Research Methodologies
CJUS 4700.900.950
University of North Texas
Spring 2018

Professor Information:
Instructor: Jordan Winkler
Email: Jordan.Winkler@unt.edu

Email expectations: Include the COURSE NUMBER & SECTION NUMBER (CJUS 4700.900) in the subject line of all email correspondence. Only emails sent through your UNT Eagle Connect email account (username@unt.edu) will receive a response. Allow 24 hours on weekdays for a response; emails sent over the weekend or on holidays will generally be answered on the next business day.

Also, to ensure that you receive timely course related correspondence, make sure your official email address at UNT is forwarded to your preferred email address.

NEVER rely to course announcement emails. Always create a new email to my address listed above.

TEXTBOOK:

First steps
Upon entrance into the online classroom, students should spend some time navigating course materials and links to ensure they are able to locate all required materials. After the student has reviewed the syllabus and course materials, students will be required to post an introduction in the Discussion forum.

Student Support
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at: Email: helpdesk@unt.edu Phone: 940.565-2324 In Person: Sage Hall, Room 130 Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

Course Description
Research methods is designed to help students learn the various ways in which criminal justice questions can be answered. Many of these questions can be addressed in multiple ways, with multiple techniques, each having their own advantages and disadvantages. Discussing and evaluating these techniques for criminal justice related questions is the overall focus of this course. Major topics related to this overall focus include research ethics and human participant guidelines, the nature of causation versus correlation, experimental and survey research designs, sampling, qualitative research, the advantages and disadvantages of experimental, survey, and qualitative research designs, and reliability and validity among others.
This course is primarily designed as an introduction and evaluation of several research methods so that students become intelligent consumers of research. It is also geared toward those who desire a basis for graduate school and/or a foundation of research methods for their chosen occupation. This course is not limited to criminal justice topics, however, as all social science researchers (and all researchers in general) use the same or similar procedures and techniques for answering most research questions. As such, this course covers a wide variety of topics to help illustrate the research process.

Course Objectives
Upon successful completion of the course, students should be able to:
1. Identify and examine the purposes of conducting scientific research and address methodological issues necessary for conducting and critically analyzing criminal justice research.
2. Evaluate the various forms of data collection and sampling techniques used in criminal justice research.
3. Explain issues in research design, including criteria for causality, types of validity, units of analysis, different types of research design, and stages in the research process.
4. Find and use resources for answering real world research questions.
5. Critically evaluate research based on knowledge of the research process.

How the Course is Organized
This course will take place completely online through Blackboard Learn. The course is composed of several modules. Each module contains the relevant chapter outlines as well as other supplementary material as needed. Note: not all modules will contain supplementary materials or require extra reading beyond the textbook. The students will also participate in two discussions through Blackboard during the course. Finally, the students will take three exams. Each exam will consist of multiple choice and true/false questions. The only opportunity for extra credit is the extra credit final. No individual extra credit will be given.

What Should Students Do First?
Once you have read this syllabus, go to the “Start Here” module and complete the zip code survey. You can NOT proceed with any of the other modules until you have completed this survey.

How Students Should Proceed Each Week for Class Activities:
At the beginning of each week, the student should refer to the course schedule (see below) for their reading assignment for that week. After completing each reading assignment in its entirety, the student should open the corresponding module and study the notes. As noted on the course calendar, two times throughout the semester the student will have a discussion post to complete. They will respond to material that is pertinent to the theme of the course that week, and then respond to one of their peers’ posts. The textbook chapters and the online modules will help you complete the discussion posts for each week and satisfy all learning objectives.

COURSE REQUIREMENTS
This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives. Each week you will work on various combinations of readings, discussions, and exams. Students can expect their grades and feedback to be released to them within 3 business days. There are a total of 635 points that can be earned in this class. Since this class is based on a points scale there will be no rounding. The grading policy along with other class requirements is presented below.
Grading Scale:
572-635 points=A
508-571 points=B
445-507 points=C
381-444 points=D
Below 381 points=F

The only extra credit opportunity is the Extra Credit Final. This will be a comprehensive exam, meaning it will cover any and all materials from the course. This exam is worth a maximum of 63.5 points (10%) of extra credit. No individual extra credit will be provided. There are no resets on the extra credit final.

Tests (300 points total)
Each student will be required to take three exams in this course for a total of 300 points (each worth 100 points). Each test will consist of multiple choice and true/false questions. Each test will cover all module note material, assigned material in the classroom text, and other assigned reading material. By its nature, the material in this class builds off of prior material. As such, the tests may have material from prior sections on it. Each test will be available for one course week. However, once you start the exam you will have only 90 minutes to take it.

