# SYLLABUS

# PUBH 4080: Public Health Capstone

# SPRING 2023 (3 credit hours) – Internet Course

**Instructor**: Jill Denniston

**Office**: Chilton Hall 218B

**Office Hours**: In-person or virtual meetings by appointment

**Email**: [Jill.Denniston@unt.edu](mailto:Jill.Denniston@unt.edu)

# Communication Expectations

# Email is the preferred method of communication (please email me directly rather than via Canvas and use your myUNT email); however, if you would like to speak via phone, we can schedule a time during my office hours. I try my best to respond to students within 24 hours, but if for some reason you don’t, please resend your message. Please use proper professionalism and etiquette when communicating with me or with your peers. Here are some general communication guidelines provided by CLEAR: <https://clear.unt.edu/online-communication-tips>

## Course Description

This is the final course that students must take in order to complete the Bachelor of Science program in Public Health. It has both a classroom and a service learning component. For the classroom component, students are to identify a public health problem, conduct a literature review of the problem, and devise solutions to solving the problem, using a systems thinking approach. Students will use the knowledge they have gained from all their courses in Public Health to critically analyze a public health problem. They will present their final paper during class (online).

For the service learning component, students will spend at least 100 hours practicing public health in real world. This integrative experience will help students achieve cross-cutting competencies in communication, diversity and culture, leadership, professionalism, integration of theory and practice, and public health knowledge and skills. Students will write about their service learning internship experience and submit their reflection paper via Canvas.

PUBH 4080 is 100% online and it is asynchronous with weekly modules administered through CANVAS.

## Course Pre-requisites

This course is designed to be taken in the final semester of the program.

## Required Text and Readings

Forister, J. G. & Blessing, J. D. (2020). *Introduction to research and medical literature for health professionals.* (5th ed.) Jones & Bartlett Learning.

Required Readings: Additional readings will be made available on Canvas.

## Learning Objectives

* Identify health disparities among populations.
* Identify a public health problem and conduct literature review.
* Use a systems thinking approach to devise solutions for the identified public health problem.
* Discuss policies to improve the health conditions of population groups.
* Identify partnerships at the local, community, and national levels that may improve the health conditions.
* Apply critical thinking skills in resolving ethical issues involved in solving the problem
* Implement evidence-based strategies to solve a public health problem.
* Strengthen writing and communication skills needed in both graduate school and as a public health professional.

## Core Competencies (student will be able to …)

* Garner knowledge of core public health sciences
* Integrate and synthesize theory and practice related to public health issues
* Demonstrate the ability to interact with people from diverse backgrounds
* Develop effective communication and presentation skills

**Requirements**

* Completion of on-site supervised service learning experience within an approved public health setting for a minimum of 100 hours.
* Submission of a signed Partner Agreement form by mid-semester and prior to any service learning hours being accounted for during the course.
* Participation in class discussions and coordination of site-supervisor evaluation.
* Maintenance of a weekly log that contains information regarding service learning hours completed and duties performed.
* Submission of all course assignments must be made by the due dates.

## Access and Log in Information

This course was developed and will be facilitated utilizing the UNT Learning Management System, CANVAS. To get started with the course, please go to: https://unt.instructure.com/. You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

Teaching Philosophy  
Online classes are very fast-paced; thus, it is important for students to stay up with assignments and complete them on time. You CANNOT procrastinate. To do well in this class, students should ask questions whenever they have one, and do all the assignments ON TIME (LinkedIn assignment, discussion posts, literature review, weekly logs of internship experience, oral presentation of literature review, solution to chosen public health problem, and report of service learning experience). Please **PROOFREAD** your work before submitting it as your grades will be partially based on the clarity of your writing. Your grades in this course will be based on:

1. Discussion assignments
2. Literature Review of a public health problem
3. Solution for chosen public health problem
4. Oral Presentation of the literature review paper (Online)
5. Service Learning Experience paper AND weekly logs of internship experience

Assignments must be turned in via CANVAS. Please be courteous in the Course-room. Do not post anything offensive, threatening, inflammatory, or illegal. Also, do not call people names if you disagree with their views. **All assignments/assessments turn off at 11:59 pm**. Check **CANVAS** DAILY. Email me if you have questions. Students will have graded assignments within a week from due dates.

Requirements  
Please familiarize yourself with the technical requirements to complete this online course:

* [Hardware and Software requirements for Canvas](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-10721-67952720328&data=02%7C01%7CAmi.Moore%40unt.edu%7C348dcfe5698f467ba33508d6a1b60ed8%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C636874200633402508&sdata=8HvIEEmRLJDn957Q4mKRiwQQNIvfO%2Bnr0SK%2BKHgEw9Q%3D&reserved=0)
* [Canvas Browser Check](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-10720&data=02%7C01%7CAmi.Moore%40unt.edu%7C348dcfe5698f467ba33508d6a1b60ed8%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C636874200633412508&sdata=L0ksZliYc4TgbZm1Rq0boOnuCi%2BJtA%2FOBNolrRRBmyY%3D&reserved=0)

Skills  
Minimum technology skills for successful completion of this course include:

