lecture (by Dr. Wu)
  3. Participate in discussion board – post a hazard picture and discuss vulnerability
  4. Take Canvas quiz
**Week 4: September 15**
- History of Emergency Management & Roots of Disaster Science
  1. Read: Chapter 1, Chapter 3.5, Chapter 4.1 – 4.3
  2. View lecture (by Dr. Schumann)
  3. Participate in discussion board
  4. Take Canvas quiz

**Week 5: September 22**
- Organization of Emergency Management
  1. Read: Chapter 2.3, Chapter 10
  2. View lecture (by Dr. Wu)
  3. Participate in discussion board
  4. Optional: Participate in Exam Review via Zoom (1:00 PM)
  5. **Complete Exam 1—opens 11:59 PM**

**Week 6: September 29**
- **Due: Exam 1 (covers all material weeks 1-5) – closes 11:59 PM**
- Mitigation
  1. Read: Chapter 9
  2. View lecture (by Dr. Schumann)
  3. Participate in discussion board

**Week 7: October 6**
- All-Hazards Approach & Risk Perception
  2. View lecture (by Dr. Schumann)
  3. Watch: *NOVA: Himalayan Megaquake* (web link)
  4. Participate in discussion board
  5. Take Canvas quiz

**Week 8: October 13**
- Preparedness
  1. Read: Chapter 5
  2. View lecture (by Dr. Wu)
  3. Watch: *Bird Flu: How Safe Are We?* (Panopto link)
  4. Participate in discussion board

**Week 9: October 20**
- Planning & Warning
  1. Read: Chapter 6, Chapter 7.3
  2. View lecture (by Dr. Wu)
  3. Watch: *Wave That Shook the World* (Panopto link)
  4. Participate in discussion board
  5. Take Canvas quiz
Week 10: October 27
- **Due: FEMA Online Course – 11:59 PM**
- **Response: Activities & Emergent Groups**
  1. Read: Chapter 7 (remainder)
  2. View lecture (by Dr. Wu)
  3. Watch: 9-11 Emergency Room (web link)
  4. Participate in discussion board
  5. Take Canvas quiz

Week 11: November 3
- **Response: Myths vs. Realities**
  2. View lecture (by Dr. Schumann)
  3. Optional: Participate in Exam Review via Zoom (1:00 PM)
  4. **Complete Exam 2 – opens 11:59 PM**

Week 12: November 10
- **Due: Exam 2 – (covers all material weeks 6-11) – closes 11:59 PM**
- **International Response & Humanitarian Aid**
  1. Read: Chapter 11
  2. Watch: Frontline: The Quake (Panopto link)
  3. View lecture (by Dr. Wu)
  4. Participate in discussion board
  5. Take Canvas quiz

Week 13: November 17
- **Recovery**
  1. Read: Chapter 8
  2. View lecture (by Dr. Schumann)
  3. Watch:
    b. Media clip: Greensburg (US Department of Energy)
    c. Media clip: Greensburg Long-Term Recovery (NPR)
    d. Valmeyer documentary (web link: watch from timestamp 11:25 – 39:35)
  4. Participate in discussion board
  5. Take Canvas quiz

Week 14: November 24 – No Class: Thanksgiving Break
- Work independently on Case Study Paper

Week 15: December 1
- **Due: Case Study Paper – 11:59 PM**
- **Working in Emergency Management – Guest Panel (1:00 PM – 2:15 PM via Zoom)**
  1. Optional: Attend guest panel session - ask a question for extra credit
  2. Optional: Attend Zoom exam review following guest panel
  3. Complete SPOT survey
  4. **Complete Final Exam – opens 11:59 PM**
Final Exam Week: December 8

- Due: Final Exam – (covers weeks 12-13, 4 phases, all-hazards approach) -- closes 11:59PM

Syllabus Change Policy
Any changes to the syllabus, course information, course schedule, or due dates will be posted in Canvas under the Syllabus tab. I will also make a Canvas Announcement regarding any of these changes.

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
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/).

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) 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 [insert administration dates] 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) 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 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
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
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)
- **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)

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 euIDs 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)
- **Financial Aid** (https://financialaid.unt.edu/)
- **Student Legal Services** (https://studentaffairs.unt.edu/student-legal-services)
• Career Center (https://studentaffairs.unt.edu/career-center)
• Multicultural Center (https://edo.unt.edu/multicultural-center)
• Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
• Pride Alliance (https://edo.unt.edu/pridealliance)
• UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services
• Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
• Academic Success Center (https://success.unt.edu/asc)
• UNT Libraries (https://library.unt.edu/)
• Writing Lab (http://writingcenter.unt.edu/)