Human Participant Protections Education for Research Teams (150 points total)
Each student will be required to complete an Internet-based Human Participant Protections Education for Research Teams through the University of North Texas. The training can be accessed at: http://phrp.nihtraining.com/users/login.php. You will need to register to access the training.

If this website does not work, try a general search (in Google or Yahoo) for “Human Participant Protections Education” which should direct you the National Institute of Health Extramural Research website. Please contact me as soon as possible if you experience problems and I will get you to the correct site. Failure to contact me if you have problems is not a defense against missing the due date.

Once at the website, you will have to register and create a password to get access. Write this down in case you need to access it at a later date. Once you have registered, access Module 1 on History and progress through the various additional modules and complete the test after each one. Depending on the time, the website may be busy—so please do not wait until the last minute.

To earn full credit for this assignment, you must submit the certificate that you will receive at the conclusion of successful training by the date indicated in the syllabus. This certificate must have your registered name on it for proper credit to be given. This training should take approximately 1-5 hours. I would advise you to take a few notes during the tutorials so that you may pass the various tests which are sometimes difficult. You will submit the certificate to me via email. If you do not turn in your certification, you will not receive any points for this assignment. This assignment satisfies course objectives 1 and 2.

Article Review (150 points total)
Students will write one scholarly article review worth 150 points. This review will be based on a scholarly journal article selected by the student (preferably from the last 5 years). Summaries will be at most two pages (typed, 12 Font, Times New Roman, Double Spaced, Justified
Margins) IAW APA and include a reference list. This review will focus on what the authors did, the research design, the sample, and the data design used in the scholarly article.

Students will email me their article review attached as a word document. Attachments in any other form will receive a zero.

**Discussion Posts (35 points total)**
Each student will be required to respond to 2 Blackboard discussions throughout the course of the semester. Each Blackboard discussion is worth 17.5 points, for a total of 35 points towards your final grade. Written portions of the Blackboard discussions should be a minimum of 250 words. Students must reply to at least one other student's posts or you will receive a zero for the assignment. To receive credit for this assignment you must complete the original post and the reply. The discussion assignments will be posted on Blackboard.

Your discussions will be graded on depth of explanation, utilization of outside sources, specific efforts to back up your arguments with logical points and sources, grammar and spelling, and adhering to the assignment.

To locate the discussion boards, click the Discussions tab to the left of the main screen. Select the appropriate Blackboard Discussion assignment. Next click on the appropriate forum. To post a comment select “Create 4 Thread.” In order to receive credit you must post an original response and respond to at least one other students’ posts. Note that you will NOT be able to see any other students’ posts until you have first posted a thread yourself.

**Make Up Policy**
There are no make-up tests/quizzes/assignments in this class with the exception of authorized absences according to University policies prescribing authorized absences in certain situations. I reserve the right to consider extreme circumstances and modify this rule. Those in athletics, those who are absent for religious holidays, and/or those involved in other school supported activities that require being absent from class will be allowed make up if proper procedures are followed in requesting an excused absence. I must have written documentation in advance that you will be away from class for the absence to be excused (e.g., traveling for a basketball game). If you were critically ill in such a way that you could not complete any required assignment or exam, you must submit a doctor's note to me within 3 days.

There is absolutely no make-up for assignments turned in late unless authorized as a result of university related absence or through prior consultation and approval by myself. Make-up assignments as a result of authorized absences must be turned in within 3 days of returning from the authorized absence. To be excused, any authorized absence must take place over the entire submission window. That is, if a student has an authorized absence for 1 day of a 3-day submission window for an exam or any other assignment, then they will not be excused and will not be able to take a make-up. I strongly recommend not waiting until the last day to complete an assessment in case this occurs.

**Authorized Absences:** Absences are authorized only in cases of participation in school sponsored activities and/or religious holidays. For an excused absence due to a school sponsored activity, students must be approved in advance by the department chair and academic dean. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to instructor. Students who wish to request an excused absence for religious holidays can do so and will be excused from class as long as they make a request within the required time frame set by the University (see the most recent
undergraduate catalog). Notification must be in writing so that I may have it for my records. You must arrange to make up any work missed during the excused religious absence or school sponsored activity.

**Communications**

Correspondence for this course will take place primarily through email or course announcements. All announcements sent through the course will go to your official UNT email. Therefore, it is your responsibility to read any messages you may receive. You must also make sure to check your official UNT email, or make sure you received official UNT emails to your preferred email address. Do NOT rely to course announcement emails. Always start a new email to my address listed above.

As the semester progresses, announcements will be posted to the course Blackboard page. Please make sure to check this frequently for any change to the course or schedule.

Response time to your email will generally be within 24 hours during normal business hours. If you do not receive a response within this time, it likely was not received. Email again please.

