

## COURSE INFORMATION

- PSYC 3100 / Social Psychology
- 3 Credit Hours
- Online

### Office Hours

#### Dr. Krisstal Clayton's Contact Information

- Clinical Professor
- [Email](mailto:Krisstal.clayton@unt.edu): Krisstal.clayton@unt.edu
- Virtual Zoom Office Hours:
  - TBD from via Zoom
  - Or by appointment
    - Zoom link available in Canvas

#### TA Contact Information

- Tiffany Tran
  - UNT Psychology Doctoral Student
  - Email: TiffanyTran8@my.unt.edu
  - Office Hours:
    - TBD
      - Zoom link available in Canvas for virtual meetings
- Sydney Bechtel
  - UNT Psychology Doctoral Student
  - Email: SydneyBechtel@my.unt.edu
  - Office Hours:
    - TBD
      - Zoom link available in Canvas for virtual meetings

### Course Pre-requisites, Co-requisites, and/or Other Restrictions

- C or better in PSYC 1630; Sophomore status or higher

### Course Description

- PSYC 3100 is an overview course examining the study of behavior and mental processes, including research methods, social behavior, motivation, personality, culture, gender, & individual differences. At the conclusion of this course, you will have a better sense of the variety of research subsumed under the title "social psychology". As an overview course, we will cover a great deal of information very rapidly. I hope you find this introduction to the science of social psychology both challenging and interesting. Be aware that this course covers violent topics such as discrimination, intimacy, aggression, violence, and questionable ethics. Review the course calendar to see the topic for each week. **If you are unable to engage with any of these topics, I kindly request that you do what's best for your wellness and drop this course.** Students who stay enrolled are expected to engage with the material each week and complete assessments that demonstrate understanding and application.

### Course Learning Objectives (C.L.Os):

1. Critique social psychological science
2. Compare and contrast social psychological theories
3. Exercise critical thinking by creating and answering scientifically-based questions
4. Apply your own experiences and observations to social psychological principles
5. Recognize and respect the value of diverse perspectives and experiences
6. Develop professional communication skills

### MATERIALS NEEDED

- Your book is directly connected to Canvas. Please access Canvas and in the Module titled, "Getting Started with Vantage," click on Vantage Dashboard to set up your account.
- [Vantage Digital Text: Kassin et al. \(2025\). Social Psychology \(12e\). Thousand Oaks, CA: SAGE.](#)
  - Vantage Text ISBN: 9781071914205
- Daily and dependable access to a computer/laptop
  - Phones and tablets are strongly discouraged due to formatting and app compatibility issues
- Daily and dependable access to the Internet
  - If your Internet connection fails, it is your responsibility to have an alternative source
    - For example, identify a coffee shop, dormitory lobby, or friend's home with dependable Internet access that you can use as a backup.

### Technical Requirements/Assistance

[University Information Technology Help Desk](http://www.unt.edu/helpdesk/index.htm): <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached via [email](mailto:helpdesk@unt.edu) at helpdesk@unt.edu or by phone at 940.565-2324

- University North Texas Information Technology Helpdesk Hours:
  - Monday-Thursday 8am-midnight
  - Friday 8:00 a.m.-8:00 p.m.
  - Saturday 9:00 a.m.-5:00 p.m.
  - Sunday 8:00 a.m.-midnight

### Canvas

[Hardware and software necessary to use Canvas](https://unt.instructure.com/): <https://unt.instructure.com/>

- [Browser requirements](https://clear.unt.edu/supported-technologies/canvas/requirements): <https://clear.unt.edu/supported-technologies/canvas/requirements>
- [Computer and Internet Literacy](http://clt.odu.edu/oso/index.php?src=pe_comp_lit): [http://clt.odu.edu/oso/index.php?src=pe\\_comp\\_lit](http://clt.odu.edu/oso/index.php?src=pe_comp_lit)

### *What to do if Canvas fails*

Canvas is online technology, and therefore, can crash. If this happens to you, EMAIL ME IMMEDIATELY. I will be able to access the system, review your Canvas attempt, and reset your assessment. However, I will not check my email between 5:00 pm and 8:00am Central Time, or on weekends, so I highly recommend that you complete and submit your work in advance.

