***University of North Texas***

**PADM 3020 Fall 2021**

**Faculty:** Jintak Kim

**Office:** 114E Chilton Hall

**Office Hours: 12:30 pm to 1:30 pm, Monday/Wednesday** and by appointment

**Class Time:** 2:00 pm to 3:20 pm, Mon & Wed – Wooten Hall (Wh) 321

**Email:** Jintak.Kim@unt.edu

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **\* This syllabus can be changed in response to UNT COVID-19 delivery policies. If this were to occur, students will be given advanced notice and a copy of the changes.**  |

**Course Syllabus**

The syllabus contains important information relative to the course including the schedule, reading assignments, deliverables, and grade structure of the course. Furthermore, it contains information I expect you to utilize in preparing for assignments. Failure to follow specific instructions will impact your grade. I retain the right to alter the syllabus, as needed. While alterations are not planned, if any changes are made to this document they will be clearly announced via email. The Department of Public Administration’s policies on cheating and plagiarism, disability accommodation, use of laptops and cellphones and student behavior are also included in this syllabus.

## **Course Description**

As the environment of public organizations grows more complex, as citizens demand more from government while giving less, and as knowledge becomes the most valuable resource in an organization, the pressure on government and non-profit organizations to get results has never been greater. In this course, we approach the practice of leadership and management in terms of the individual. You will be introduced to mechanisms for answering two basic questions: (1) what should my organization do? (2) How should we do it? Some of the issues discussed in the course will be conceptual, some will be practical. Scholars generally group these topics under the heading of Organizational Behavior – a more contemporary term is Emotional Intelligence. All of the issues we will discuss should, in the minimum, expose you to the essential competencies for managing in the 21st century and, it is hoped, improve your ability to manage high-performance public organizations. The events of this past year have shown the necessity for leaders that are flexible and adaptable while at the same time being visionaries with respect to the future of their organizations.

## **Course Prerequisites**

There is no prerequisite for this class (PADM 3020, Public Mangement)

## **Course Objectives**

This course has six primary objectives:

1. Explain the general practice of leading and managing high-performance public organizations.

2. Identify fundamental changes in management over time.

3. Discuss the role of strategy for effective public managers.

4. Apply various techniques and tools for improving the performance of public organizations.

5. Critically evaluate how performance issues affect one’s organization.

6. Suggest courses of action for improving performance in public organizations.

## **Materials**

*“Managing Human Behavior in Public and Nonprofit Organizations"* - Robert B. Denhardt, Janet V. Denhardt, and Maria P. Aristigueta. 3rd Ed. IBSN 978-1412991650. New 5th Edition is also available.

Some additional reading will be posted on Canvas. Required readings for each class are included in the course calendar and modules. Students are also advised to stay on top of current events and debates. The Memos (described below) are designed to highlight current leadership topics related to the public sector.

## **Anti-Bias Statement**

The Department of Public Administration believes in the fundamental principles of life, liberty, equality, equity, and in doing good to all people as we serve our students and the public interest.

* We believe in the importance of diversity and inclusion.
* We believe in fairness and equity for all faculty and students in and out of class.
* We believe in mutual respect and civility for all students and faculty.
* We believe that faculty and students have a right to a redress of grievances.
* We believe that students and faculty should be actively engaged in good works.

## **Course Technology & Skills**

### **Minimum Technology Requirements**

* Computer
* Reliable internet access
* Speakers
* Microphone
* Microsoft Office Suite
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### **Computer Skills & Digital Literacy**

* Using Canvas
* Using email with attachments
* Downloading and installing software
* Using spreadsheet programs
* Using presentation and graphics programs

### **Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk**: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**Email**: helpdesk@unt.edu

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130

**Walk-In Availability**: 8am-9pm

**Telephone Availability**:

* Sunday: noon-midnight
* Monday-Thursday: 8am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

## **GENERAL COURSE POLICIES:**

I expect all students to conduct themselves with professional courtesy, which includes but is not limited to the following:

**(1) Rules of Engagement**

* 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 individual’s 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.