* Sending and receiving email
* Creating, sending, and receiving Microsoft Word documents
* Posting to discussion boards
* Printing Word documents OR opening and printing pdf files (using free [Adobe Acrobat Reader](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fget.adobe.com%2Freader%2F&data=02%7C01%7CAmi.Moore%40unt.edu%7C348dcfe5698f467ba33508d6a1b60ed8%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C636874200633422513&sdata=L%2BbhCsPCr%2BbBMGurW0c0h0MWzfgpVSrG71BTrnVepJU%3D&reserved=0))
* [Navigating Canvas](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-10701&data=02%7C01%7CAmi.Moore%40unt.edu%7C348dcfe5698f467ba33508d6a1b60ed8%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C636874200633422513&sdata=QBnwuXH1TZJLJPM8hRJKD8PxqQIw75sYaX1%2FfZGY9MU%3D&reserved=0)

Being a Successful Online Student  
-[What Makes a Successful Online Student?](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)  
-[Self Evaluation for Potential Online Students](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

## How the Course is Organized

Seventeen chapters are covered during the semester in addition to a series of scholarly articles. There are weekly logs, literature review of public health problem, solution to chosen public health problem, oral presentation of literature review, and a reflection paper of service learning experience, as well as discussion assignments.

## What Should Students Do First?

First, make sure you read the syllabus and understand its content. Make note of the deadlines. Ask the instructor questions if you have any.

## How Students Should Proceed Each Week for Class Activities

There are weekly readings that you need to keep up with in order to do well in this class. If you have problems or questions, email me. Make note of **deadlines** which are organized **weekly** in this class.

Student Technical SupportUNT provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:   
**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)   
**Phone**: 940.565-2324  
**In Person**: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

## Student Support Services

Also known at the UNT campus as SSS, all activities and services provided by SSS are intended to help students progress through their degree to an *on-time graduation*. Please refer to the website (<https://trio.unt.edu/sss>) for detailed list of services.

## COURSE REQUIREMENTS

**Readings and Assignments**: Students are expected to do all assigned readings for each week and be prepared to share their views on the different issues raised in the readings.

1. Discussion assignments. (**200 points**). There will be weekly discussion assignments. These assignments will be based on the readings and some of the challenges that students may encounter during their internship. While there are no right or wrong answers, what I will be looking for is how your response makes sense and whether or not the posts are coherent. Use your critical thinking skills. Also, when applicable, use the readings as authority sources to substantiate your views.
2. Literature Review of a public health problem. (**100 points**). Each student will select a public health problem and conduct a comprehensive literature review of the problem. Students will present their project in class (online) to the instructor. You will have specific dates to turn in parts of your literature review (See CANVAS).

Solution for public health problem. (**50 points**). Students will describe ways the chosen public health problem could be solved, using a systems thinking approach. Be as detailed as possible in your description. What methods could be used? What steps could be taken? etc., etc.

**Instructions**: Use 12 font size and APA format. The paper must be 5 to 10 pages long (excluding references) and double-spaced. You must have at least 6 scholarly articles for references. Make sure you include the reference page(s) at the end of your paper. Also, write in your own voice (use own words) to avoid plagiarism.

1. Oral Presentation of the Literature Review (**50 points**). Students will give an oral presentation, including a PowerPoint, of their research paper (online).
2. Service Learning Experience: Weekly logs and service learning experience paper **(100 points total)**. Students will give a brief description of their service learning experience, what they have learned and how this learning has contributed to their formation as public health professionals focusing on at least one of the 10 major competencies of **Essential Public Health Services** (see posted internship guidelines). Your grade will be based on your daily logs (please make sure you turn them in to CANVAS weekly), how properly your major project has contributed to at least one of the 10 major competencies of **Essential Public Health Services,** and clarity of your writing.

**Missed assignments**. No missed assignment will be accepted in this class. Students will receive a zero if they fail to turn in their assignments on time.

## COMMUNICATIONS

Information will be sent to students via their e-mail (please check your e-mail daily) and posted on CANVAS- check the Announcements tab daily.  
**Interaction with Instructor:**The primary means to contact me will be via e-mail or telephone: 940.369.5343. However, I prefer e-mails since I try my best to respond to students within 24 hours, excluding weekends. If I do not reply to your e-mail within 48 business hours, please e-mail me again. I am also available during my office hours. I will send out an e-mail in case I cannot hold office hours. Nevertheless, I am in and out of the office most days, but it is always good to let me know ahead of time when you plan to meet with me in person.

## ASSESSMENT & GRADING

1. Discussion assignments. (**200 points**).
2. Literature Review of a public health problem. (**100 points**).
3. Solution for chosen public health problem. (**50 points**)
4. Oral Presentation of the Literature Review (**50 points**).
5. Service Learning Experience paper: **(100 points total)**

**Missed assignments**. No missed assignment will be accepted in this class. Students will receive a zero if they fail to turn in their assignments on time.

