

PADM 3100.400: Workplace Conflict

Fall 2024

Instructor Contact

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Meetings by appointment

Office hours – all courses

- **In-person**
 - by appointment
- **Online**
 - Tuesday – 2-4 pm / Thursday – 1-3 pm
 - by appointment

Welcome to UNT and to this course!

We're grateful you're focused on conflict resolution in your college career. Conflict resolution skills are essential to your personal and professional success. This syllabus will outline several expectations of you, me and UNT and how we will work together to make this a powerful experience for you and your class peers. Let's start with a list of the most important topics on which to focus:

- Familiarize yourself with the course.
- Commit to engage and learn.
- Engage in mutual respect.
- Communicate effectively and work to avoid miscommunication.
- Be ready with your technology.
- Comply with UNT policies.
- Find the support you may need.

Familiarize yourself with the course

Course Description

This course focuses on conflict as we experience it in the workplace. Students explore the many processes and methods in which intrapersonal, interpersonal and inter-group conflict may be addressed and resolved, including internal problem-solving, negotiation, mediation, arbitration and litigation, through case studies and role playing.

Course Structure

100 % Online Course. Content is delivered in modules with due dates set by the instructor.

Course Prerequisites or Other Restrictions

There are no pre-requisite courses for this course. This course is offered as part of the undergraduate conflict resolution certificate and the conflict resolution minor in the Department of Public Administration. See <https://hps.unt.edu/padm/welcome-public-administration> for more information.

Course Objectives

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

1. Interpret the nature of conflict between persons and groups in the workplace.
2. Articulate strategies for resolving workplace disputes.
3. Evaluate appropriate strategies for resolving workplace disputes.
4. Participate in simulated workplace dispute resolution processes.
5. Analyze the effectiveness of different strategies for resolving workplace disputes.

Materials

Required course text

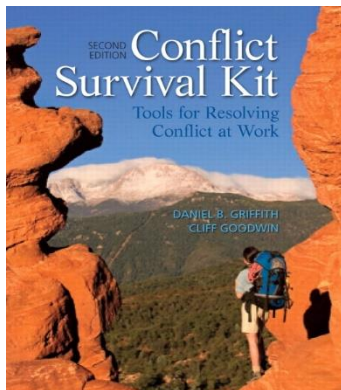


Photo of text: "Conflict Survival Kit"

By: Daniel B. Griffith; Cliff Goodwin

Publisher: Pearson

Print ISBN: 9780132741057, 0132741059

eText ISBN: 9780133072846, 0133072843

Edition: 2nd

Copyright year: 2013

All other course materials will be provided in the Learning Management System (LMS) and Packback.

Commit to engage and learn

Teaching Philosophy

I am eager to engage students who are independent learners and critical thinkers and who are eager to improve their conflict resolution skills.

Course Requirements & Schedule

We will follow this schedule unless there is a need for revision. Errors and unforeseen circumstances may occur, and it is in the professor's discretion to make changes that support student learning. Any changes to the schedule will be reflected in this syllabus, and an announcement and in the relevant modules in Canvas.

Course Requirements & Schedule	<i>Points Possible</i>	<i>Due Date</i>
Week 1: August 19 - 25, 2024 Get Ready to Engage and Learn Introduce yourself in announcement	Bonus 20	8/25/2024
Week 2: August 26 - September 1, 2024 Course text – Introduction - The Nature of Conflict – Chapter 1 Packback Discussion Assignment – Individual	50 100	8/30/2024 9/01/2024
Week 3: September 2 - 8, 2024 Course text – Theory and Context for Managing Conflict in the Workplace – Preventing Conflict – Chapter 2 Optional Online Discussion Quiz	Bonus 20 100	9/04/2024 9/08/2024
Week 4: September 9 - 15, 2024 Course text – Theory and Context for Managing Conflict in the Workplace – Approaches to Conflict – Chapter 3 Packback Discussion Quiz	50 100	9/13/2024 9/15/2024
Week 5: September 16 - 22, 2024 Course text – Theory and Context for Managing Conflict in the Workplace – Working Toward Collaboration - Chapter 4 Packback Discussion Assignment - Individual	50 100	9/20/2024 9/22/2024
Week 6: September 23 - 29, 2024 Course text – Interpersonal Communication Skills for Resolving Conflict – The Three Channels of Communication - Chapter 5 Optional Online Discussion Quiz	Bonus 20 100	9/25/2024 9/29/2024
Week 7: September 30 - October 6, 2024 Course text – Interpersonal Communication Skills for Resolving Conflict – Listening to Resolve Conflict and Build Lasting Relationships - Chapter 6 Packback Discussion Assignment - Group	50 100	10/04/2024 10/06/2024

