

Lecture: Tuesdays/Thursdays at 2:00-3:20PM in BLB 055

Contact Information:

Instructor: Mrs. Bruder

Office: 330E Chilton Hall

Email: kristina.bruder@unt.edu

Telephone: 9403696619

Student Office Hours: Tuesdays and Thursdays 10:00AM to 11:30AM; Thursdays 3:30PM to 4:30PM; or by appointment; may be in person or email me if you prefer to meet via Zoom--<https://unt.zoom.us/j/91034829159>

Communications: All emails must have a subject heading which begins with the course ID. Ex: **MDSE 2350: your subject here**".

You may expect a same day response in most cases except on weekends/holidays. Responses to emails without this subject heading may be delayed. Most assignments will be graded within 5-10 business days; if there is an issue that requires a longer period of time for grading, you will be notified.

Course Description: Comprehensive overview of apparel product development, including researching and interpreting fashion direction, analyzing comparable market offerings, and developing color, style, and fabric trends. Customer conversion, revenue optimization, global collaboration, and selling innovation will be explored.

Course Objectives:

1. Appropriately use trend forecasting terminology.
2. Describe of the roles and functions involved in the product development and trend forecasting process.
3. Examine the methods for conducting research for new fashion products and marketing initiatives.
4. Interpret cultural and social influences to determine the direction of fashion movement.
5. Synthesize contemporary trends by creating and communicating a trend forecast for a future season.

Required (also on 2 hour Reserve at Willis Library):

1. Rousso, C. (2018). Fashion forward: A guide to fashion forecasting, 2nd Ed. New York, NY: Fairchild Publications INC. ISBN#978-1-5013-2827-5
2. Garner, M. & Keiser, S. (2017). Beyond Design: The Synergy of Apparel Product Development, 4th Ed. New York, NY: Fairchild Publications, INC. ISBN# 978-1-5013-1541-1 (We will read only Chapters 1-4 in MDSE 2350; all the remaining chapters will be required in MDSE 4250 where the textbook is required; you will not need the text during class meetings; you may purchase electronic if you prefer).
3. Canvas: additional required readings may be posted on Canvas in the module for the week.

Materials: paper, pen or pencil, laptop or other device for online research and for creating PowerPoint slides in class.

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 online throughout the semester. If you are absent on the day an assignment is discussed, please check with a class member to see what you missed or visit me during 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.

MDSE 2350 Course Schedule* for Spring 2022

Week	Readings (before lecture)	Class Meetings; Modules + Topics	Due Dates & Reminders (@11:59PM unless otherwise noted)
Part One: Introduction to Product Development & Trend Forecasting			
1	Syllabus Keiser Ch. 1	1/18 Course Introduction 1/20 Role of PD	
2	Keiser Ch. 2	1/25 Role of PD 1/27 Planning for Success	<ul style="list-style-type: none"> • Sign up for 1Slides • 1/31 Quiz: Role of PD
3	Rouso Ch. 1	2/01 Planning for Success 2/03 Introduction to Forecasting	<ul style="list-style-type: none"> • 2/7 Quiz: Planning for Success
4	Rouso Ch. 2	2/08 Introduction to Forecasting 2/10 Importance of History	<ul style="list-style-type: none"> • 2/14 <ul style="list-style-type: none"> ○ Quiz: Intro to Forecasting ○ <i>Option A for 1Slide: Trendsetter</i>
5	Rouso Ch. 3	2/15 Importance of History 2/17 Movement of Fashion	<ul style="list-style-type: none"> • 2/21 <ul style="list-style-type: none"> ○ <i>Option B for 1Slide: Current & Past Fashions</i>
6	Rouso Ch. 4 Keiser Ch. 3 pp 49-62 & 70-76	2/22 Movement of Fashion 2/24 Long-term Forecasting: Social & Cultural Influences; Consumer Markets	<ul style="list-style-type: none"> • 2/28 <ul style="list-style-type: none"> ○ Track a Look ○ Trend Report: Selection ○ Quiz: History & Movement of Fashion
7	Rouso Ch. 5	3/01 Long-term Forecasting: Social & Cultural Influences; Consumer Markets 3/03 Gathering Information: Market & Sales Research	<ul style="list-style-type: none"> • 3/2-3/3: CMHT Career Expo • 3/7 <ul style="list-style-type: none"> ○ Futurist ○ Quiz: Long-term Forecasting ○ <i>Option C for 1Slide: Geographic Wardrobe</i>
8	Keiser Ch. 3 pp. 63-69; Keiser 4 Shopping	3/08 Gathering Information: Market & Sales Research 3/10 Consumer Trends; Shopping the Market	<ul style="list-style-type: none"> • 3/21 <ul style="list-style-type: none"> ○ Quiz: Gathering Information ○ Comp Shopping as a Tool ○ <i>Option D for 1Slide Profile of a Famous Designer</i>
Spring Break March 14-18			
Part Two: Creating a Fashion Forecast			
9	Rouso Ch. 10	3/22 Assembling & Presenting the Forecast; Seasonal Forecasts 3/24 Final Project + Groups	<ul style="list-style-type: none"> • 3/28 Quiz: Assembling the Forecast
10	Rouso Ch. 6	3/29 Developing a Theme 3/31 con't	<ul style="list-style-type: none"> • 4/4 <ul style="list-style-type: none"> ○ Quiz: Theme ○ Trend Report
11	Rouso Ch. 7	4/05 Color Forecasting 4/07 con't	<ul style="list-style-type: none"> • 4/11 <ul style="list-style-type: none"> ○ Quiz: Color ○ <i>Option E for 1Slide: Color Mood Board</i>
12	Rouso Ch. 8	4/12 Materials Forecasting 4/14 con't	<ul style="list-style-type: none"> • 4/18 Quiz: Materials
13	Rouso Ch. 9 & Keiser 4	4/19 "The Look" Forecasting 4/21 con't	<ul style="list-style-type: none"> • 4/25 <ul style="list-style-type: none"> ○ Quiz: The Look ○ <i>Option F for 1Slide: Runway Look</i> ○ SPOT 4/18-5/5 ○ Professional Development (bonus)
14		4/26 Wrap Up: The Look + Brand Assignment Revealed 4/28 Group Work Day (in class)	<ul style="list-style-type: none"> • 5/2 <ul style="list-style-type: none"> ○ Quiz: Keiser Ch. 4 ○ Trend Journal
15		5/03 Group Work Day 1 (see Canvas) 5/05 Group Work Day 2 (see Canvas)	<ul style="list-style-type: none"> • 5/5 Final Forecast (Group Project)
16	Thursday, May 12 at 1:30pm to 3:30pm—Final Project Presentations (Critiques of Presentations due in class)		

