**Educational Leadership Program**

**EDLE 5600**

**Race, Class, and Gender Issues in Education**

**Syllabus**

**Fall 8w1 2021
Monday, August 23 — Friday, October 15**

**CORE VALUES AND BELIEFS**

Graduates will have the knowledge, skills, and motivation to:

**L**ead learning organizations

**E**ngage ethically with the community

**A**dvocate for diversity, equity and inclusion

**D**evelop theory to practice solutions

**COURSE DESCRIPTION**

This course provides a firm foundation of knowledge and insight on race, class, and gender issues in our society. This foundation also includes discussions on LBGTQIA issues and education of a diverse student population. The theoretical base of EDLE 5600 draws upon research from all behavioral sciences. The intent of every class module is to challenge students to think and talk about issues that each must consider as citizens and educators in a multicultural society. It is hoped that students will leave the course with a clarity of understanding of human differences and the role they play in interpersonal and intergroup relations.

**Purpose of the Course**

This course is designed to promote the development of culturally proficient teachers and school and district leaders who have the knowledge and ability to promote the success of a diverse student population.

**Prerequisites**

None required.

**Student Outcomes
At the end of this course, you will be able to do the following:**

1. Identify, describe, and give examples of the complex relationship among cultural norms and standards, individual attitudes and behaviors, and institutional policies and procedures

**Specifically, you will be able to identify, describe, and discuss:**
2. The influence of *cultural norms* and standards and how these norms and standards are reinforced by individual attitudes and behaviors, as well as institutional policies and procedures
3. The influence of *individual* attitudes and behaviors and how these attitudes and behaviors are reinforced by cultural norms and standards, as well as by institutional policies and procedures
4. The influence of *institutional* policies and procedures and how these policies and procedures are reinforced by cultural normal and standards, as well as individual attitudes and beliefs

The student outcomes for this course are based on national standards, Professional Standards for Educational Administration, and state standards, the Texas Domains and Competencies for Educational Leaders. The Domains and Competencies specifically identify skills and knowledge that an entry-level principal should possess.

You can find the six Domains and eleven Competencies required for Principal Preparation Programs in Texas by looking the *Start Here* section of this course on the page *Advising and Standards*. The Domains and Competencies guide all of the courses in our Educational Leadership Program and the Texas Examination of Educator Standards (TExES).

**Domain and Competency Addressed in this Course**

This course addresses a number of the Texas Domains and Competencies, but the one most important for this class is **DOMAIN VI—ETHICS, EQUITY, AND DIVERSITY Competency 11:** **The entry-level principal knows how to provide ethical leadership by advocating for children and ensuring student access to effective educators, programs, and services.**

Implements policies and procedures that require all campus personnel to comply with the Educators' Code of Ethics (TAC Chapter 247)

Promotes awareness and appreciation of diversity throughout the campus community (e.g., learning differences, multicultural awareness, gender sensitivity, and ethnic appreciation)

Facilitates and supports special campus programs that provide all students with quality, flexible instructional programs and services (e.g., health, guidance, and counseling programs) to meet individual student needs

**Required Books**
Koppelman, K. L. (2019) *Understanding human differences: Multicultural education for a diverse America* (6th ed.). Boston, MA: Pearson.

Gorski, P.C. & Pothini, S.G. (2014) *Case Studies on Diversity and Social Justice Education 2nd* (2nd ed.). New York, NY: Routledge.

**INSTRUCTIONAL DELIVERY AND EXPECTATIONS**

EDLE 5600 as a 100% online course is delivered through the University of North Texas’ Canvas learning management system. This course requires a strong commitment to reading the material, completing all assignments, and participating in all discussions throughout each week. Begin each week's assignment and discussions as early in the week as possible. All students are expected to participate throughout each week and on different days for each collaborative assignment and discussion. I will not respond to each individual postings, but instead will help guide the class through comments and questions.

**Access and Login Information**

* This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. Access the course at [canvas.unt.edu](https://canvas.unt.edu/).
* You will need your EUID and password to log in to the course. If you don't know your EUID or have forgotten your password, please go to the [UNT System Account Management System](http://ams.unt.edu/).

