INFO 5345, Sections 001 and 005, School Library Program Development

Instructor Information

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Teaching Assistant Information

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Pronouns: she/her/hers
Email: Alissa.Tudor@my.unt.edu

Course Description, Structure, and Objectives

Course Description
This course is designed to develop leadership competencies as you work collaboratively with school and community stakeholders to promote the goals of the school library program. You will learn strategies for engaging stakeholders in program development, assessment of services, and creation of policies and procedures. You will explore research methods and use evidence-based practice to plan, implement, and evaluate library programs and services.

Course Structure
This course is taught exclusively online and is structured around 5 scheduled and asynchronous modules. Occasional optional synchronous sessions will be held on an as-needed basis. The folders for each module can be accessed from the Home page on Canvas and will open according to the course calendar. Assignments will be identified in the appropriate module with due dates given and linked from the module with instructions. You should expect to devote at least nine hours per week to the work for this course. Many of you have full-time commitments outside of your educational pursuit (job, families, etc.). Please plan and prepare accordingly.

Course Objectives
Upon successful completion of this course, learners will be able to:

• Synthesize concepts from instructional materials to plan for implementing the concepts into library program development
• Create an action research plan addressing a current trend in school libraries
• Apply grant-writing skills by completing a grant application draft to seek funding for a library program
• Evaluate a school library program based on stakeholder needs and state standards.

Course Pre- or Co-requisites
INFO 5340: Learning Resource Centers and Services
Required/Recommended Materials

There is no textbook required for this course. Required and supplementary course readings are included in each module and are research or professional articles from peer-reviewed journals, all available via the UNT Libraries Databases or the free web.

Minimum Technology Requirements

This course has digital components. To fully participate in this class, students will need

- A reliable computer
- Reliable internet access to reference content on the Canvas Learning Management System and various digital presentation tools
- Headset/microphone/speakers
- Microsoft Office Suite
- Acrobat Reader
- Most recent version of a common Internet browser compatible with Canvas

If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at LearnAnywhere.

Computer Skills & Digital Literacy

- Using Canvas
- Using email/Canvas messaging system with attachments
- Downloading and installing software
- Using Microsoft Office Suite and/or Google file types
- Willingness to experiment with new applications
- Ability to use Canvas Student Guide

School Librarian Certification Requirements

To be approved for certification through the Texas Education Agency, upon completing the MLIS or certification courses, Texas students must apply for school librarian certification.

In addition to completing the required certification courses, you will be required to provide evidence of the following:

- Two years as an early childhood-12th-grade classroom teacher in a public or accredited private school;
- A Master's Degree (in most any area of study) from an institution of higher education that is accredited by an accrediting agency, as recognized by the Texas Higher Education Coordinating Board;
- Completion of a state-approved program in librarianship (courses taken from the prescribed list must be no more than six years old when the application is made for school library certification);
- A passing score on the TExES School Librarianship Certification exam, administered by the state.

Out of state students must meet certification requirements for their state; a passing score on the Texas state certification exam is waived for out of state students but all other requirements for Practicum must be met.

How to Succeed in this 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. For useful tips on navigating an online course, visit How to Succeed as an Online Student.
The General Questions discussion board may be used to ask and answer questions that may be of interest to other classmates. Please send personal concerns or questions directly to me with a message from the Inbox button in the left-side course menu; this tool may also be used to communicate directly with other students in the course. Students can expect to receive a response to questions within 1-2 working days, excluding weekends and holidays. Announcements will be posted every Wednesday with additional announcements posted on an as-needed basis.

The following is expected of each student enrolled in this class:

- Reading of weekly announcements
- Completion of course readings
- Full participation in online discussions
- Original creation and timely submission of graduate level work
- Proper netiquette: The Center for Learning, Experimentation, Application, and Research provides Online Communication Tips to facilitate communication.

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals’ experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

Instructor Teaching Philosophy and Responsibilities

My primary goal as an educator is to guide my students along their paths to becoming successful future ready librarians. To do so, I synthesize LIS (Library Information Science) literature, best teaching practices, assessments
aligned with student learning outcomes, and a personal drive to engage in continuous improvement, thus resulting in students gaining knowledge and skills applicable to their practice as librarians.