### Software

- Microsoft Word or another word processor such as Google Documents
- PowerPoint or another presentation processor such as Google Slides
- Adobe Reader or another .pdf document reader

### Minimum Technical Skills Needed

- *Using Canvas*
- *Using email with attachments*
- *Creating and submitting files in commonly used word processing program formats*
- *Downloading and installing software*
- *Ability to follow and apply the lessons taught through various mediums including*
  - *reading*
  - *streaming media assignments*

### Student Academic Support Services

- [Academic Resources](#): where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Accommodation](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
  - Dr. Hope Garcia will be available on the UNT-Frisco campus to assist with accommodation paperwork and approved needs
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
  - Counselors and Career Advisors will be available on the UNT-Frisco campus
- [UNT Libraries](#): library services
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

### Communicating with Dr. Clayton

I love to help my students! Therefore, please reach out. E-mail is the best way to contact me, rather than phoning my office. My email address is [Krisstal.clayton@unt.edu](mailto:Krisstal.clayton@unt.edu). I will answer emails sent from your official unt.edu student email account within 24 hours except on Saturdays and Sundays. I will be glad to call you if you e-mail me and request me to do so. Include your phone number in the email. **When emailing me, include your first name, last name, and 3100 Online in the subject header.** This needs to be specific because I have over 200 students this term, across two courses, which will be difficult to keep track of. Write the email using a professional format and professional language. Emails without this information and professionalism will not be answered.

### Course Communication and Messaging Forums Policy

As students who are strongly encouraged to form friendships and study groups, I understand that you might develop and join messaging forums to discuss course material. This can result in misinformation or disinformation about course content or requirements. Your right to free speech and my requirements to abide by FERPA and security policies require that I not acknowledge, become involved in, or be held responsible for any communication that occurs or is sent by anyone other than my team of TAs and myself outside of any other medium than UNT Canvas, UNT Zoom, or UNT Outlook. Therefore, any

misinformation that you, are delivered by or, personally deliver to, other students concerning any aspect of this class is not under my control. Furthermore, be aware that in the past, students have taken it upon themselves to send me screenshots of messaging forums, such as GroupMe and WhatsApp, to implicate others in cheating and harassment. Therefore, it is your responsibility to understand that any information you post on a messaging forum may be used or disseminated by other students without your permission.

All course requirements and contents are my intellectual property and thus, will be strictly contained within Canvas and the classroom. As a result, communication with me and my educational team about course content, assessments, and deadlines will only be delivered by me and my team in the following modalities: UNT Outlook, UNT Zoom, UNT Canvas, and the classroom. You are ultimately responsible for knowing course requirements as they are depicted in the syllabus. If you believe the syllabus, course requirements, or course content is erroneous, communicate with us directly and we will address the error. Any grade or deadline disputes must be individually delivered to me and my educational team no later than 7 calendar days after the grade has been entered or the deadline has passed.

### Getting Course Materials

- Syllabus: Click "Syllabus" in the Canvas menu. You will see a brief discussion about the course and a hyperlinked document for this syllabus.
- 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 contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto: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.*

### ASSESSMENTS AND GRADING

All assignments are due as scheduled in the course calendar.

### Individual Activities

Individual activities will be provided via Canvas and Vantage as either video activities or polls that you complete by yourself. They are intended to provide you with insight about your own unique perspectives and understanding toward social psychology.

#### Video Activities

Video Activities are available in Vantage and assigned per the course calendar for points. You have two attempts at each Video Activity. Your final score will be calculated by averaging the scores of your two completed attempts. Ten activities are offered, and eight are required. Therefore, if you complete all assigned video activities, your lowest two grades will be dropped. Video Activities take approximately 10 minutes each, if you have read the chapter content ahead of time.

### Discussion Boards

Discussion boards (DB) will have two different due dates, each with its own points. You cannot engage in Part II without completing Part I. Pay close attention to those due dates, and program them into your personal calendar. **The Team Introductions DB is required, plus five topic DBs.** You have seven different topic DB

opportunities to complete the five required. Therefore, if you miss a deadline, plan to engage in a replacement discussion board in the future.

## Exams & Chapter Quizzes

There will be individual tests and individual reading quizzes during the course of the semester. The exams and quizzes will be handled on Canvas. Individual tests and quizzes will be based on lecture material, assigned media, and assigned readings.