  **How to Proceed Each Week for Class Activities**

* Begin participating in the weekly discussions each Monday morning and make initial postings no later than Wednesday of each week (no later than Friday in Week 1), and ideally log in no less than every other day.
* Check for *Announcements* and for UNT email in your Canvas *Inbox* regarding the course.
* Complete all assignments no later than 11:59 pm Central Time on their due dates, which is typically Sunday of each week.

**Communications**

Review this information about the communication tools in the course and how they will be used:

* Inbox — Check for messages I send, both individual and collective messages. All announcements for the Program, University, and College are sent to your UNT *EagleConnect* email account. See information about [how to receive course notifications at a different email address](https://community.canvaslms.com/docs/DOC-10594-4212710336)**.**
* Questions — For all course-related questions, please read this syllabus carefully before seeking assistance. Ask questions in the discussion *Ask Questions Here.* For private questions, use your Canvas *Inbox* on the far left global menu. You can expect a response from me within 24-hours of sending a message.
* Announcements — Please read all *Announcements* for updated information and changes. You will see them at the top of the *Home* page each time you log in, in addition to receiving them in email.
* Office hours — You may make an appointment to conference with me via phone, Zoom, or other mutually agreeable method.

Please extend to the receiver of your messages the same courtesy you would expect when communicating. Please read and consider the content of the message before responding. Profanity and insults will not be tolerated.

**Course Evaluation**

Toward the end of the term, you will be asked to complete the UNT SPOT — *Student Perceptions of Teaching* evaluation. The University will email you via your UNT EagleConnect email account with a link to the form. This brief online survey will be made available to you at the end of the semester, providing you a chance to comment anonymously on how this class is taught. Please complete it as soon after you receive it as feasible. I am very interested in the feedback I get from students, as I work to continually improve my teaching and the course design. I appreciate your time and effort in completing the Course Evaluation.

**Assignments**

All assignments are to be completed no later than 11:59 pm Central Time on the evening of the due date. Points will be deducted from late assignments. No work will be accepted after the last day of the course. Make up work will not be provided. Activities for grades include written assignments, surveys, discussions, journal entries, and quizzes. See details on the pages that follow for *Grading* and the *Weekly Calendar of Assignments*. Pay very careful attention to the rubrics for all discussions and written assignments.

**Late Assignments**All weekly assignments are due on each Sunday by 11:59 pm Central Time. Assignments (including discussions) that are submitted late will lose points. Discussion postings made after the discussion has closed on Sunday night will not receive credit. Students are expected to adhere to the deadlines set for all course assignments, discussions, quizzes, and exams. If extenuating circumstances arise, please request an extension. No extensions will be provided for discussions.

 **GRADING**

 **Course Activity Point Values**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Points Each** | **Total** **Points** |
| Get Acquainted Discussion | 10 | 10 |
| Discussions: Weeks 1-8 | 12 | 96 |
| Assignments: Weeks 1, 2, 3, 4, 5, 6, 7 | 20 | 140 |
| Weekly Journals: Weeks 1-8 | 10 | 80 |
| Syllabus Quiz: Week 1 | 10 | 10 |
| Clarification Exercise: Week 2 | 13 | 13 |
| Chapter Quizzes: Weeks 1-8 | 15 | 120 |
| Sexist Language Quiz: Week 5 | 14 | 14 |
| Course Exam: Week 9 | 100 | 100 |
| **Total** |  | 583 |

**Grades**

Grades will be determined consistent with the scale provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Percentage** | **Total Points** | **Letter Grade** |  |
| 90-100% | 524-583 | A |
| 80-90% | 466-523 | B |
| 70-80% | 408-465 | C |
| Below 70% | 0-349 | F |

**TECHNICAL INFO AND OTHER SUPPORT SERVICES**

**Access and Log in Information**

This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: <https://canvas.unt.edu>. 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](http://ams.unt.edu/).