*This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. You have readings for each week and will work on various combinations of assignments, daily logs, literature review, etc.*

## COURSE DESIGN

**WEEK DATE TOPIC READING**

1 Jan 17 Description of Internship & Partner Agreement DUE

Read: Introduction Chapter 1

DISCUSSION 1

2 Jan 23 Selected public health problem DUE

Video: Choosing your capstone topic by Sindee Karpel

Regulatory protection of human … Chapter 2

The research problem Chapter 3

DISCUSSION 2

Weekly Log 1

3 Jan 30 LinkedIn Assignment DUE

Review of literature Chapter 4

The systematic review Chapter 5

DISCUSSION 3

Weekly Log 2

4 Feb 6 Topic and research question DUE

Weekly Log 3

5 Feb 13 Methodology Chapter 6

Survey research Chapter 7

DISCUSSION 4

Weekly Log 4

6 Feb 20 Qualitative research Chapter 8

DISCUSSION 5

Weekly Log 5

7 Feb 27 Community-based participatory research Chapter 9

DISCUSSION 6

Weekly Log 6

8 Mar 6 Clinical investigations Chapter 10

DISCUSSION 7

Weekly Log 7

9 Mar 13 SPRING BREAK

10 Mar 20 Data analysis Chapter 11

DISCUSSION 8

Weekly Log 8

11 Mar 27 Video: Systems thinking!

DISCUSSION 9

Weekly Log 9

12 Apr 3 The results section Chapter 13

The discussion section Chapter 14

References Chapter 15

DISCUSSION 10

Weekly Log 10

13 Apr 10 Writing and publishing… Chapter 16

Interpreting the literature Chapter 17

Weekly Log 11

14 Apr 17 Finalization of literature review project

Weekly Log 12

15 Apr 24 Literature Review Paper Presentation DUE April 24

Weekly Log 13

16 May 1 Literature Review Paper DUE May 1

Weekly Log 14

17 May 8 Service-Learning Experience Paper DUE May 8

Site Supervisor Evaluation DUE May 8

**NOTE: All assignments/assessments must be completed during their respective allotted times.**

**Please Do Not Ask for extra work at the end of the semester. There is no extra credit work available for this course. If you have issues with Canvas, please call the student support (940.565.2324) and keep the tracking number that they give you. Also, keep in mind that your online presence in Canvas can be tracked.**

**Grading**The final grade will be assigned based on the following scale which uses a point system:

A = 500—450 points

B = 449—400 points

C = 399—350 points

D = 349—300 points

F = 299 points & below.

## COURSE EVALUATION

*Course evaluation is usually conducted during the last 2 weeks prior to final exams. I will post information about the date for evaluation on Canvas and e-mail each student when it becomes available.*

SCHOLARLY EXPECTATIONSIn keeping with the norms of higher education, any student found guilty of academic dishonesty may receive a failing grade for the course and be reported to their college dean. Refer to your student handbook for complete provisions of the policies and procedures set forth by UNT.

## COURSE POLICIES

Assignment Policy  
*See the assignment schedule for due dates which are in this syllabus and also posted on Canvas.*

Late Work   
*Late assignments are not accepted in this class.*

Class Participation  
Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion board.

Virtual Classroom CitizenshipThe same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Incompletes  
Please refer to UNT policy on requesting incompletes.

**POLICY ON SERVER UNAVAILABILITY OR OTHER TECHNICAL DIFFICULTIES**

### **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.

[UNT Help Desk](https://aits.unt.edu/support): <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) (<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) (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)

Other student support services offered by UNT include:

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (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/)
* [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

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Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. *[Additional sample statements can be located at:* [*http://copyright.unt.edu/content/sample-copyright-notices*](http://copyright.unt.edu/content/sample-copyright-notices)*]* Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

## Undergraduate Online Course Attendance Policy

*Information about the University of Texas’ Attendance Policy may be found at:* [*http://policy.unt.edu/policy/15-2-5*](http://policy.unt.edu/policy/15-2-5)

## Administrative Withdrawal

**Syllabus Change Policy**This schedule is subject to change at the discretion of the professor.

Policy on Server Unavailability or Other Technical Difficulties*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 also contact the UNT Student Help Desk:* [helpdesk@unt.edu](mailto:helpdesk@unt.edu) *or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.*

## UNT POLICIES

## Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Link to full policy: <https://policy.unt.edu/policy/07-012>

### **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. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to

become familiar with the various forms of academic dishonesty as explained in the Code of

Student Rights and Responsibilities. A plea of ignorance is not acceptable as a defense

against the charge of academic dishonesty. It is important that you review this information as

all ideas borrowed from others need to be properly credited.

When students submit work purporting to be their own, but which in any way borrows ideas,

organization, wording or anything else from another source without appropriate

acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes

reproducing someone else’s work, whether it be a published article, chapter of a book, a paper

from a friend or some file, or something similar to this. Plagiarism also includes the practice of

employing or allowing another person to alter or revise the work, which a student submits as

his/her own, whoever that other person may be.

If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiarism.

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. See the full policy here: <https://policy.unt.edu/policy/06-003>

### **ADA Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) 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 Blackboard 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 Blackboard 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.

**Incompletes**

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. Link to full UNT policy: <https://registrar.unt.edu/grades/incompletes>

### **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 7, 8, and 9 of the semester 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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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 presentation, 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.