### Exams

You are required to take 4 exams. These exams will be taken on Canvas. Exams will consist of approximately 55 multiple-choice questions, each worth 2 points. The exam will be counted out of a possible 100 points, but you can score more than 100 points. In other words, each test will have at least 10 bonus points available. You should expect most of the questions to be “application.” That is, most questions will have an example of a concept, and ask you to identify the example (in contrast to having you identify a definition.) You will have 1 hour and 15 minutes to take each exam. Most students will not need the entire time. Questions will appear one at a time, with only forward progression allowed, so you must answer the question on the screen as it is presented. Exams are due by 11:59 PM Central on the date listed in the Course Calendar. **Keep in mind that I do not use percentages to calculate your grades. Therefore, if you earn an 88/110 on your exam, then you earn 88 points and not an 80%.**

### Missed Exam

If you miss an exam, you can take the **Optional Cumulative Final** during Final's Week. The final will replace your missed exam grade. Exams are open e-book. They are NOT open Internet, and any student caught cheating will be subject to the Professional Conduct Policy described below. I highly recommend that you **NOT use your phone or tablet to take an exam.**

### Chapter Quizzes

Chapter Quizzes are individual assignments, and will cover the materials specified in this syllabus. Each quiz is worth 15 points and may be accessed via Vantage through Canvas. I highly recommend that you **NOT use your phone or tablet to take a quiz.** The Canvas app frequently fails, so if you think you can successfully take a quiz while away from a computer, you have been warned.

- Quizzes will have a time limit, so completing the quiz while looking up the answers for every question will be impossible.
- Students get two attempts at each Chapter Quiz. Your final score earned will be calculated by averaging the points you earned on those two attempts.
  - For example, if you scored an 8 on the first attempt and a 10 on the second attempt, then your final score earned is  $8+10=18/2 \text{ attempts}=9$
- I highly suggest that you read the assigned pages for the designated quiz before you take it. The quizzes can be accessed by clicking on the Vantage link in the Canvas module. There are two possible attempts for quizzes. If you choose to take the second attempt, your two quiz scores will be averaged for a final quiz grade.
  - If you are unhappy with your performance on a quiz, there is hope! There are more quizzes available than required. Thus, if you miss or fail a quiz, don't worry! You have an additional opportunity to help your grade.

- Once the due date has passed for the quiz, it will be removed from Canvas. I will not allow any student to take a late quiz! Therefore, **be mindful of the quiz due dates located in your syllabus.**

### Checking Your Grade

You can check your earned points anytime in Canvas by clicking on the “Grades” button. Be careful! I use a point system, and offer more opportunities to earn those points than necessary. **Therefore, attend to the number of points you earn since your final grade will be based on those total points, and where they fall on the grading scale located below.**

### Grade Disputes

You have 5 business days to dispute a graded assignment from the time it has been entered into Canvas. Once 7 days have passed, the dispute resolution window has closed. Therefore, if I accidentally missed one of your assignments, or did not enter the right grade, or you feel like you provided a response that should get you more points, tell me within 5 business days so I can fix it!

### Grading Scale

Table 1. Grading Scale Point System

<b>Assignment</b>	<b>Points</b>
<b>Chapter Quizzes (choose 12 x 15 points each)</b> <i>*14 are offered, but if you complete all 12 your lowest two grades will be dropped.</i>	180 points
<b>Syllabus Reading Quiz</b>	10 points
<b>Video Activities (choose 9 x 9 points each)</b> <i>*11 activities are offered, but if you complete all 10 your lowest two grades will be dropped.</i>	81 points
<b>Extra Credit Polling Activities (choose 10 x 2 points each)</b> <i>*13 polling activities are offered.</i>	
<b>Discussion Boards (Team Introductions plus choose *6 x 50 points each)</b> <i>*Team Introductions DB is required, and 8 topic DBs are offered to choose from. If you complete all 8, your lowest two grades will be dropped.</i>	350 points
<b>Exams (4 x 100 points each)</b> <i>Optional Cumulative Exam is provided to replace a missed exam.</i>	400 points
<b>Total Points</b>	<b>1021 points</b>

Table 2. Point Scale to Letter Grade

<b>POINT RANGE</b>	<b>LETTER GRADE</b>
<b>1021 to 918.5</b>	A
<b>918.4 to 816.5</b>	B



POINT RANGE	LETTER GRADE
816.4 to 714.5	C
714.4 to 612.5	D
612.4 and below	F

### CLASS PARTICIPATION AND STUDENT CONDUCT

I will make class an intellectually stimulating and enjoyable experience. Students who ask questions and participate learn more, understand more, and have more fun than students who do not participate in class. When participating in team discussion boards, students are expected to use respectful and professional language.

