

**Lecture: Monday and Wednesday from 9:00AM to 10:20AM in Chilton 387**

**Instructor:** Mrs. Bruder

**Office:** 330E Chilton Hall

**Email:** [kristina.bruder@unt.edu](mailto:kristina.bruder@unt.edu)

**Telephone:** 940-369-6619 or CMHT Main Office 940-565-2436

**Student Office Hours:** Tuesdays/Thursdays 1100-130pm in Einstein's on Campus (please check Announcements on Canvas in case I decide to have lunch in the Union); Wednesdays from 130-300PM; or by appointment via Zoom--<https://unt.zoom.us/j/91034829159>

**Communications:** All emails (Canvas Inbox or Outlook) must have a subject heading that begins with the following: **FADM 2655: your subject here**". You may expect a same-day response in most cases within 24 hours except on weekends and holidays. Responses to emails without this subject heading may be delayed. Most assignments will be graded within 3-10 business days; if there is an issue that requires a longer period of time for grading, you will be notified.

**Course Structure:** We meet face-to-face for lecture using a textbook + swatches (all in one binder) which has all the physical examples of swatches and tools needed for lectures and assignments. Modules on Canvas include access to additional course content (videos, images, etc.) and assignments. You are expected to take notes and participate in work in-class.

**Course Description\*:** Fibers, fabric, construction and finishes applied to selection, use and care of home furnishings fabrics.

**Prerequisite:** None.

Course Objectives
1. Use correct textile industry language as applied to the stages of textile manufacturing, and textile materials and fabrications used in soft goods for interiors.
2. Predict product quality and performance based on fiber, yarn, fabric, and finish properties.
3. Select textile materials, components and fabrications used in soft goods for interiors that are most appropriate for product and intended end use.
4. Demonstrate understanding of technical specifications and regulatory compliance standards of textiles.
5. Describe current textile issues and possible solutions related to regulatory and environmental issues.



**Required Text:**

- Young, Deborah. (2017) *Swatch Reference Guide of Interior Design Fabrics*. New York: Fairchild Books, Bloomsbury Publishing. (ISBN 978-1-5013-0600-6). This all-in-one binder includes textbook and swatches.

**Other Materials:** Notebook paper, pen or pencil, laptop or other electronic device for accessing Canvas during lecture. Laptops may be checked out from Tech Desk in Chilton Hall 3<sup>rd</sup> Floor (or at several other locations on campus). Please purchase one-sided transparent tape. It is also useful to have a "teasing needle" (available UNT Bookstore or other online); some Applied Learning Activities (ALAs) may require additional materials (paper, scissors, tape) but I will warn you in advance. Pick glass and double-stick tape are included in unused textbook binders; both are required. You will need 2 colors of paper, paper scissors and tape for one lecture.

**Teaching Philosophy:** We learn by repetition, by application and by being challenged. These are skills you can apply today! I urge you to read what is assigned on the Course Schedule before coming to class. Class lectures and other activities are intended to enrich or supplement the assigned readings. But they are not intended to summarize or substitute for the readings. I will be glad to meet individually with you to discuss materials presented in the readings or the class lectures, to help you determine your progress in the class, or for other relevant purposes. Detailed requirements for projects, guest speakers, and special events will be distributed throughout the semester. If you are absent on the day an assignment is distributed and discussed, please check with a class member to see what you missed or visit Student Office Hours.

Students may vary in their competency levels for these abilities. Expect to acquire this knowledge and these skills only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student. The above and included schedule, policies, procedures, requirements and assessments in this course are subject to change in the event of extenuating circumstances, by agreement, and/or to ensure better learning. Students will be notified of any changes in the Announcements on Canvas.

*I--an imperfect human--am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it.*

Course Requirements	Points	Due Dates (due 11:59pm unless otherwise state)
Applied Learning Activities (ALA)	100	In Lecture Class mostly
Subject Quizzes (one for every lecture topic)	200	See Course Schedule
Swatch Labs (File Upload + Quiz on Canvas)	200	9/15, 10/6, 10/29, 12/5
Final Exam: Textile Identification, Performance & Selection (held at Final Exam period)	100	12/10 at 8:00AM to 10:00AM
Bonus: Applied Learning Activities (only in class) and randomly assigned + Professional Development	0 (50+ possible)	Professional Development 11/17
<b>Total</b>	<b>600</b>	