Week 8: October 7 - 13, 2024 Course text – Interpersonal Communication Skills for Resolving Conflict – The Communication Continua - Chapter 7 Packback Discussion Assignment	50 100	10/11/2024 10/13/2024
Week 9: October 14 - 20, 2024 Course text – Preparing to Resolve Conflicts - Are You Capable? - Chapter 8 Optional Online Discussion Quiz	Bonus 20 100	10/16/2024 10/20/2024
Week 10: October 21 - 27, 2024 Course text – Preparing to Resolve Conflicts – Opening the Doors to Conflict Resolution – Chapter 9 Assignment - Group	100	10/27/2024
Week 11: October 28 - November 3, 2024 Course text – Application and Practice – Building Blocks of Collaboration; Integrative Negotiation; Overcoming Barriers to Integrative Negotiation; Mediating Conflicts Between Parties – Chapters 10-13 Packback Discussion Quiz	50 100	11/01/2024 11/03/2024
Week 12: November 4 - 10, 2024 Course text – Application and Practice – Decision-Making Choices for the Manager – Chapter 14 Optional Online Discussion Quiz	Bonus 20 100	11/06/2024 11/10/2024
Week 13: November 11 - 17, 2024 Course text – Applications and Practice - Handling Conflicts Requiring Direct Confrontation – Chapter 15 Packback Discussion Assignment - Group	50 100	11/15/2024 11/17/2024
Week 14: November 18 -24, 2024 Course text – Application and Practice - Special Situations: Opportunistic Employees, Workplace Violence, Terminations, and Bullying - Chapter 16		
Week 15: November 25-December 1, 2024 Thanksgiving – UNT is closed UNT is closed; no assignments		
Finals Week: December 7 - 13, 2024 Optional online review for final exam Final Exam	Bonus 20 200	12/12/2024 12/13/2024
Total Points Possible	1,750	

***Despite UNT's closure, course information will be available in Canvas.**

Grading

Total Points = 1,750
A= 1,575 +
B= 1,400 – 1,574
C= 1,225 – 1,399
D= 1,050 – 1,224
F = 0 – 1,049

Breakdown of assignments with associated points and percentages of course grade–

Assignment	Number x Number of Points	Percentage of course grade
Packback Discussions	7 x 50 points = 350 points	20%
Assignments	6 x 100 points = 600 points	34%
Quizzes	6 x 100 points = 600 points	34%
Optional Online Discussions	5 x 20 bonus points = 100 bonus points	0%
Final Exam	1 x 200 points = 200 points	12%

Bonus points -

Student completion rate of SPOT survey and other activities, such as optional online discussions, will create opportunities for bonus points.

Expectations in quality –

Specific instructions and expectations will be provided in each assignment and points are awarded to the extent a student complies with the instructions and expectations.

Online Discussion Policy

Expectations for participating in online discussions:

1. Complete the reading and review the materials link content before connecting.
2. Be punctual.
3. Mute your mic unless you're speaking to the group.
4. Turn on your webcam.
5. Respond when I call your name for roll call.
6. Participate. Similar to a classroom environment, some students will participate frequently while others will not. I encourage you to engage, ask questions, respond to others' questions. Your connection during the entire session allows you to earn bonus points toward the online discussion bonus points.

7. Avoid distractions. It's best for you and for all of us if you're still and focused throughout the meeting. Moving around and completing other activities is distracting to all of us. If distractions persist, Prof. Roberts will ask the student to leave the meeting.

Assignment Policy

Assignments may require that students work alone or together in small teams that produce written work and/or video demonstrations that students record and submit. Students will also have required discussions many weeks, including Packback discussions, and some optional online discussions, that are not required. Due dates and assignment instructions are in the LMS. Specific instructions on what to submit are also outlined there.

Quiz and Exam Policy

Each quiz or exam is timed and has a deadline for completion. Please read the on-screen instructions carefully before beginning. After all quizzes and exams are graded and released, the score will be posted in Canvas. Students may not discuss a quiz or exam with other students.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Packback Questions Policy

Participation in Packback discussions is a requirement for this course, and the Packback Questions platform will be used for online discussion with peers about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and related topics to real-world applications.

Your participation on Packback will count toward 20% of your overall course grade.

There will be a deadline for submissions at **11:59PM CST on Friday in weeks 2, 4, 5, 7, 8, 11 and 13.**

In order to receive up to 50 points per assignment, you should submit the following per each deadline period: **15 + 20 + 15 = 50 points**

- 1 Response per assignment to Professor Roberts' pinned question with a minimum Curiosity Score of 70, worth 15 points
- 1 open-ended Question per assignment with a minimum Curiosity Score of 70, each worth 20 points of each assignment grade
- 1 Response per assignment to a peer's question or response with a minimum Curiosity Score of 70, worth 15 points
- Successful completion of the 3 submissions listed above (15+20+15 points) will be totaled to create your score of 0-50 points in each assignment.
- If your question or response doesn't achieve a curiosity score of 70, you will be given no credit for the post.