### Professional Conduct and Maintaining Academic Integrity is REQUIRED

- **Professional Conduct:** Disagreeing with peers is expected, as this course will address numerous sensitive subjects including racism, politics, violence, relationships, identity, and health disparities. Every person in this course has experienced life from their own unique lens. As a participant in a psychology course, you are required to treat each other with respect and professionalism, and in turn, develop your openness and diplomacy skills. Therefore, proof-read your discussion board posts and emails before submitting them. Students who behave in an unprofessional manner will be reported to the Dean of Students and receive an automatic grade of zero for the assignment that is connected with said unprofessionalism. If the unprofessionalism persists, the student will receive an automatic letter grade drop at the end of term or they will automatically fail the course.
  - [How to Email Your Professor](#) is a wonderful website that teaches the professional skill of crafting an email that is likely to be well-received. This is a skill that will serve you well throughout your life and career!
- **Cheating:** I will not tolerate dishonesty. All students are expected to complete assignments on their own. If you are caught cheating, you will receive an automatic zero for the assignment and be reported to the Dean of Students. All of the material you need to complete coursework can be found in assigned course materials. Therefore, **the use of Generative AI (such as ChatGPT) and AI for Writing Support (such as Grammarly AI) to complete any coursework is strictly prohibited. By submitting a writing assignment, such as a discussion board, you attest that you are the only and original author.**
  - [Student Code of Conduct](https://policy.unt.edu/policy/07-012): <https://policy.unt.edu/policy/07-012>
- **Plagiarism:** You are NOT allowed to plagiarize. You can learn about plagiarism by visiting the [UNT Libraries Plagiarism Guide](#). Plagiarism does include using work that has been written by AI and claiming it as your own. Again, the use of Generative AI and AI for Writing Support is strictly prohibited. All submitted assignments should reflect a combination of your experiences and the assigned course material. Obviously, I expect that you use your textbook and assigned materials. Make sure you provide quotes and a section title for anything you quote directly from sources and a citation for ideas, definitions, or examples you did not invent yourself. Any written work that is basically a shortened version of other people's writing or is written by AI (like a replication of a documentary, an article abstract, or an interview from Humans of New York) will receive a grade of 0. Application to your experiences and your perspectives is KEY! Therefore, always provide an APA 7<sup>th</sup> edition citation in your discussion board if you use an outside source. Here is an example from the [APA Style \(2025\) website](#)

for how to cite a website resource at the bottom of your discussion board and within your paragraph to demonstrate which sentence contains the cited information:

- National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>
- Parenthetical citation: (National Institute of Mental Health, 2018)
- Violations of Academic Integrity are listed below under the UNT Policies section.

## CALENDAR

\*All assignments are due on Mondays and Wednesdays by 11:59 PM Central.\*

### Module 1: Introduction to Social Psychology & Its Methods

Week 1: Monday Aug. 18

- Read the Syllabus
- Syllabus Quiz due
- Discussion Board #1
  - Part I Due: Team Introductions
- Think ahead! Read "What is Social Psychology?"

Week 1: Wednesday Aug. 20

- Streaming Lesson: What is Social Psychology?
- Video Activity 1.1 due
- Chapter 1 Quiz due
- Discussion Board #1
  - Part II Due: Team Introductions
- Think ahead! Read "Doing Social Psychology Research: Introduction"

Week 2: Monday Aug. 25

- Streaming Lesson: Doing Social Psychology Research
- Video Activity 2.1 due
- Think ahead! Read "Social Cognition"

### Module 2: Social Cognition

Week 2: Wednesday Aug. 27

- Streaming Lecture: Social Cognition
- Chapter 2 Quiz due
- Discussion Board #2
  - Part I Due: What's In a Name? Petitions and Persuasion

Week 3: Monday Sept. 1

- No class! Labor Day

Week 3: Wednesday Sept. 3

- Chapter 3 Quiz due
- Discussion Board #2



- Part II Due: What's In a Name? Petitions and Persuasion
- Study for Exam I

#### Week 4: Monday Sept. 8

- Exam I Due
  - Chapters 1-3
  - Think ahead! Read "Perceiving Persons"

#### Week 4: Wednesday Sept. 10

- Streaming Lesson: Perceiving Persons
- Video Activity 4.1: Social Psychology in Action, Beautiful is Good
- Discussion Board #3
  - Part I Due: Recognizing Incompetence
- Think ahead! Read "Prejudice"

#### Week 5: Monday Sept. 15

- Chapter 4 Quiz due
- Streaming Lecture: Prejudice
- Video Activity 5.1: Blue Eyes, Brown Eyes
- Discussion Board #3
  - Part II Due: Recognizing Incompetence
- Think ahead! Read "Attitudes and Persuasion"