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

**(2) Reading Assignments:** Reading assignments should be completed in advance, and class members should be prepared for daily class discussions. I love to lecture, but at this level of your education your participation is required. When the readings are discussed, it will be assumed you will be prepared to lead a discussion and or participate significantly.

**(3) Cheating or Plagiarism:** In accordance with departmental policy (attached), cheating or plagiarism will result in a grade of F for the course. Any work submitted for a grade should be the original work of the student. Remember, plagiarism is a violation of acceptable student conduct. Long quotations should be avoided. Text or unique ideas taken directly from an author (quoted or paraphrased) should be cited and that citation should include a page number for the text. Violations will not be treated lightly, and disciplinary action will be taken should such violations occur. Please see the professor if you have any questions about academic integrity in general or as it relates to particular requirements for this course.

**(4) Special Accommodations:** Attached to this syllabus is an ADA statement. If you are a student with a qualifying disability that will affect your participation in class or your ability to take tests (as certified by the UNT Office of Disability Accommodation), please see the professor no later than the third class meeting so that we can work out appropriate accommodations and develop a written agreement about them.

**(5) Late Work:** Just as you would expect to turn in a work assignment in a timely manner, so also should you submit class assignments in a timely manner. Late work will be subject to a penalty of a grade-a-day deduction unless an arrangement is made well in advance of the due date of an assignment. There will be 5%-point deduction per day (every 24 hours) if the late policy applied.

**(6) Respect for fellow students, the field, and the instructor**: Although some of the issues we will cover can be controversial and may evoke an emotional response, please treat other students respectfully. When I am in front of the class lecturing or addressing a question from a student, I expect your full attention. This means no talking with other students or in any way distracting me or the class from the lecture/discussion. Please wait your turn if you would like to contribute to the discussion. Do not carry on a conversation with someone else in the class or you may be asked to leave the classroom – And Please Turn off your Ring thingies.

**(7) NO FOOD** Please do not bring any food into the classroom, although of course you may

bring drinks with a lid.

**(8) Syllabus Changes:** I reserve the right to change, modify, add to, alter, delete, and otherwise rearrange the syllabus to make the learning process accessible and in response to changing in a situation. If this were to occur, students will be given advanced notice and a copy of the changes.

**(9) Face Covering:** 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.

**(10) 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://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fsymptoms.html&data=04%7C01%7CJintak.Kim%40unt.edu%7C0c73a55d0e274b7537cb08d95c32b069%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637642195038613785%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=xZszXb7iaYDa07pqvg9GiE%2FulSXVR1lAU4xwSFfGarw%3D&reserved=0) (<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.

**(11) 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 to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: Computer, internet access, Zoom software, microphone and webcam. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

## **ASSIGNMENTS: Course Structure, Requirements, and Grading Criteria**

A combination of lecture, discussion, and classroom activities will be utilized for the class sessions. The course assignments have connected each other to help student’s knowledge building through the semester. I will introduce the pertinent subject matter and attempt to tie together the various readings on a topic, but you will be expected to actively participate in the discussions. You are expected to read and comprehend all of the required readings.

1. **Short responses**. There will be short responses throughout the semester over the reading materials. There will be 6 (six) short response assignments. All reading assignments should be completed for the date indicated in the syllabus. The student expected tosubmit double-spaced, 12pt, Times New Roman, and 500-600 words short response. Students expected to submit short responses the day before Monday class, Sunday 5:00PM. Short responses will count for **30 percent** of the final grade. There will be no point deduction based on word counts if you wrote all the things needed.

 2. **In-class participation**. A number of in-class exercises and small discussions will be assigned that provide a real-world context for class topics. These count for **10 percent** of your grade. If you are absent on the day that have one of these in-class assignments, you miss the opportunity for the points for that day.

3. **Mid-term exam**. On **Wednesday Oct 13th, 2021,** there will be a mid-term exam covering all the topics that have been addressed in class up to that point. The questions will include two essay questions and several short questions. This exam will account for **30 percent** of the final grade. There will be no point deduction based on word counts if you wrote all the things needed.