**Minimum Technology Requirements**

Reliable internet access

Canvas-supported computer system

Canvas-supported browser

**Minimum Technical Skills Requirements**

* Navigating and using Canvas basic tools such as posting and replying to discussions, submitting assignments, reading announcements, viewing grades (see informational links below and on the course *Home* page when you enter the course)
* Reading and sending UNT EagleConnect email via the Canvas *Inbox*
* Saving files in DOC and PDF formats
* Copying and pasting text
* Participating in live-meeting applications such as Zoom your instructor may request
* Converting PDF files to editable word-processing format

**Canvas Information**

[Canvas student guide](https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents) featuring text and video instructions for look-up or learning

Technical requirements and information on [browser compatibility, mobile app resources, and mobile device compatibility](https://clear.unt.edu/supported-technologies/canvas/requirements)

**Student Technical Support**

After logging into your Canvas course, click the *Help* icon on the bottom of the hlobal navigation menu (the dark column on the left border of your browser window), which provides links to these resources:

*Student Helpdesk —* See [contact details](http://it.unt.edu/helpdesk) or submit a ticket

*Online* [Student Resources](https://clear.unt.edu/canvas/student-resources)

*Ask Your Instructor a Question —* Questions are emailed to your instructor

*Search the Canvas Guides* — Find [guides](https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student) and look up answers

**UNT Student Helpdesk**

Make a note of the contact information below now in case of a situation where you can't login to the course.

Email: helpdesk@unt.edu

Phone: 940.565.2324

Site:      [UIT Help desk](https://it.unt.edu/helpdesk/)

Help: [Submit a Help Reques](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO?execution=e2s1)t

Chat: [UIT Help Desk LIve Chat](https://it.unt.edu/helpdesk/chatsupport)

Hours: [Subject](https://it.unt.edu/helpdesk) to [change](https://it.unt.edu/helpdesk)
 **Technical Emergencies and Advice for Taking Online Exams and Quizzes**

* Avoid using a wireless connection for exams unless you're certain of its reliability.
* Take exams using a supported web browser on a desktop or laptop rather than using an iPad. If using an iPad, we recommend the Chrome browser.
* When at all possible, compose text offline and copy/paste your answer into the quiz. Canvas will save your exam after each answer.
* Should you encounter technical problems affecting your ability to access or complete a task, immediately contact the [UIT Helpdesk](https://it.unt.edu/helpdesk) for assistance so they can document the issue with a helpdesk ticket number.
* If the UIT Helpdesk cannot resolve the problem, they will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
* When UIT staff is unavailable, [Report an Issue](https://unts.service-now.com/sm/) online.

**Additional Support Resources**

* [Graduate Student Support Services](https://tgs.unt.edu/graduate-student-support-services) of the Toulouse Graduate School
* CLEAR [Online Student Resources](https://clear.unt.edu/canvas/student-resources)
* UNT [UIT Helpdesk](https://it.unt.edu/helpdesk)
* Change or update your [AMS password](https://ams.unt.edu/)
* [UNT my.unt Portal](http://my.unt.edu)

**UNT Library Information**

[On and Off-Campus Users](http://www.library.unt.edu/services/facilities-and-systems/campus-access)

Retrieve articles from UNT’s [electronic library resources](https://library.unt.edu/). For additional assistance, please contact our College of Education librarian, Jo Monahan at Jo.Monahan@unt.edu or 940.565.3955.

**ACADEMIC SUPPORT AND 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)

**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](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

**Additional Student Support Services**

* [Registrar](https://registrar.unt.edu/)
* [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)
* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/)

**Department of Teacher Education and Administration: Preparing Tomorrow’s Educators and Scholars**

The **Department of Teacher Education and Administration** seeks to improve educational practice through the generation of knowledge and to prepare education professionals who serve all students in an effective, inclusive and equitable manner. Its focus is on the preparation of highly competent educators, researchers and administrators who employ current theory and research as they fill these important roles.

**Mission**

The Department of Teacher Education and Administration integrates theory, research, and practice to generate knowledge and to develop educational leaders who advance the potential of all learners.

**Vision**

We aspire to be internationally recognized for developing visionary educators who provide leadership, promote social justice, and effectively educate all learners.



***The Educator as Agent of Engaged Learning***

Improving the quality of education in Texas schools and elsewhere is the goal of programs for the education of educators at the University of North Texas. To achieve this goal, programs leading to teacher certification and advanced programs for educators at the University of North Texas 1) emphasize content, curricular, and pedagogical knowledge acquired through research and informed practice of the academic disciplines, 2) incorporate the Texas Teacher Proficiencies for learner centered education, 3) feature collaboration across the university and with schools and other agencies in the design and delivery of programs, and 4) respond to the rapid demographic, social, and technological change in the United States and the world.