### Module 3: Social Influence

#### Week 5: Wednesday Sept. 17

- Chapter 5 Quiz due
- Streaming Lesson: Attitudes and Persuasion
- Video Activity 6.1: Festinger's Cognitive Dissonance Study
- Discussion Board #4
  - Part I Due: Two Routes to Persuasion
- Think ahead! Study for Exam II

#### Week 6: Monday Sept. 22

- Chapter 6 Quiz due
- Discussion Board #4
  - Part II Due: Two Routes to Persuasion
- Think ahead! Read "Conformity"

#### Week 6: Wednesday Sept. 24

- Streaming Lesson: Conformity
- Video Activity 7.1: Milgram's Obedience Study

#### Week 7: Monday Sept. 29

- Chapter 7 Quiz due
- Discussion Board #5
  - Part I Due: Freedom Technique in a Restaurant

- Study for Exam II

Week 7: Wednesday Oct. 1

- Exam II Due
  - Chapters 4-7
- Think ahead! Read “Group Processes”

## Module 4: Social Relations

Week 8: Monday Oct. 6

- Streaming Lesson: Group Processes
- Video Activity 8.1: Social Psychology in Action, Group Initiations

Week 8: Wednesday Oct. 8

- Chapter 8 Quiz due
- Discussion Board #5
  - Part II Due: Freedom Technique in a Restaurant
- Think ahead! Read “Attraction and Close Relationships”

Week 9: Monday Oct. 13

- Streaming Lesson: Attraction and Close Relationships
- Video Activity 9.1: Strange Situation

Week 9: Wednesday Oct. 15

- Chapter 9 Quiz due
- Discussion Board #6
  - Part I Due: Familiarity and Attraction

Week 10: Monday Oct. 20

- Discussion Board #6
  - Part II Due: Familiarity and Attention
- Think ahead! Read “Helping Others”

## Module 5: Social Psychology Applied

Week 10: Wednesday Oct. 22

- Streaming Lesson: Helping Others
- Video Activity 10.1: Social Psychology in Action, Bystander Effect

Week 11: Monday Oct. 27

- Discussion Board #7
  - Part I Due: Reporting a Lost Wallet in 40 Countries
- Chapter 10 Quiz due
- Study for Exam III

Week 11: Wednesday Oct. 29

- Exam III due
  - Chapters 8-10
- Think ahead! Read “Aggression”

#### Week 12: Monday Nov. 3

- Streaming Lesson: Aggression
- Video Activity 11.1: Social Psychology in Action, Bandura's Bobo Doll Study

#### Week 12: Wednesday Nov. 5

- Chapter 11 Quiz due
- Discussion Board #7
  - Part II Due: Reporting a Lost Wallet in 40 Countries
  - Think ahead! Read "Justice and Law"

#### Week 13: Monday Nov. 10

- Streaming Lesson: Justice and Law
- Video Activity 12.1: Social Psychology in Action, False Memory Experiment
- Discussion Board #8
  - Part I Due: Psychology and Law

#### Week 13: Wednesday Nov. 12

- Chapter 12 Quiz due
- Think ahead! Read "The Workplace and Business"
  - Discussion Board #8
    - Part II Due: Psychology and Law

#### Week 14: Monday Nov. 17

- Streaming Lesson: The Workplace and Business
- Discussion Board #9
  - Part I Due: Gender Pay Gap
- Think ahead! Read "Health and Wellbeing"

#### Week 14: Wednesday Nov. 19

- Chapter 13 Quiz due
- Streaming Lesson: Health and Wellbeing

#### Nov 24-Nov. 28

- Thanksgiving Break

#### Week 15: Monday Dec. 1

- Chapter 14 Quiz due
- Discussion Board #9
  - Part II Due: Gender Pay Gap
- Study for Exam IV

#### Week 15: Wednesday Dec. 3

- Exam IV due
  - Chapters 11-14

## Week 16: Finals

- Optional Cumulative Exam due
  - All assigned chapters throughout the semester

### **Note: Syllabus Change Policy**

*Any changes to this syllabus will be outlined in a Canvas Announcement and email.*

## **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 from admonition to expulsion from the University.

The use of Artificial Intelligence (AI)-generated information, such as ChatGPT content, or content written by an AI writing tool, such as Grammarly AI, is strictly prohibited. You are responsible for the integrity and correctness of what you submit in your assignments.