- Your score will be reduced if your submissions are not sufficiently on-topic, which is determined by the instructor.

How to Register on Packback

Note: Access Packback through Canvas in order to ensure your grade syncs properly

1. Click the Packback assignment link **on the left-hand side of the course page** to access the community. This is a change from last semester.
2. Follow the instructions on your screen to finish your registration.
3. Packback is now FREE for UNT students.

How to Get Help from the Packback Team

If you have any questions or concerns about Packback throughout the semester, please read their FAQ at help.packback.co. If you need more help, contact their customer support team directly at help@packback.co

For a brief introduction to Packback Questions and why we are using it in class, watch this video: vimeo.com/packback/Welcome-to-Packback-Questions

Late Work

The professor will base decisions regarding acceptance of and credit for late work consistent with UNT and course policies. An extension may be given under limited circumstances, including but not limited to, the student's or a close family member's illness or injury; death of a close family member; or other major life event. If a student believes he/she will miss or has missed assigned course work, the student must contact the professor within **two (2) days** after the course work's due date has passed. The student must provide written documentation of any such event upon request. If a student fails to timely contact the professor and/or provide the requested documentation, the student will not be given additional time to complete the assigned course work and will receive no credit for the assigned course work.

Online Participation Policy

Connecting with and participating in all of the online discussions are optional. Students must be present throughout the session and use a mic (although it may often be muted) and a webcam. Students who engage regularly typically experience greater success than those students who do not. Visit the [University of North Texas' Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more.

Statement on Inclusion

It is my intent that students from all diverse backgrounds, perspectives and abilities be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, culture and age. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

Class Materials for Remote Instruction

The UNT schedule requires this course to have fully online instruction. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Class Recordings + Online Materials

Synchronous (live) sessions and professor's videos 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.

Syllabus Change Policy

Changes to the syllabus may be necessary at times. Communication of any changes will be made via an Announcement and revisions will appear in the syllabus and in the LMS.

Engage in mutual respect

Rules of Engagement

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.

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

Communicate effectively and work to avoid miscommunication

Instructor Responsibilities and Feedback

The Professor is committed to providing students with an excellent learning experience that you can integrate into your personal and professional world. She makes every effort to provide clarity, meaningful guidance and practical feedback to you. She believes that students are rewarded for their efforts and that they earn the grades they receive. The Professor will make herself available to support, guide and instruct to ensure student needs are met.

For all course-related questions, please read this syllabus carefully before seeking assistance.

- For face-to-face communication, please make an appointment or drop by during office hours.
- For digital communication, please send a message on Canvas.
- For phone conversations, please call the office number.

Students can expect a response from the instructor within 24-hours of sending a message *during business hours*. Messages may not be answered during the weekend. If your concern is urgent *during business hours*, please call the office number provided and speak with me by phone or leave a message. If you leave a message *outside of business hours*, you can expect to receive a response no later than one full business day after the message is left.

Communication Expectations

General Guidelines

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use your instructor's title of "Dr." or "Professor," or if you don't know use "Mr." or "Ms." Do not use "Mrs." to address female instructors unless told otherwise by said instructor.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others' technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.
- Read these [Core Rules of Netiquette](#) for additional tips about online communication.

Communicating via Email or Canvas Message

- Please use email for topics not related to this course.
- Check the syllabus before asking a question about the course and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making syllabi as comprehensive as possible for students.
- Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails, and a descriptive subject line helps them identify student inquiries more efficiently.
- Be concise and to the point.
- For a sample email, read this article, "How to Email Your Professor."

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 will be available **at the end of the semester**.

Be ready with your technology

Minimum Technology Requirements

- Computer with monitor
- Reliable internet access
- Speakers
- Microphone (to complete some activities or assignments)
- Webcam (to complete some activities or assignments)
- Plug-ins
- Microsoft Office Suite
- Zoom student account
- Packback Questions account and subscription (now free)
- Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using Packback
- Using Zoom and Teams platforms
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Viewing and hearing or reading online video content

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link

to or adapt tips from this webpage for students, [“How to Succeed as an Online Student”](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

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 (<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>)

Comply with 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/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical

spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

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

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13-15 of the long semesters and 7-8 of the short semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (<http://spot.unt.edu/>) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted

by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

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

Class Recordings and Student Likenesses

Any synchronous (live) class sessions offered in 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.

Use of Artificial Intelligence

Students may not use an AI platform or assistance in this course when completing an assignment, quiz or exam unless expressly permitted to do so in the assignment, quiz or exam.

Find the support you may need

Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<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>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [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>)
- [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:
- [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](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

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

Pronouns

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

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Academic Support Services

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

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