**The educator as agent of engaged learning** summarizes the conceptual framework for UNT's basic and advanced programs. This phrase reflects the directed action that arises from simultaneous commitment to academic knowledge bases and to learner centered practice. "Engaged learning" signifies the deep interaction with worthwhile and appropriate content that occurs for each student in the classrooms of caring and competent educators. "Engaged learning" features the on-going interchange between teacher and student about knowledge and between school and community about what is worth knowing. This conceptual framework recognizes the relationship between UNT and the larger community in promoting the commitment of a diverse citizenry to life-long learning. In our work of developing educators as agents of engaged learning, we value the contributions of professional development schools and other partners and seek collaborations, which advance active, meaningful, and continuous learning.

Seeing the engaged learner at the heart of a community that includes educators in various roles, we have chosen to describe each program of educator preparation at UNT with reference to the following key concepts, which are briefly defined below.

1. **Content and curricular knowledge** refer to the grounding of the educator in content knowledge and knowledge construction and in making meaningful to learners the content of the PreK-16 curriculum.
2. **Knowledge of teaching and assessment** refers to the ability of the educator to plan, implement, and assess instruction in ways that consistently engage learners or, in advanced programs, to provide leadership for development of programs that promote engagement of learners.
3. **Promotion of equity for all learners** refers to the skills and attitudes that enable the educator to advocate for all students within the framework of the school program.
4. **Encouragement of diversity** refers to the ability of the educator to appreciate and affirm formally and informally the various cultural heritages, unique endowments, learning styles, interests, and needs of learners.
5. **Professional communication** refers to effective interpersonal and professional oral and written communication that includes appropriate applications of information technology.
6. **Engaged professional learning** refers to the educator's commitment to ethical practice and to continued learning and professional development.

Through the experiences required in each UNT program of study, we expect that basic and advanced students will acquire the knowledge, skills, and dispositions appropriate to the educational role for which they are preparing or in which they are developing expertise.

A broad community stands behind and accepts responsibility for every engaged learner. UNT supports the work of PreK-16 communities through basic and advanced programs for professional educators and by promoting public understanding of issues in education.

**UNT AND DEPARTMENT POLICIES**

**Accessibility**It is my goal to create a learning experience that is accessible to all. If you anticipate any issues related to the format, materials, or requirements of this course or encounter any barriers, please let me know immediately so we can determine what design changes are possible.

**Student Evaluation of Courses (SPOT)**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 the last weeks of the course 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 site](https://www.spot.unt.edu) or email spot@unt.edu.

Please respond when you receive it. I am very interested in the feedback I receive from students, as I work to continually improve my teaching and online course design. **\*IMPORTANT**: I consider the SPOT to be an important part of your participation in this class. You will receive an invitation to complete the SPOT toward the end of the course. The message will come through your UNT EagleConnect mail account.

**Ethical Behavior and Code of Ethics**
The Teacher Education & Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators ([Chapter 247 of the Texas Administrative Code](http://ritter.tea.state.tx.us/sbecrules/tac/chapter247/ch247.html#:~:text=The%20Texas%20educator%2C%20in%20maintaining,honesty%20and%20good%20moral%20character.)) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

**Submitting Work**
All assignments will be submitted via Canvas. Activities for a grade posted after the deadline will be considered late and points will be deducted from the final grade.

**Grading and Grade Reporting**
Grading rubrics for assignments can be found at the bottom of each assignment, and links to discussion rubrics can be found in the top-right of each discussion. You are encouraged to review the grading rubrics to guide you in successfully completing all activities. (Not applicable to the internship class.)

**Copyright**
Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to documents, articles, slides, images, audio, video, and other resources. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the [UNT Policy Office](https://policy.unt.edu/policy/08-001) or [Copyright.gov](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.copyright.gov%2F&data=04%7C01%7CAlese.Smith%40unt.edu%7C6e4fe2289b1d4a33474208d8efdbf702%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637523075474155942%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=6qnS7aNomffAbX%2FxB6F8CDXhYjnbKiSiFXRNws2lZ40%3D&reserved=0).