As your instructor I will
- Provide clear and thorough instructions for all course assignments
- Respond to emails, Canvas inbox messages, and discussion board questions within 1-2 business days
- Grade all assignments within 1 week of their due dates; when this is not possible, I will post an announcement
- Post an announcement when assignments are graded
- Incorporate feedback provided to continually update and improve course content.

Assessing Your Work

Grading
Each student will be graded on a total point basis; this course does not use a percentage system. Assignments, activities and/or exams will have predetermined point values and should be submitted before 11:59 P.M. of the due date.

You will be graded according to the following grading scale: *
- 504-560 points = A (90% to 100%)
- 448-503 points = B (80% to 89%)
- 392-447 points = C (70% to 79%) **
- 336-391 points = D (60% to 69%)
- 335 and below = F (59% and below)

Total Points = 560

*Students must complete all course requirements. Students will not be exempted from any assignments. Completion of all assignments is necessary for a passing grade.

**A semester grade of C or below may NOT be applied to school library certification.

Late Work
If there are extenuating circumstances and you contact me before an assignment’s deadline, we can negotiate another due date. Otherwise, late work will lose 10% per day late until a full week has passed, after which it will not be accepted.

When working with technology, waiting until the last minute can be problematic. You are encouraged to start your assignments early and submit well before the deadline.

Turnaround Time
I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Grade Disputes
You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up an online meeting. You should come to our scheduled meeting with specific examples
that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

**Extra Credit**
There are no extra credit opportunities in this course.

**Course Requirements/Schedule**

Use the following calendar to find out when each module will become available, along with the due dates for related assignments and discussion posts. You are welcome to work on tasks ahead of the scheduled times and submit them before the deadlines. All tasks are designed to highlight the module content.

*University Calendar, Fall 2023*

All postings and submissions are due at 11:59 p.m. Central Time on the due date.

**Module 1: Course Overview (Opens 8/21/2023)**

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Assignment Due</th>
<th>Assignment Due Date</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Introduction to course</em></td>
<td><em>Introduction Activity</em></td>
<td>8/29</td>
<td>25 pts.</td>
</tr>
<tr>
<td><em>Syllabus</em></td>
<td><em>Introduction Activity</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Introduction to classmates</em></td>
<td><em>Introduction Activity</em></td>
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**Module 2: Trends (Opens 8/30/2023)**

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Assignment Due</th>
<th>Assignment Due Date</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Trends in school library programs</em></td>
<td><em>Key Concepts on Trends</em></td>
<td>9/5</td>
<td>40 pts.</td>
</tr>
</tbody>
</table>

**Module 3: The Role of Research in the Development Cycle (Opens 9/6/2023)**

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Assignment Due</th>
<th>Assignment Due Date</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Foundations of conducting research</em></td>
<td><em>Key Concepts on Research</em></td>
<td>9/12</td>
<td>40 pts.</td>
</tr>
<tr>
<td><em>Action research in the library</em></td>
<td><em>Brainstorming Action Research Topics</em></td>
<td>9/19</td>
<td>40 pts.</td>
</tr>
<tr>
<td><em>Brainstorming Action Research Topics</em></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><em>Action Research Proposal</em></td>
<td>10/10</td>
<td>100 pts.</td>
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</tbody>
</table>
Module 4: Resource Development (Opens 10/11/2023)

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Assignment Due</th>
<th>Assignment Due Date</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of the library collection, the library facility, and staff/personnel</td>
<td>Key Concepts on Resource</td>
<td>10/17</td>
<td>40 pts.</td>
</tr>
<tr>
<td>Funding opportunities</td>
<td>Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Opportunities Annotated</td>
<td></td>
<td>10/24</td>
<td>40 pts.</td>
</tr>
<tr>
<td>Grant Application</td>
<td></td>
<td>10/31</td>
<td>40 pts.</td>
</tr>
</tbody>
</table>

Module 5: School Library Program Evaluation (Opens 11/1/2023)

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<thead>
<tr>
<th>Topics Covered</th>
<th>Assignment Due</th>
<th>Assignment Due Date</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>School library standards</td>
<td>Key Concepts on Evaluation</td>
<td>11/7</td>
<td>40 pts.</td>
</tr>
<tr>
<td>Evidence-based practice</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Evaluating the school library program</td>
<td></td>
<td></td>
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<tr>
<td>Reflecting on your experience</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Break – No Classes</td>
<td></td>
<td>11/20-11/26</td>
<td></td>
</tr>
<tr>
<td>School Library Program Evaluation</td>
<td></td>
<td>12/5</td>
<td>100 pts.</td>
</tr>
<tr>
<td>School Librarian Certification Program Reflection</td>
<td></td>
<td>12/5</td>
<td>20 pts.</td>
</tr>
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</table>