**Important:** It is your responsibility to utilize a computer system that works and is compatible with the UNT online system/Blackboard Learn. This is especially critical during examination times. I would recommend that you take your exams on the UNT campus if possible. If this is not possible, I would recommend you avoid waiting until the last minute to take your exam in case problems arise. Do not take your exams on mobile devices such as smartphones or tablets.

**Student Participation, Preparation, and Behavior**

A key distinguishing feature of online courses is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. Be professional and courteous in your discussion posts and emails for this course. You might find it helpful to read your post out loud before you submit it: the “tone” is a very important part of electronic communication. When you read your message out loud, does it sound the way you would speak to another student in the classroom?

To be successful at learning and understanding the material in this class, it is essential that you read and complete the assigned material and engage in thoughtful online discussions. Your active participation, along with your willingness to engage in thoughtful discussions regarding research design will be taken into account at all times during the semester.

An online classroom, at least during times of online discussion, is a place to express ideas, opinions, and engage in thoughtful discussions. Students will respect the views and opinions of others at all times or their status in the course will be examined. In sum, simply be appropriate during online interactions. Each student brings unique insight and perspectives, and that can make for a very interesting and lively discussion forum, but just please be appropriate and respectful of others. Please review the undergraduate catalog concerning conduct which adversely affects the university community.
Scholarly Expectations
All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor.

COURSE POLICIES

ACADEMIC INTEGRITY STANDARDS AND SANCTIONS FOR VIOLATIONS

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Any violation of academic integrity will be handled on a case-by-case basis. At a minimum, the student will receive a zero on the assignment in question, but more serious academic violations may be subject to the assignment of a failing grade for the course. Please do not hesitate to contact the instructor with questions related to citations or other academic integrity concerns.

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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

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 your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

ADA 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 at disability.unt.edu
ATTENDANCE POLICY
Responsibility for class attendance rests with the student. An absence may be excused for the following reasons: a religious holy day, including travel for that purpose; active military service, including travel for that purpose; participation in an official university function; illness or other extenuating circumstances; pregnancy and parenting under Title IX; and when the University is officially closed by the President. The student is responsible for requesting an excused absence in writing as early in the semester as possible, and personally delivering to me satisfactory evidence to substantiate the excused absence.

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

RETENTION OF STUDENT RECORDS
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about students’ 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.

STUDENT PERCEPTIONS OF TEACHING EFFECTIVENESS (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 weeks 13 and 14 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) 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 at www.spot.unt.edu or email spot@unt.edu.

Class Participation
Students are required to login regularly (at least once a day) to the online class site. The instructor will use the tracking feature in Blackboard to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

Copyright Notice
Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless
Policy on Server Unavailability or Other Technical Difficulties
The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Academic Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1/16-1/21</td>
<td>Zip code survey, Introduction, and syllabus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 1: The Importance of Research Methods and Becoming an Informed Consumer of Research Causality Slide</td>
</tr>
<tr>
<td>Week 2</td>
<td>1/22–1/28</td>
<td>Chapter 2: Getting Started: The Beginning and Pitfalls of Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 3: Sampling Methods Sample Slide</td>
</tr>
<tr>
<td>Week 3</td>
<td>1/29-2/4</td>
<td>IRB – Human Subjects Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/4 IRB Certificate Turn-in via email due 11:59pm</td>
</tr>
<tr>
<td>Week 4</td>
<td>2/5-2/11</td>
<td>Exam 1: Chapters 1-3, IRB, Acres of Skin, Causality slide, and Sample slide</td>
</tr>
<tr>
<td>Week 5</td>
<td>2/12-2/18</td>
<td>Discussion Post 1 Access Starts: 2/12 at 12:01am Access Ends: 2/18 at 11:59pm</td>
</tr>
<tr>
<td>Week 6</td>
<td>2/19-2/25</td>
<td>Chapter 4: Survey Research</td>
</tr>
<tr>
<td>Week 7</td>
<td>2/26-3/4</td>
<td>Chapter 5: Experimental and Quasi-Experimental Designs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Design Table O=T+E Slide</td>
</tr>
<tr>
<td>Week 8</td>
<td>3/5-3/11</td>
<td>Discussion Post 2 Access Starts: 3/5 at 12:01am Access Ends: 3/11 at 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Spring Break—Enjoy!</strong></td>
</tr>
<tr>
<td>Week 10</td>
<td>3/19-3/25</td>
<td>Exam 2: Chapters 4 -5, Research design table, and O=T+E slide Access Starts: 3/19 at 12:01am Access Ends: 3/25 at 11:59pm</td>
</tr>
<tr>
<td>Week 11</td>
<td>3/26-4/1</td>
<td>Chapter 6: Qualitative Research Week 11 Apr 3 - 9 Article Review:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Using the Library website locate a scholarly article from the last 5 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Download and read article</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Write a review of the article focusing on the research design, sample design, and data design. 4/1: Article Review due at 11:59pm submit via email</td>
</tr>
<tr>
<td>Week 12</td>
<td>4/2-4/8</td>
<td>Chapter 7 Unobtrusive Methods</td>
</tr>
<tr>
<td>Week 13</td>
<td>4/9-4/15</td>
<td>Chapter 8: Putting it all together</td>
</tr>
</tbody>
</table>
**SYLLABUS CHANGE**
I reserve the right and have the discretion to change this syllabus. While every effort will be made to follow this syllabus as closely as possible, it is sometimes the case that it must be modified. In the case that it needs to be adjusted, I will announce such adjustments to the class. I will make every effort to ensure that any changes to the syllabus benefit the class as a whole. It is the student’s responsibility to check announcements/email so that any and all changes are documented. Failure to obtain syllabus changes because of failure to check and read announcements/email does not constitute a defense against a missed Reading, test date, or other applicable changes.

