**ENGL 1320: First Year Writing II**

Rev. 12-19-2020

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**Basic Information**

**Welcome to UNT!** As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

**Instructor Contact Information**: UNT e-mail: Katherine.Schneider@unt.edu. Office hours will be via Zoom and through appointments made via e-mail. I can meet with students Mondays-Wednesdays typically; if you need to meet, please e-mail a time and day that works best for you!

**Catalog Description**: 3 hours. Writing as inquiry. Develops habits of critical thinking, research-based inquiry, and argument through written engagement with relevant social and cultural issues.

**Prerequisite(s):** ENGL 1310; **Core Category:** English Composition and Rhetoric

**Course Description**

In ENGL 1320, you will be introduced to invention strategies, reading strategies, and writing approaches that will help you thrive as writers in a university setting and beyond. With an emphasis on brainstorming, critical reading, analysis, and revision, you will practice genre conventions, gain rhetorical knowledge, and develop a framework for producing persuasive writing about issues that are important to you. One of the broadest goals of this course is to help you become comfortable with strategies for making your writing compelling to the audiences you want to reach. Defining, explaining, persuading, finding, and evaluating good sources—these are all ways to provide insight into topics that you want to share with other people. Overall, ENGL 1320 will prepare you for a wide range of writing expectations, including those that demand research, evidence, and careful argument.

In order to focus your research, this course will be themed around a topic chosen by your instructor. For the first few weeks, we will read in this common theme and you will use this to brainstorm your research paper topic(s). This will also encourage a classroom community of knowledge so that we can support and help each other with our varying topics and research process.

Students in this course will be able to:

* Hone and develop reading, writing, and research skills through practice, repetition, and careful attention to style and strategy
* Develop a relevant research question
* Locate and analyze academic sources to use as evidence
* Synthesize sources into a larger analytical argument
* Draft and revise a research paper that is appropriate to academic audiences
* Learn to collaborate with peers and provide useful feedback

**Required Materials:**

Course Text:

***Steps to Writing Well with Additional Readings (w/ MLA9E Updates) (MindTap Course) 11th Edition***

\*DO NOT purchase a hard copy of this textbook! Your instructor will give you detailed
instructions on how to access your e-book in the first week of class. For more information on e-book access, see our Canvas page.

**Evaluation and Grading:**

**Units and Assignments**

Note: To earn a passing grade, you must complete all major writing assignments.

* 10% - MA 1: Choosing a Topic  **Due September 7th**
* 20% - MA 2: Finding Sources  **Due October 5th**
* 20% - MA 3: Drafting and Revising the Research Paper  **Due November 2nd**
* 20% - MA 4: Final Draft of Research Paper **Due November 23rd**
* 10% - MA 5: Remixing Your Research Paper **Due December 7th**
* 5% - Quizzes
* 10% - Discussions (Includes Perusall Assignments)
* 5%- Attendance and Participation
* 100% - Total

**Grading Policies and Tips**

This course has a demanding reading and writing load commensurate with a first-year writing class. Students will be expected to **read all assigned texts carefully** and to be prepared to discuss the texts analytically and critically on the day that they are assigned. Much of your class time will be spent discussing course readings, practicing writing, and working together collaboratively online. If you do not understand or need help, please make arrangements to talk to your instructor right away. Note that you may have reading quizzes or discussions at unannounced times in order to check up on how the class is reading and comprehending the course material.

Please also keep up with all writing assignments. On days when writing is due, **be ready to post a draft for your other writing community members**. Evaluating, revising, and editing our writing together is a vital part of this class.

Sometimes you will also engage in collaborative or individual assignments or activities during class modules. When you communicate with other class members, you should move beyond simply writing about what parts of the texts that you “like.” Work hard to think about how the texts support and contradict one another. Bring experiences and ideas from your own life into the discussion where appropriate. Look for ways that class readings and discussions are relevant in the world around you. Pay attention to what your classmates write and build off of their ideas when you can. Encourage, support, and learn from each other.