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. Additionally, students will be notified by Eagle Alert if there is a campus closing that will impact a class. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time. There are instances when the instructor may need to change the assignments, grading criteria, and/or assignment due dates listed in this syllabus. If this becomes necessary, the instructor will immediately notify students of the changes via the “Announcements” section as well as through Canvas email.
Attendance and Participation

Attendance Policy
Students are required to log into the course through Canvas multiple times a week to view class announcements, check grades, and complete assignments. University policy states the conditions and remedies for school and personal related absences. Visit the University of North Texas’ Attendance Policy.

Class Participation
Although this course is 100% online and asynchronous, students are still expected to regularly participate. Read the weekly announcements and required course readings. Engage with classmates in online discussions. Create and submit graduate level work on time.

I recognize students balance the demands of their coursework with the responsibilities of caring for family members and/or working full time. If you run into challenges that require you to not be able to fully participate, please contact me to ensure your academic success.

End of Program Requirements

If you are earning a Master’s degree in Library Science or Information Science and if you began coursework before the Fall of 2019, you are required to take and pass the End of Program Comprehensive Examination as your Capstone Project. If you are earning a Master’s degree in Library Science or Information Science and if you began coursework in Fall 2019 or later, you are required to create an electronic portfolio as your Capstone Project. This electronic portfolio is a project that you should be working on every semester as you progress through your coursework. The Community of Information Professionals site in Canvas is designed to provide information and resources to help you create your ePortfolio. The ePortfolio creation requires you to use a template that is only available in that Canvas site. Also, the ePortfolio creation process includes a review of your work every semester. If you have not received an invitation on Canvas to join the Community of Information Professionals, please contact Dr. Tricia Kuon at tricia.kuon@unt.edu.

Policies

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.

For more information, see: Policy 16.004

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. Any instances of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment. Second offense: Final course grade reduced by one complete grade. Third offense: Assignment of F (Fail) for final course grade.

All work you create and submit in this course must be original to this course. Do not submit work created in another setting.

DIS instructors will impose the following academic penalties for violations of the DIS Academic Integrity and Misconduct Policy:

- First Offense: 0 for the assignment; if a Practicum site, site denied.
- Second Offense: F (fail) for the course, entered in the gradebook; Practicum application deferred for one semester.

Per UNT Policy 06.003, the course instructor retains the right to determine specific sanctions for their course and to set additional policies and procedures that do not conflict with DIS or UNT policies.

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 and/or to begin the registering process, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

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.
Student Expectations and Preferences

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.

For additional Chosen Name information, visit Names at UNT.

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 do not 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 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 Pronoun Tips and Resources

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 to learn more.

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 by using the UNT System Permission, Waiver and Release Form.

**Class Recordings and Student Likenesses**

Synchronous (live) sessions in courses will be recorded for students enrolled in specific class sections 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 the 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.

**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. 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**

A) 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.

B) If such an on-campus activity is required, it is the student's responsibility to do the following:
   a. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
b. 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 their need to participate in an on-campus experiential component for this course, they 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](#).

**Student Wellness and Academic Resources**

**Survivor Advocacy**
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.

**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](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric Services](#)
- [Individual Counseling](#)

**Additional Student Support Services**

- [Registrar](#)
• Financial Aid
• Student Legal Services
• Career Center
• Multicultural Center
• Counseling and Testing Services
• Pride Alliance
• UNT Food Pantry

Academic Support Services
• Academic Resource Center
• Academic Success Center
• UNT Libraries
• Writing Lab

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.

For support hours, contact information and service alert notices, visit: [DSI Support Hub for Students](#)

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## Communication

### Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student’s Eagle Connect account. Please visit the [Eagle Connect](#) website for more information about Eagle Connect and how to forward e-mail.

### 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.

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT (Student Perceptions of Teaching) 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](#) or email [spot@unt.edu](mailto:spot@unt.edu).

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