## Course Requirements

- Applied Learning Activities (ALA) (100 points required; 40+ possible bonus points) will only be offered during class.** If you must miss a class, be sure to get notes from a classmate. If you missed a required ALA, be sure you ask the classmate about it. There will be several random ALAs which will count as a bonus; use that to make up for the missed required ALA. About the ALAs: Application of course material and learning skills is critical to understanding and your overall learning achievements. ALAs may be a simple participation grade or have specific requirements for points. ALAs will occur during our regularly scheduled class sessions **only**; therefore, your attendance, participation and engagement is critical to your success. ALAs are mostly due before the end of class. **There is no makeup for ALAs** (it does not matter if your absence was excused or not). Some ALAs will be a bonus; therefore, your only opportunity to earn extra credit or make up an ALA that you missed is by good attendance and participation.
- Subject Quizzes (10 points possible; 20 quizzes of 10-20 questions; multiple choice, T/F, short answer):** are labeled to match the topics of the lectures on the course schedule. **I will drop your lowest 4 quizzes if you take all 20 quizzes.** The objective is for you to review lecture and ALAs, demonstrate your understanding of the subject and apply your newly acquired knowledge. Remember that there will be information in lecture that are not in the textbook in the SRG (Swatch Reference Guide).
- Swatch Labs (4 labs, one for each of the Units; 50 points each):** The intended purpose of the labs is that you will become familiar with the swatches in the binder as well as aid in reinforcing the textbook and lecture. All labs will be made available online at the beginning of each Unit. I recommend you download and begin filling in the fabric names and any facts that are in the binder before the next lecture as well as read the questions. Many of the answers to the labs are given or discussed in class lectures. Labs close at 11:59pm; answers to the quizzes will be released immediately after the lab closes. I will not share the answers to the entire lab; however, you are welcome to ask questions in class or to visit with me if you are uncertain about a question.
  - To complete a lab, you will:
    - Download the file provided on Canvas to your computer,
    - Open the file and begin typing. **Type your answers using red font or highlight your answer.** Complete the file on your computer using the swatches + readings + lecture. Save the file.
    - Use the file to take the lab quiz for the correct lab on Canvas using the completed file. The questions are either exactly what they are in the lab or very similar. **The quiz questions follow the order of the lab file.**
    - Finally, upload your lab file to the provided assignment on Canvas for a checkmark of completion. This is very important because a complete uploaded file means you did the work and I may be able to extend some grace. In addition to taking the quiz to prove you completed the lab, you will also upload your completed lab for a check. The timed quiz will not allow enough time to look up answers.
- Final Exam: Textile Identification, Performance & Selection (100 points):** The objective is to demonstrate that if you are given a visual, you are able to identify and/or determine the properties required for the end use of the product, select a fabric with those properties from your Swatch Reference Guide, justify the selection based on properties and end use, and then discuss the positive and negative facts regarding the sustainability and regulations relevant to the textile based on what you learned in class. Questions from previous quizzes and labs may also be included. Consider this exam to be comprehensive. This will be proctored in-person, in the normal classroom as a Canvas quiz with multiple-choice, matching and essay questions. You will be able to use your Properties Cheatsheet and Swatch Reference Guide (SRG) (you will need to remove the textbook part). Familiarity with your swatches will be necessary.
- Professional Development (10 points bonus):** The objective is for you to attend an event with a speaker or the Career Expo which is extracurricular and then prove that you attended. If you are not in the College of Merchandising, Hospitality and

Tourism, and these event(s) do not interest you, you may find your own event to attend. Please review the event with me first. There are many events and speakers and organizations on campus! Pick something you are interested in and which may help you in your career.

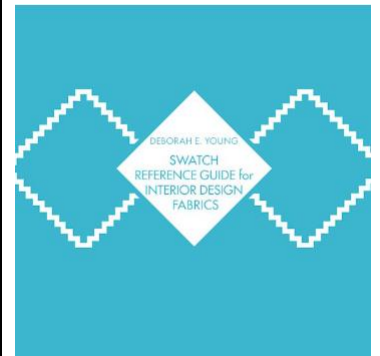
- i. 9/24 CMHT Career Expo, Union 314, 10AM-100PM (many hotels come to this)
- ii. 10/7 MDR EIR Lecture Nov. 13; 11-12:20—see Announcements on Canvas.
- iii. 10/1 MDR (CMHT-MDR only) Career Conversations with Alumni; University Union 333; 4-6pm
- iv. Any IDSA or NRFSA or Merchandising Inc. meeting with a speaker is excellent, too. Other colleges also have student organizations with speakers related to their majors. The University usually holds events with speakers, too. Most of the Business college events are applicable to everyone.
- v. More will be announced in class and on Canvas as we go through the semester.
- vi. TBD or create your own (again, please review with me).