**Rubrics and Scoring Systems**

* For the purposes of this course,
* **“A” WORK** will constitute a final score of 90-100% of total points, and will represent an overall response that is impressively sophisticated and illuminating: inventive, balanced, justified, effective, mature, and expertly-situated in time and context
* **“B” WORK** will constitute a final score of 80-89.99% of total points, and will represent an overall response that is thorough and systematic: skilled, revealing, developed, perceptive, but not unusually or surprisingly original
* **“C” WORK** will constitute a final score of 70-79.99% of total points, and will represent an overall response that is acceptable but limited: coherent, significant, and perhaps even insightful in places, but ultimately insufficient in organization, articulation, perception, and/or effectiveness
* **“D” WORK** will constitute a final score of 60-69.99% of total points, and will represent an overall response that is incomplete and severely lacking: incoherent, limited, uncritical, immature, undeveloped, and overall not reflective of the performance expected of UNT undergraduates
* **“F” WORK** will constitute a final score of 0-59.99% of total points, and will represent an overall response that is unacceptable.

**Units and Assignments Overview**

(Note: specific instructions for each assignment may vary from instructor to instructor; the following text offers general descriptions only)

MAJOR ASSIGNMENT 1 – CHOOSING A TOPIC

This unit focuses on reading sources for information and insight, as well as formulating a specific research question around an issue you want to write about and explore. You will draft a research proposal at the end of this Unit.

MAJOR ASSIGNMENT 2 – FINDING SOURCES
This unit focuses on defining the context for the issue you have chosen and locating sources that offer perspective on the issue. You will submit an annotated bibliography at the end of this unit.

MAJOR ASSIGNMENT 3 & 4–WRITING AND REVISING THE RESEARCH ESSAY
In this unit, you will plan and write a clear, focused, and well-researched essay that addresses the issue you have chosen to write about. You will learn about how to work a paper from a rough draft into a polished final draft. You will submit both a
rough draft and final draft of your research paper for this unit.

FINAL REMIXING PROJECT
This final unit focuses on the activity of "remixing" writing through changes to the audience, purpose, and context. Remixing is an activity that helps writers develop new strategies such as using multimodal writing or “everyday” language to reach audiences beyond the form of the traditional academic essay. You will need to translate your research into an artifact or project which you will present to the class.

Instructor Policies and Expectations:

**Attendance and Absences:**

UNT policy 6.039 on student attendance states that no student will be excused for more than 25% of a course for absences. However, it is the UNT FYW policy that **no student missing more than 20% of classroom instruction in a first-year writing course should be able to pass the course**. For online classes, attendance means that you must check our Canvas site weekly and participate each week. I will check your attendance in the class by checking your postings, responses, activities, and assignments each week. If you do not submit your work for a week, you may be counted absent for that week.

Writing courses are by nature participatory, collaborative, and discussion-based. If you miss more than 20% of classes (3 weeks for a 15-week course), your grade may be reduced by 10% for each additional week missed. If you miss more than 30% of the class (4 weeks for a 15 week course), then I am authorized to **keep you from passing the course**.

Please arrange any planned absences with me ahead of time in order to avoid penalization. Note that absences for the following reasons are authorized as excusable by the university (policy 06.039): (1) religious holy day, including travel for that purpose; (2) required military service, including travel for that purpose; (3) participation in an official university function; (4) illness or other extenuating circumstances; (5) pregnancy and parenting under Title IX; and (6) when the University is officially closed by the President.

**ILLNESS AND CLASS ATTENDANCE**

It is important for all of us to be mindful of the health and safety of everyone in our classroom community. **If you are experiencing any symptoms of serious illness please seek medical attention from the Student Health and Wellness Center or your health care provider PRIOR to attending class.**

If you choose to do so, you may **email your professor to inform them of your absence due to illness** or other medical issues. Your instructor can decide if absences due to illness will be excused and exceptions to the attendance policy instituted. **If the absence is due to a circumstance that exceeds 5 consecutive days, the instructor may request for the student to provide documentation through the Dean of Students' office.** Please do NOT email any medical records directly to your instructor. Official documentation may be requested via the Dean of Students for extended periods of absence due to illness (deanofstudents@unt.edu).