4. **Final exam**. A final exam will be administered at the end of the semester on **Wednesday, Dec 8th, 2021**. It will include two short essay questions and several short questions. It will account for **30 percent** of the final grade. The final test will cover only the second half of the semester. There will be no point deduction based on word counts if you wrote all the things needed.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Percentage of Final Grade** | **Due Dates** |
| Short responses  | 5 Points (5%) | Aug 29 |
| 5 Points (5%) | Sep 12 |
| 5 Points (5%) | Sep 26 |
| 5 Points (5%) | Oct 24 |
| 5 Points (5%) | Nov 7 |
| 5 Points (5%) | Nov 21 |
| Mid-term Exam | 30 Points (30%) | Oct 13 |
| Final Exam  | 30 Points (30%) | Dec 8 |
| In class Participation | 10 Points (10%) | Through the classes |
| **Total Points** | **100 (100%)** |  |

**A = 90 to 100 points**

**B = 89 to 80 points**

**C = 79 to 70 points**

**D = 69 to 60 points**

**F = 59 or less points**

## **Course outline**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Date | Topic | Assignment |
| 1 | Aug 23 | Introduction to syllabus and Course Expectations | CAD |
| Aug 25 | Ch.1 Introduction to organizational behavior |  |
| 2 | Aug 30 | Ch.2 Emotional Intelligence: Knowing and managing yourself | Short response due Sunday 5:00PM |
| Sep 1 | Ch.2 Emotional Intelligence: Knowing and managing yourself |  |
| 3 | Sep 6 | Labor Day—No Class |  |
| Sep 8 | Ch.3 Innovative leaders: Fostering Creativity |  |
| 4 | Sep 13 | Ch.4 Managing stress | Short response due Sunday 5:00PM |
| Sep 15 | Ch.4 Managing stress |  |
| 5 | Sep 20 | Ch.5 Decision making | CAD |
| Sep 22 | Ch.5 Decision making |  |
| 6 | Sep 27 | Ch.6 Motivating yourself and others | Short response due Sunday 5:00PM |
| Sep 29 | Ch.6 Motivating yourself and others |  |
| 7 | Oct 4 | Ch.7 Leadership in public organizations | CAD |
| Oct 6 | Ch.7 Leadership in public organizations |  |
| 8 | Oct 11 | Wrap-up session for Mid-term Exam |  |
| Oct 13 | **Mid-term Exam** |  |
| 9 | Oct 18 | Ch.8 Power and organizational politics | CAD |
| Oct 20 | Ch.8 Power and organizational politics |  |
| 10 | Oct 25 | Ch.9 Communicating effectively with others | Short response due Sunday 5:00PM |
| Oct 27 | Ch.9 Communicating effectively with others |  |
| 11 | Nov 1 | Ch.10 Working in groups and teams | CAD |
| Nov 3 | Ch.10 Working in groups and teams |  |
| 12 | Nov 8 | Ch.11 Managing Conflict | Short response due Sunday 5:00PM |
| Nov 10 | Ch.11 Managing Conflict |  |
| 13 | Nov 15 | Ch.12 Organizational change | CAD |
| Nov 17 | Ch.12 Organizational change |  |
| 14 | Nov 22 | Ch.13 Representing the Organization “on the Outside” | Short response due Sunday 5:00PM |
| Nov 24 | Ch.13 Representing the Organization “on the Outside” |  |
| 15 | Nov 29 | Ch.14 Managing behavior in the public interest | CAD |
| Dec 1 | Wrap-up session for Final Exam |  |
| 16 | Dec 6 | Reading Day—No Class |  |
| Dec 8 | Final Exam |  |
| \* | Course Material: “Managing Human Behavior in Public and Nonprofit Organizations" - Robert B. Denhardt, Janet V. Denhardt, and Maria P. Aristigueta. 3rd Ed. |
| \*\* | Students expected to submit short responses the day before Monday class, Sunday 5:00PM. Please see page 6 for more details. |

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. The SPOT survey will be conducted from November 15 - December 2, 2021.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (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 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cno-reply%40iasystem.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%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cspot%40unt.edu).

### Survivor Advocacy

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 940-5652648.

### 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) 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 presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

## Academic Support & Student Services

### Student Support Services

#### Mental Health

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

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (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)

#### 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](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can [add your pronouns to your Canvas account](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](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CRegistrar) (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/>)