**TECHNICAL REQUIREMENTS / ASSISTANCE** The following information has been provided to assist you in preparation for the technological aspect of the course.
UIT Help Desk: [http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm)
Hardware and software necessary to use Bb Learn: [http://www.unt.edu/helpdesk/bblearn/](http://www.unt.edu/helpdesk/bblearn/)
Word Processor Minimum Technical Skills Needed: Using Blackboard, using email with attachments, and creating and submitting files in commonly used word processing program formats.

**STUDENT TECHNICAL SUPPORT**
The University of North Texas UIT Student Helpdesk provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at: Email: helpdesk@unt.edu Phone: 940.565-2324
In Person: Sage Hall, Room 130
Our hours are: • Monday-Thursday 8am-midnight • Friday 8am-8pm • Saturday 9am-5p • Sunday 8am-midnight

**ACCESS AND LOG IN INFORMATION**
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Blackboard Learn. To get started with the course, please go to: [https://learn.unt.edu](https://learn.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)

**FREQUENTLY ASKED QUESTIONS**
Help! I can’t get Blackboard to work. What do I do?
Contact the UNT Helpdesk at (940) 565-2324. They will walk you through the process of checking your browser requirements and connection status.

Can I work ahead of the syllabus? No. No student will be granted access to readings early. You must follow the course schedule.

Do you know what my average is?
Your grades will be posted in the grade book. Please refer to the syllabus to determine how to calculate your average. In short, there are 535 total points in the class. To calculate your grade at any given time, divide the points you have earned by the points available at that time.

I didn't get your email.
Make sure you are checking the correct email address. All course emails will be sent to your official UNT address. It is your responsibility to check this.

RESOURCES

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Blackboard Learn on the “Academic Support” tab.

- UNT Portal: http://my.unt.edu
- UNT Blackboard Learn Student Resources:
- Technical Support: http://www.unt.edu/helpdesk/
- UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access
- UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students
- UNT Academic Resources for Students: http://www.unt.edu/academics.htm
- Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

Student Resources

As a student, you will have access to these resources:

- Locate the “UNT Helpdesk” tab at the top of the Blackboard Learn window, which provides links to student resources of technical information and instruction, and how to contact the Help Desk for assistance.

- Take the Blackboard Learn Student Orientation. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course. • Blackboard’s On Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course. Student Academic Support Services Links to all of these services can be found on the Academic Support tab within Blackboard Learn.
• Academic Resource Center: buy textbooks and supplies, access academic catalogs and programs, register for classes, and more.
• Center for Student Rights and Responsibilities: provides Code of Student Conduct along with other useful links.
• Office of Disability Accommodation: ODA exist to prevent discrimination on the basis of disability and to help students reach a higher level of independence.
• Counseling and Testing Services: CTS provides counseling services to the UNT community as well as testing services; such as admissions testing, computer-based testing, career testing and other tests.
• UNT Libraries: online library services.
• Online Tutoring: chat in real time, mark up your paper using drawing tools and edit the text of your paper with the tutor’s help.
• The Learning Center Support Programs: various program links provided to enhance the student experience.
• Supplemental Instruction: program for every student, not just for students that are struggling.
• UNT Writing Lab: offers free writing tutoring to all UNT students, undergraduate and graduate.
• Math Tutor Lab: located in GAB, room 440.

UNT POLICIES

Student Conduct and Discipline: Student Handbook. Academic Honesty Policy

You are encouraged to become familiar with the University’s Policy of Academic dishonesty found in the Student Handbook. The content of the Handbook applies to this course. Specifically, students are expected to turn in original work. They should not submit work that was done by anyone else and pass it off as their own. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

ADA Policy

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://disability.unt.edu/. You may also contact them by phone at 940.565.4323.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or
someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources.

Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

**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 at http://www.cea.gov/index.php/links/electronic-codeof-federal-regulations. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml 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 oncampus 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.