* **Student Health and Wellness Center:** <https://studentaffairs.unt.edu/student-health-and-wellness-center>

**(940) 565-2333 or** **askSHWC@unt.edu**

**Course drops in the first two weeks**

Students need to monitor their course schedule every day for the first two weeks of class to make sure that they have not been dropped from their courses by the registrar’s office.  Students who are dropped from classes for nonpayment of financial aid or other reasons will not be readmitted to the course; it is the student’s responsibility to make sure that all of his or her financial records are up to date in order to avoid being dropped. **If a student wishes to drop a course for any reason, they must submit a form to the registrar’s office.** **The last day to drop a course and get a full refund for the Fall 2025 semester is August 30th. The last day to drop a course with the grade of W is November 7th.**

For more information on UNT Add/Drop procedures, please visit the UNT Registrar’s page at: [http://essc.unt.edu/registrar/schedule/
scheduleclass.html](http://essc.unt.edu/registrar/schedule/scheduleclass.html)

**Communication Expectations:**

Please communicate with me formally through my UNT email address. When you write me, please include the subject of your email in the subject line, and write your email with appropriate salutations and grammatical language. Note that I am not able to discuss any information relating academic records through email. I ask that you also remember the following guidelines in your communications with me:

* Treat all communications professionally. Think about spelling and grammar and double-check your response before hitting send or reply. Consider the purpose of any uses of slang or other icons, graphics, or memes.
* Please use my title in all communications (i.e. “Ms. Jones” or “Dr. James”).
* Think about your tone, and remember that email cannot convey nonverbal cues that provide clarity and context in face to face conversations.
* Take care to respect the personal identities and privacy of yourself, of me, and of others. Respect identities based on gender, sexuality, race, ethnicity, class, and/or culture. Also think carefully about what you reveal and do not reveal, particularly if this information involves your health and/or classroom performance.
* Please also check the syllabus before you ask me a question about an assignment or course schedule. It helps me if you can also let me know you checked the syllabus before writing, since I put significant time into creating the schedule and the syllabus.
* In your email subject line, it helps to be descriptive and note vague. Since I receive a lot of emails, I need to identify your question and problem as quickly as possible. For a sample email, read this article, “[How to Email Your Professor](https://medium.com/%40lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087).”
* For any online posts in our course, please read the directions and all the messages in a thread before replying so you do not repeat something one of your peers may have already said. Additionally, avoid replies such as “I agree” and instead explain why you agree or do not agree. Also, share examples, citations, and other sources that have supported your conclusions.
* Remember that if you disagree with anything in class, please refrain from making personal attacks or use language that discriminates based on gender, sexuality, race, ethnicity, class, and/or culture.

**Instructor Responsibilities and Feedback**

My responsibility as your instructor is to challenge you, to help you understand the course material, and to help you grow and learn as a student. I will provide clear instructions for projects and assignments, answer your questions, and identify additional resources as necessary. I will also provide substantive feedback on your written work. **You can expect me to have feedback and grades returned to you within two weeks of the submission date for each assignment.**

**Participation and Civility:**

We are all members of an academic community where it is our shared responsibility to cultivate a climate where all students/individuals are valued and where both they and their ideas are treated with respect. Therefore, I expect you to conduct yourself in a professional and respectful manner during all online interactions and class-­‐related activities. I expect you to listen to and respect the viewpoints of others, even if you strongly disagree with them. When you do voice disagreement in your writing, do so in a civil manner. Remember that you are accountable for all of your actions in this course, including your submitted work, your grades, and your interactions with me and with other students.

Everyone will have multiple opportunities to participate in class. Participation can be many things, including all of the following:

* Participating actively in small group work, class meetings, and discussions
* Showing attention to others in discussion posts
* Completing all assignments on time
* Coming prepared to online conferences/office hours

Here are some of the “Rules of Engagement” UNT recommends as guidelines for our class:

* 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.