### About the Swatch Reference Guide for Interior Design (SRG)

#### IMPORTANT – WRITE YOUR NAME ON THE SPINE/BINDER OF THE BINDER!!

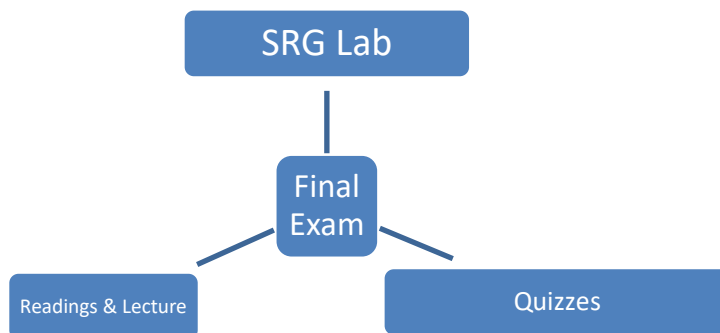
1. Buy now. It is in stock at UNT University Bookstore at the Union and they offer a price-matching policy. **Please let me know if you are having problems—any kind of problem--buying the binder.**
2. You need to assemble this binder within the first 2 weeks of class. The binder is necessary for use in class and for completing Labs. It is required and vital for passing the course. Assembly will take about 2.5 hours to complete.
3. It is required that you bring your binder to class every day starting with “Cellulosics”. References will be made to specific swatches during lectures. Labs will involve the use of the swatches. You may take notes in the binder.
4. **If you do not bring your swatches to class, you may not be able to do the ALAs. Thus you may miss opportunities for points. Talk to me if you need help.**
5. See video for assembly in Canvas.
6. You may find it easier to manage if you remove the swatch pages and assemble them into a smaller binder with you bring to class. You will not need the textbook pages in class.

You will need to use it in class on **9/3**; bring to class every lecture.



### How to Study For This Course:

1. At the beginning of a new Unit, download Lab and read the questions; fill in all the information from the binder about the swatches. Look at the swatches and read about them. Touch them. Be familiar with them before you come to the related lecture where I will go over the swatches. You will need the swatches in every class.
2. Read textbook reading assignment before lecture.
3. Come to lecture; take notes. Ask questions. Participate in ALAs. Be prepared to ask questions about the lab.
4. Go to Canvas module; watch any videos.
5. Take the quizzes.
6. Work on lab sections matching the lecture. When completed, take the related Lab quiz.