**Writing Policy**
Teachers are judged on the accuracy of everything they write, whether it is a letter to parents or an email to a principal or a worksheet for students. Your written products – including, but not limited to, papers, lesson plans, and email messages – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all compositions you submit will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. The [UNT Writing Lab](https://writingcenter.unt.edu/) (Sage Hall 152) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call (940) 565-2563

**Foliotek e-Portfolio**
Foliotek is a software data management system (DMS) used in the assessment of your knowledge, skills, and dispositions relevant to program standards and objectives. At this time, the only Educational Leadership course requiring Foliotek is the Internship, EDLE 5500. All students in the Internship must register for Foliotek, and students can join Foliotek before the Internship. You can find registration codes and tutorials on the [Foliotek site](https://coe.unt.edu/educator-preparation-office/foliotek).

**Collection of Student Work**
In order to monitor students' achievement, improve instructional programs, and publish research findings, the Department of Teacher Education and Administration collects anonymous student work samples, student demographic information, test scores, and GPAs to be analyzed by internal and external reviewers.

**Academic Integrity Policy**

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.

**ADA Accommodation Statement**

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/).

**Disabilities Accommodation**
 “The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class.” Contact the Department of Teacher Education & Administration for the compliance officer and contact person.

**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 and Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (e.g., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please check for announcements 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 submitted via the Canvas online learning management system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have a right to view their individual record.

Information about a 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.

**Grade of Incomplete**

The only time an instructor in our College can give an incomplete is if a student is passing the course, but has a severe illness/situation during the last third of the course. The student must submit a form requesting an incomplete and provide documentation supporting the need for an Incomplete. Students can get these forms by contacting our Student Services Coordinator, at marilyn.deuble@unt.edu**.**

**Progress in Class/Dropping a Class**

You may add a course or withdraw in accordance with the University’s policy currently in effect.If you are having difficulties with assignments or the pace of the class, please keep in touch with your instructor through the course Inbox. If you think you might need to drop the class, be sure you keep track of the last dates you can drop a class. You can find these dates on the [UNT Registrar’s site](https://registrar.unt.edu/registration/dropping-class). If, by dropping a class, you will not be enrolled in any classes during an 8-week period, you have to withdraw from the university. You can come back later. To withdraw, you have to contact the Dean of Students, deanofstudents@unt.edu.

 If you are dropping a class or withdrawing from all classes, be sure, you do that through the [registrar](https://registrar.unt.edu/registration/dropping-class). **\*IMPORTANT:** Just telling your instructor or the Educational Leadership office that you are dropping is not sufficient. Also, please be aware that dropping classes may affect financial aid. However, if you are going to drop or withdraw, be sure you do it as soon as you know that is what you plan to do. If you stay on the roll until the end, but have not submitted assignments, your instructor will have to give you a failing grade.

**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 messages) they create 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 the above criteria, then the University office or department using the work must obtain the student’s written permission.

**Transmission and Recording of Student Images in Electronically Delivered Courses**

1. No permission is needed from a student for their 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, they 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 and Student Likenesses**
Any synchronous (live) sessions in this course may 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.

**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 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.

**UNT On-Campus Course Policies**

**Face Coverings**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

**Attendance**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**Course Materials for Remote Instruction**

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

**Course Safety Procedures (for Laboratory Courses)**

Students enrolled in a class are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

**Sexual Assault Prevention.** UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648.

**RESOURCES**

* [APA Style Guide (7th Edition) and Owl at Purdue APA](http://www.apastyle.org/)
* [Purdue Online Writing Lab APA Formatting and Style Guide (7th Edition)](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
* [Council of Chief State School Officers (CCSSO) Professional Standards for Educational Leaders](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fccsso.org%2Fresource-library%2Fprofessional-standards-educational-leaders&data=02%7C01%7CKira.Dehnel%40unt.edu%7C9a7afc82dfb4470eb87d08d696a7f30f%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C636862045408329097&sdata=ruasI6Nid81DTgf9B7f4hiy9yCcikdMTDoQKfzw7OV0%3D&reserved=0)
* [Texas Association of School Administrators (TASA)](http://www.tasanet.org/)
* [Texas Education Agency (TEA)](http://www.tea.state.tx.us/)
* [Texas Principal as Instructional Leader Preparation Manual with Texas Domains and Competencies](https://www.tx.nesinc.com/Content/StudyGuide/TX_SG_about_268.asp)
* [University of North Texas Library](http://library.unt.edu/)

Changes to the syllabus may be necessary at times. Changes will be made through Announcements, the Canvas *Inbox*, or UNT email.