- It is your responsibility to understand what apps you are using while completing coursework and what their capabilities are. AI includes, but is not limited to, ChatGPT, Grammarly AI, Google AI Overview/Mode, Gemini, Copilot, Rytr, Midjourney, Dall-E, Perplexity, Deep Seek, and Claude

Violations of Academic Integrity will result in one or more of the following:

- Automatic zero on the assignment, and that assignment's grade will not be included in the "lowest dropped grade" opportunity. Therefore, it will be counted towards your total.
- Violation will be reported to the Dean of Students.
- Automatic letter grade drop at the end of term.
- You will automatically fail the course.

### **Attendance, Illness, Withdrawal, and Incomplete Coursework**

If you miss more than three weeks of class, you need to schedule a meeting with me to discuss steps to take to withdraw from the course or receive an [Incomplete grade](#). A grade of Incomplete is only an option if you meet [university and departmental guidelines](#), including the completion of at least 60% of the course assignments and performance equivalent to a C or better when the Incomplete is requested. A grade of Incomplete is not to be used to extend due dates to help boost your current grade, serve as an alternative to a Course Withdrawal, or to provide additional time to complete coursework that you could have completed with proper time management. If you do not meet the requirements for an Incomplete grade, you may meet the requirements for [a Late Course Withdrawal](#) due to medical or personal reasons beyond your control. However, you must speak with me or the Dean of Students about an Incomplete or Late Course Withdrawal no later than the first Monday of the week before finals. For example, if finals begin on Monday, December 11<sup>th</sup>, discussions pertaining to Incomplete Grades or Late Course Withdrawal must occur by Monday, December 4<sup>th</sup>.

### Consistent and Reliable Internet Access

It is your responsibility to ensure that you have consistent and reliable access to the Internet. If that access is lost, you must find a solution to regain it. This might be working from a public library, coffee shop, using your smart device as a hot spot, or traveling to the home of an acquaintance. Therefore, make a plan for what you will do in case that occurs.

Traveling during the course of the semester to a location without consistent and reliable Internet access will not excuse you from missed work. Furthermore, release dates for coursework access will not be adjusted to compensate for your plans to be away from consistent and reliable internet access.

### 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 about UNT-Frisco ODA assistance, contact Dr. Hope Garcia of UNT-Frisco and review the ODA website at [disability.unt.edu](http://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 Canvas for contingency plans for covering course materials.

### Retention of Student Records and Grade Appeals

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 except those assignments and exams that were graded and returned to you. Please retain all graded and returned assignments and exams until you are certain that you are satisfied with how your course performance was scored, documented, and submitted to the UNT system. Coursework 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.

If you believe the final grade submitted to the UNT system is not reflective of your performance, you can begin the formal [UNT Grade Appeal](#) process. Students can appeal a grade using this process if at least one of the following is met:

- grade was based on unfair treatment;

- instructor departed from standards set out in the course syllabus without a rational academic reason; or
- an error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination.

If the student believes that the grade was assigned due to discrimination or sexual harassment, the student must report this belief to the Office of Equal Opportunity. That allegation must be resolved through the UNT Resolution Procedures for Complaints of Discrimination, Harassment, or Retaliation, before the appeal can proceed. Change of a grade due to violations of academic integrity cannot be appealed through this process.

The first step is to communicate with me, the professor, about your concerns. If, after that conversation, we do not agree about your final grade, you can move forward in the appeal process by meeting with the Department Chair, followed by an academic committee if warranted, and finally, the Dean. In those reviews, your performance as documented in Canvas and our correspondence throughout the semester will be submitted as evidence for an academic decision.

### Access to Information - Eagle Connect

[Students' access point for business and academic services](#) at UNT is located at the website my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. Be sure to select the option that also connects you to UNT-Frisco. For more information, please visit the website that explains [Eagle Connect](#) and how to forward e-mail at <http://eagleconnect.unt.edu/>

### 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 the methodologies and effectiveness of my pedagogy. 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 <http://spot.unt.edu/> or [email spot@unt.edu](mailto:spot@unt.edu).

### Sexual Assault Prevention

UNT and I are 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. If you use me, Dr. Clayton, as a resource, please know that I CANNOT keep your information confidential if you report to me a case of sexual assault or if I believe you are in danger. Therefore, if you desire a confidential source, you can ask me for resources and I will gladly help you! Remember, [the UNT CARE Team](#) is always ready to assist. Their website is located at <http://studentaffairs.unt.edu/care>. [UNT CARE has an email address](#), which is [careteam@unt.edu](mailto:careteam@unt.edu). UNT's Survivor Advocates can also 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 via email](#) 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 via email](#) at oeo@unt.edu or at (940)-565-2759.