## Course Schedule\*

## FADM 2655 Textiles for Furnishings &amp; Decor

Fall 2025

Week	Readings (see Canvas for additional readings)	Lecture Dates & Topics	Quizzes & Labs (11:59PM) Due Dates & Reminders
1	Ch.1	<b>8/18 Unit 1 Begins:</b> Intro to Textiles 8/20 Performance Properties	<ul style="list-style-type: none"> <li>Now: Buy text/binder</li> <li>Unit 1 Quizzes &amp; Lab opens 8/20</li> </ul>
2	Ch.2	8/25 Performance Properties + Furn. Grps. 8/27 Fibers Introduction + Natural Fibers	<ul style="list-style-type: none"> <li>8/25 Quiz: "Intro to Textiles"</li> </ul>
3		9/1 <b>Holiday: no class</b> 9/3 Natural Fibers: Cellulosic	<ul style="list-style-type: none"> <li>9/3 The binder assembled; bring to every class</li> <li>9/3 Quiz: "Performance Properties + Furnishing Groups"</li> </ul>
4		9/8 Natural Fibers: Protein-Wool 9/10 Natural Fibers: Protein-Silk	<ul style="list-style-type: none"> <li>9/8 Quiz: "Fibers Introduction"</li> </ul>
5	Ch.3	<b>9/15 Unit 2 Begins:</b> Mfr. Fibers Processing 9/17 Mfr. Fibers: Regenerated	<ul style="list-style-type: none"> <li>9/15 Quizzes: "Cellulosic", "Protein"</li> <li>9/17: Lab1</li> <li>Unit 2 Quizzes &amp; Lab open 9/17</li> </ul>
6	Ch.4	9/22 Mfr. Fibers: Synthetic 9/24 con't + Performance Fibers	<ul style="list-style-type: none"> <li>9/22 Quiz: "Mfr. Fibers Processing" &amp; "Mfr. Fibers Regenerated"</li> <li>9/24 CMHT Career Expo</li> </ul>
7	Ch.5	9/29 Yarns 10/1 Yarns	<ul style="list-style-type: none"> <li>9/29 Quizzes: "Mfr. Fibers: Synthetics", "Mfr. Fibers: Performance"</li> </ul>
8	Ch.6 - 9	<b>10/6 Unit 3 Begins:</b> Fabric Intro 10/8 Basic Weaves	<ul style="list-style-type: none"> <li>10/6 Quiz: "Yarns"</li> <li>10/8: Lab2</li> <li>Unit 3 Quizzes &amp; Lab open 10/8</li> </ul>
9	Ch.10 - 11	10/13 Basic & Complex Weaves 10/15 Complex Weaves	<ul style="list-style-type: none"> <li>10/13 Quiz: "Fabric Intro",</li> </ul>
10	Ch.12 - 14	10/20 Knits 10/22 Minor Fabrications	<ul style="list-style-type: none"> <li>10/20 Quizzes: "Basic Weaves", "Complex Weaves"</li> </ul>
11	Ch.15	10/27 Minor Fabrications <b>10/29 Unit 4 Begins:</b> Intro to Converting + Dyeing	<ul style="list-style-type: none"> <li>10/27 Quiz: "Knits"</li> <li>10/29: Lab 3</li> </ul>
12		11/3 Dyeing 11/5 Printing	<ul style="list-style-type: none"> <li>11/3 Quiz: "Minor Fabrications"</li> <li>11/3 Lab3</li> <li>Unit 4 Quizzes &amp; Lab opens 11/3</li> </ul>
13	Ch.16	11/10 Printing 11/12 Finishing	<ul style="list-style-type: none"> <li>11/10 Quiz: "Dyeing",</li> </ul>
14		11/17 Finishing 11/19 Textiles Today 1, SPOT	<ul style="list-style-type: none"> <li>11/17 Quiz: "Printing"</li> <li>11/17 @ 11:59pm Professional Development (bonus)</li> </ul>
Holiday: Thanksgiving Week--November 24-30			
15		12/1 Textile's Today 2 12/3 Wrap Up; Swatch Examples; Questions about Final Exam + SPOT	<ul style="list-style-type: none"> <li>12/1 Quiz: "Finishing"</li> <li>12/3 Quizzes: "Textiles Today 1", "Textiles Today 2"</li> <li>12/5: Lab 4</li> </ul>
16	<b>Final Comprehensive Exam: Wednesday, December 10 at 8:00AM to 10:00AM</b>		

\*\* This schedule is a guide and may be subject to modifications; if changed, you will be notified in class and it will be updated online in Canvas.

### In the Classroom:

- Put belongings you won't be using under the table.
- Bring your laptop to the classroom on-site, too. We will be working during class on devices. Only a laptop will do everything you need. Laptops may be checked out from Chilton Hall 3<sup>rd</sup> floor Tech desk.

### Grading

1. Grades are not curved. They will be rounded to 1 decimal point (ex: 89.75% will be rounded to 89.8% which is below 90% minimum for A; a grade of B will be assigned).
2. To calculate grade: Points Earned/Points Possible\*100. It is best to calculate your Current Grade using this formula. The Total grade on Canvas may or may not be accurate depending on what is showing and not showing at any given moment in Grades on Canvas.
3. If you believe a grade is incorrect, you have 7 business days from the time of posting to dispute the grade.
4. If you are struggling in the course, meet with me early; do not wait. Take responsibility for your actions and your study habits!
5. All discussion of grades will take place privately during office hours or in an appointment we set up. It will not be appropriate to ask to discuss grades before class, during class or after class in front of other students.
6. The final semester grade will be determined as follows:  
A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = 59% or below

### Course Recordings

I do not plan to record any courses at this time. If it becomes necessary again to record, I will do my best to record each class lecture for access on Zoom on Canvas. It is unlikely I will record lectures anymore; however, if I do, then: 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.