You also can visit the [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) page at <https://clear.unt.edu/online-communication-tips> for more information.

**Using Canvas:**

Canvas is an online portal where students will be able to access important class materials and receive announcements from the instructor. You will need to **check our Canvas course page frequently to see announcements from the instructor** (concerning schedule changes and due date reminders) and to get electronic copies of handouts and other class materials. If you miss a class, be sure to check Canvas for any materials from that class day.

All class assignments will be submitted and assessed electronically via Canvas.Students will need access to Zoom with a webcam and microphone to participate in virtual portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

**Minimum Technology Requirements**

* Computer with word processing capabilities, internet access, and web browser to access Canvas

**Formatting Your Assignments:**

All written work needs to be typed and submitted online to our CANVAS site, with a paper copy brought to class.  **For all essays, include your name and the page number on the top right of each page (i.e.: Lastname 1). Please also include a date and the course number (ENGL 1310 or ENGL 1320).  Use a text font for all essays (Times Roman or Garamond for example) at 12 points, with all one-inch (1”) margins, and double-spacing.**

Although specific rubrics will be provided for each larger writing project, all writing activities in this course generally must meet the following requirements and demonstrate the following desired outcomes.

* Critical Thinking: The written activity explains insights that the writer has gained through careful consideration of the research and reading done in the course. The writer coherently represents the complexity and nuance of the ideas they are writing about.
* Clarity of Communication: The written activity shows that the writer understands course material and has read widely enough to help audiences understand the significance of the idea they are writing about. The background context and the question the writer is addressing are both coherent and thorough enough.
* Organization and Structure: The written activity is clearly organized with a structure that allows audiences to understand its main point as well as the supporting examples and sources that contribute to the main point.

**Consideration of Other Perspectives: The written activity demonstrates careful listening to course ideas, course texts, and to consider other perspectives related to the topic the writer is addressing. The writer considers the cultural and social implications of their topic and argument.**

**Late or Missed Assignments:**

All papers are due by class time on the due date (or by the date specified in Canvas). **Any major assignment that is late (research proposal, annotated bibliography, draft and final research paper) will receive a 10% deduction on the overall grade for every day it is late and will count as a zero if more than 48 hours late. All minor assignments (weekly discussions) will count as a zero if they are more than 24 hours late and will receive point deductions for being late in general. Quizzes cannot be submitted past the due date and time. It is up to you as a student to make arrangements with me. Additionally, I will not grade subsequent assignments from any students until all previous major assignments have been completed, and you cannot pass the course if you have not received a grade for all major assignments**. **Any assignment that is submitted late will also not receive feedback beyond a rubric or letter grade.** Please meet with me as soon as possible if you miss a deadline for an assignment.

**Exceptions for technical outages:** UNT 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 may 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.

**Using the UNT Writing Center:**

It is recommended that you [schedule an appointment with the UNT Writing Center](https://writingcenter.unt.edu/online-tutoring) to request extra help with all of your assignments for this class.  All writers can benefit from sharing and discussing their work with a trained peer tutor, early and often.  A writing tutor can help you get started on a paper or help you decide what to revise on an existing draft.  In order to make an appointment with a writing tutor, visit <https://writingcenter.unt.edu/online-tutoring>. The Writing Center also offers online tutoring through UNT's Zoom portal. Online tutoring sessions last one hour for both undergraduate students and graduate students.

To schedule an online tutoring session, email **WritingCenter@unt.edu**. You'll need to provide the following information:

* UNT ID (Example: 12345678)
* Your email address
* Your phone number
* Your classification (undergraduate student)
* Your major
* Time and date you want to schedule your session
* Class for which you're writing the paper
* Name of the assignment
* Citation style you're using for this paper (APA, Chicago Manual of Style, MLA)
* Digital copy of the paper
* Whether you would prefer a video-based session or a chat box-based session

**Public Writing**

You should consider that all of your submitted writing for this course, including prewriting, drafts, in-class assignments, and final projects, is public writing. The writing that you submit in this course may be viewed by me and possibly your classmates as well. Please do not submit any information about yourself that you do not want to be public.