### Attendance

1. Life happens! The most important thing you can do is to let me know when you cannot attend and why (especially illness/quarantine/isolation). We can decide later if it's an approved excuse or not. Keeping me informed does not automatically excuse you. This gives me the information needed to determine how I can help.
2. UNT approved excuses are detailed below. Be sure you understand what an approved excuse (see below) is and what is not an approved excuse (ex: training, work, doctor's appointments). If I do excuse you (which will be updated on iClicker), remember that you still missed the class and you will need to get notes from someone. Also, ALAs cannot be made up no matter what the excuse but there are many bonus ALAs which will cover for a missed ALA which may have been required; it all depends on your attendance.
3. If you experience any hardships such as illness, accident, family crisis please know that these policies may be amended and therefore you should communicate with me as soon as you feel comfortable doing so. If this is going to be an issue for longer than a few weeks, I strongly urge you to talk to your Advisor or Dean of Students who can communicate with all of your instructors at the same time, thus saving you time and a lot of emails.  
**Don't assume that I can't help you; keep me informed and let me decide. If I can be flexible and still be fair to all students in the course, I will be.** Just remember that if answers have already been released to the class, it may not be possible.
4. I will take attendance using iClicker and a sign-in sheet in class should your electronic device be a problem. I will turn off iClicker and remove the sign-in sheet after 20 minutes of class. Note that you could have missed a significant amount of information by being late; thus be sure to get notes from a fellow classmate. Attendance is important. If you believe Attendance on iClicker is incorrect, then you need to tell me and explain. I want to fix it.

5. You cannot achieve the course objectives unless you attend class and actively engage. If you are not in class, you are absent regardless of whether 'excused' or 'unexcused' meaning that you missed learning the material. You are responsible for attending each class meeting and securing your own lecture notes should you miss.
6. Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.
7. Students are expected to be in class the entire meeting time. This means no getting up and leaving in the middle of class (bathroom breaks, answering the phone, etc). Unless you have a medical reason, you are expected to sit in your seat for the entire class meeting without disruption. You should use the restroom prior to class or after class. I understand emergencies happen, but DO NOT MAKE THIS A HABIT! Each time you get up from your seat during class, you disrupt the learning of your classmates.
8. You are expected to be professional and respectful when attending class.
9. Students will not be penalized for missing class due to religious holy days or ROTC. Student athletes with proper documentation will not be penalized for attending athletic competitions. If you know you will miss a class due to one of these excused absences, please inform me by the end of the first two weeks of classes (first 2 days of classes in summer sessions) and I will attempt to reschedule assessments with regard to those days.
10. Per the [UNT Student Attendance and Authorized Absences Policy](#), 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 (see the Policy for specifics); when the University is officially closed by the President."
11. Doctor's appointments are not excused absences. Excuses may also include: Dean of Student's approved excuse (could be anything); a medical excuse: a written statement by a doctor needs to be provided to me stating that you were too ill to be in class or to take the exam at the scheduled time; death in the immediate family; notification from Dean of Student's office and Funeral program must be provided; a university-excused absence: proof of participation must be provided. Arrangements must be made at least one week prior to the activity or absence.

### **Exams/Quizzes and Makeup Exams**

You are responsible for taking all exams at the scheduled times. Please email me prior to the exam if you believe you have an excused absence. All approved makeup exams are given at an assigned time the week before final exams (usually Reading Day at 9am) or at another arranged time. A student may only take one make-up exam. Makeup exams are for students who missed an exam, not to improve an exam grade. If you lose internet connection during an exam, please contact me as soon as possible. I will watch the exam proceed online if the exam is online.

Final exams will be administered at the designated time (no earlier and no later). Should you have more than two finals on one day, you may request to reschedule one of these exams on another day during the final exam period. Please check the course calendar early in the semester to avoid any schedule conflicts.

### **Assignment Due Dates and Submission**

Deadlines are firm. But if you know you have something coming up that will challenge your timing, please talk to me. Assignments are considered late and are downgraded at the rate of 10% for each calendar day late up to 3 days late. Some assignments may not be accepted late. If the assignment is available beyond the due date on Canvas, I will accept a late submission.

1. **Emailed assignments will not be accepted without prior arrangements and extenuating circumstances.** Missing the deadline is not an extenuating circumstance.
2. When submitting an assignment to Canvas, always sign out and then sign in again to Canvas to ensure that what you submitted shows up properly.
3. If I can't open the file, I can't grade it. Be sure it is submitted correctly.
4. Due Dates and Times: Unless otherwise stated on the Course Schedule below or on Canvas, all items are due at end of day 11:59 pm.
5. All assessments are on Canvas either in the Final Project module or in the relevant subject module.

6. The hours of 10pm to Midnight are extremely busy on Canvas and submissions may take a while to load. Plan ahead.
7. I may require Turnitin for some assignments where students tend to cheat.
8. Students should immediately report any problems to me and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. We will work with the student to resolve any issues at the earliest possible time.

### Academic Dishonesty

A range of disciplinary actions may result from any finding of academic dishonesty (i.e., admonition, class failure, expulsion) depending upon the severity of the misconduct. At a minimum for this class, any finding of academic misconduct on exams, writing assignments, or any other graded assignment will result in a “0” for that graded activity or assignment. For additional information, please refer to UNT Policy 06.003 and the CMHT Syllabus Addendum.

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrasing or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

See UNT policy: [https://policy.unt.edu/sites/default/files/06.003\\_StudentStandardsOfAcademicIntegrity\\_8\\_2017.pdf](https://policy.unt.edu/sites/default/files/06.003_StudentStandardsOfAcademicIntegrity_8_2017.pdf)

### Policies and penalties for academic dishonesty:

- **Cheating** on an exam will result in automatic failure on that assessment (e.g.,). Examples of cheating include but are not limited to:
  - Any communication during an exam (ex: passing notes, texting each other during an exam, GroupMe chats and similar apps during an exam)
  - Use of unauthorized assistance to take the exam
  - Acquisition of the exam without permission
- **Dual submission** of a paper or project or resubmission of a paper or project to a different class without express permission from the instructor will result in “0” points for that assignment without the opportunity to complete.
- **Dual submission** of a paper or project or resubmission of a paper or project to the same class by different students without express permission from the instructor will result in “0” points for that assignment without the opportunity to complete. This is called plagiarism. It is acceptable for students to study together on assignments; it is not acceptable to turn in the same work. Every instructor expects both individuality and varying degrees of originality depending on the assessment.
- **Plagiarism** (depending on the severity) will result in no credit on an assessment.
  - **Use of Generative AI: especially in Textiles (there is so much that is inaccurate on the Internet)!**
    - Submitting assignments that use Generative AI without proper citation or indication of its use is plagiarism. It is a substitute for your own creative thought and effort. Your brain continues to develop and make connections throughout your life; train your brain, not AI.
    - Instructors will monitor AI use and will check student work for ethical use according to their policies.
    - Every instructor has consequences stated for plagiarism in their policies (as you see above). A range of disciplinary actions may result from any finding of academic dishonesty (for example, admonition, class failure, expulsion) depending upon the severity of the misconduct.
    - Policies may differ between instructors and courses. Read the syllabus and course policies, especially for the consequences.
      - If you are allowed by your instructor to use any Generative AI in a course, you must disclose and cite its use by including citations in APA style.
      - If you are allowed by your instructor to use any Generative AI in a course, you must also carefully check for errors. Here are a few cautions to consider before

submitting an assignment that uses Generative AI: "hallucinations" or fictitious information, being wrong, and oversimplified, low quality, or generic results. It also tends to replicate and amplify any biases or inaccuracies that exist in the training sources or the Internet.

- **Fabrication** or inventing any information, data or research as a part of an academic exercise will result in no credit on an assessment.
- **Facilitating Academic Dishonesty** or assisting another in the commission of academic dishonesty will result in failure for the assignment (for either or both individuals).
- **Sabotage** or acting to prevent others from completing their work or willfully disrupting the academic work will result in failure from the class.
- More than 1 (one) incident will result in failure of the course.
- All incidents will be reported to the Office of Academic Integrity.

## Course Technology & Skills

### Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

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

### Computer Skills & Digital Literacy

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

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

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.



- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. [11-17-12/04].

## Emergency Notification

If there is an emergency, I will post instructions on Canvas.

## Technical Assistance

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

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

**Email:** [helpdesk@unt.edu](mailto: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)

## Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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