**Mandatory Reporting and Sexual Assault Prevention**

It is important to know that your teacher, as a State employee, must report any instances of sexual misconduct, including sexual harassment, sexual assault, dating violence or stalking against a student or employee to the institution’s Title IX Coordinator or a Deputy Title IX Coordinator.

If you disclose an incident in your writing for this class that must be reported, your teacher will contact you to let you know. In this case, your teacher may offer support, listen to you, and encourage you to seek help and counseling as soon as possible. Your teacher also will report the incident you revealed in your writing to the Title IX Coordinator at UNT.

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.

Please note that the Title IX office at UNT keeps your information private and only shares it with those who need to know in order to provide care for you and help keep you safe. If you have any questions or concerns about sexual violence, please contact the UNT Survivor Advocate at **SurvivorAdvocate@unt.edu** or call the Dean of Students Office at 940-565- 2648. You also can visit the [Counseling and Testing Services site](https://studentaffairs.unt.edu/counseling-and-testing-services/guides/self-help-resources/domestic-sexual-violence) for more information.

**Syllabus Change Policy**

I have made every attempt to provide this syllabus as an accurate overview of the course. However, unanticipated circumstances may make it necessary for me to modify the syllabus during the semester. These circumstances may arise in response to the progress, needs, and experiences of students. Advance notice will be given for any changes made to the syllabus.

**Getting Help**

**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>)

**Student Support Services**

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>)

Other student support services offered by UNT include

* Registrar (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/>)

**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)

**UNT Policies**

(<https://policy.unt.edu/policy/06-049>)

**Academic Integrity Standards and Consequences.**

The UNT Policy Manual defines plagiarism as: “(a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and (b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.” (18.1.11).  Students in all Freshman Writing courses need to be aware of the strict policies against plagiarism and academic honesty enforced by UNT and by instructors in the Department of English.  **All writing in FYW courses must be original (this refers to the use of AI technology to write your paper as well),** and all uses of other writer’s material (i.e., for the purposes of research based argumentation) must be acknowledged and clearly cited in any writing submitted for a grade. **If your instructor suspects plagiarism, you will automatically receive a zero on the paper or assignment, and you will be asked to meet with the instructor. If you do not meet with the instructor, the zero grade will remain and you will be reported to the Office of Academic Integrity.**

The consequences for plagiarism at UNT are severe, and may include failure for the course, loss of scholarships, and in some cases dismissal from the university. Please talk with your instructor if you are unsure about whether or not something you are doing in your writing might be identified as plagiarism.

* For more information, please see: <https://vpaa.unt.edu/ss/integrity>

**ADA/ODA 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. Students must obtain a new letter of accommodation for every semester and must **discuss expectations with each instructor prior to implementation in the classroom**. For additional information see the ODA website at 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 Blackboard for contingency plans for covering course materials. II. Optional Statements.

**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.

**Access to Information**

Students’ access point for business and academic services at UNT is located at: <http://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 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](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

**Additional Online Delivery Policies**

**Important Notice for F-1 Students taking Distance Education Courses**

**(**[**link to policy**](https://clear.unt.edu/policies-procedures/policies/f1-visa)**)**

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, they should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**Student Verification**

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

See [UNT Policy 07-002](http://policy.unt.edu/sites/default/files/07.002_StudentIdentityVerficationPrivacyNotificationInDistanceEd_Dec2016.pdf) Student Identity Verification, Privacy, and Notification and Distance Education Courses.

**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](https://clear.unt.edu/teaching-resources/copyright-guide/release)

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

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 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.

In the event an instructor records student presentations, he or she must obtain permission from the student using a [signed release](https://clear.unt.edu/teaching-resources/copyright-guide/release) in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

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 & Student Likenesses (for online FYW)**

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.