*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.

Course Requirements MDSE 2350	Points	Due Dates
Applied Learning Activities	25	Mostly due during lectures in class
Chapter Quizzes (12)	120	Mondays @ 11:59pm
PowerPoint One Slides (choose 2 of 6 options)	30	2/14, 2/21, 3/7, 3/21, 4/11, 4/25
Track a Look	20	2/28
Futurist	25	3/7
Comparison Shopping	25	3/21
Trend Report	50	Selection & Approval 2/28; Completed Report 4/4
Trend Journal	80	5/2
Group Final Project: Fashion Forecast	125	Fashion Forecast Group Project 5/5 Presentations & Critiques on 5/12 at 1:30PM to 3:30PM
Total	500	Bonus: Professional Development 4/25

Course Requirements Described

1. **Applied Learning Activities (ALA)** will be given and completed during lectures only. Application of course material is critical to understanding and your overall learning achievements; thus, attendance and participation are critical to your success. ALAs are based on participation in class and may be graded using a rubric. ALAs are due before the end of class with few exceptions. There are no makeups for ALAs for any excuse. Attendance and participation in class is important! As long as you attend class, there are enough bonus ALA points to cover the required ALAs that you may have missed. You will need pen, paper and a charged, working laptop for the class.
2. **Chapter Quizzes** are divided purposefully between each subject to assess experience with the reading material and familiarity with the materials presented in lecture: 12 quizzes for 10 points each with 20 questions and timed for 20 minutes. Questions are pulled randomly from a large pool of questions.
3. **Assignments:**
 - a. **Trend Journal:** Trend forecasters always keep a file (physical and digital) of everything that looks new. This will be a trend journal for the class. The objective is to build a habit of environmental scanning. You will be expected to take photos around campus or anywhere you are, download from trend services, generally gather images relevant to what's happening in fashion and post a comment about why the image is interesting to you.
 - b. **Track a Look:** is a PowerPoint 1Slide tracking an accessory, garment or garment detail from inception to current status in the fashion cycle. The objective is to show that you can identify where a trend is currently on the fashion cycle.
 - c. **Futurist:** the objective is to identify a predicted future macro trend in society or culture or industry and explain how it might manifest as a product and become a trend in the future. There is no limit to what you might imagine here!
 - d. **Comparison Shopping:** Designers, PD and Merch 'comp shop' as often as every week to gather information: to see what's new, what's bestselling, what's not selling, pricing, and to compare products from competitors.
 - e. **Trend Report (two parts):** you will identify and select a current trend on which to report (Trend Report Selection). Then you will write the Trend Report as if you are a reporter for WGSN. The report includes examples of the trend, observations from comparison shopping and from observing people, as well as conclusions about scope and duration.
 - f. **Group Final Project:** in a small group, you will identify seasonal trends for a future season and predict how it will manifest in apparel and other industries in terms of color, materials and "the look". Your group will present the forecast to the class. And you will critique other groups' forecasts; I will provide forms at the presentations. Group time in class may be limited, so plan on meeting outside of class F2F or by Zoom (unt.zoom.us).
 - g. **PowerPoint 1Slides:** select and complete 2 of the following 6 options. Instructions will be given in class and you will have 24-72 hours to complete. 1Slides will be compiled into one PDF file and then shown anonymously in class for comment and review of aesthetics. The objective is to learn from other students, to practice and train your eye for how to arrange images in an aesthetically pleasing way as well as to accomplish the objective of each individual 1Slide. As long as you meet the requirements, you will receive the points. Your choices include:
 - i. Trendsetter or Emerging Designer: identify and tell us about an emerging designer or trendsetter
 - ii. Current & Past Fashions: identify a look of today and its original historical period
 - iii. Geographic Wardrobe: select and geographic location and select the clothing so we know where you are going.
 - iv. Profile of a Famous Designer: select an iconic designer from the past and tell us about the designer
 - v. Color Mood Boards: use color and images to communicate a mood
 - vi. Runway Looks: identify similar looks which are repeated across several runway collections
4. **Professional Development (10 points bonus):** The objective is for you to attend an event outside of class with a speaker and to experience new ideas. If you are not in the College of Merchandising, Hospitality or 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. Here a few ideas:
 - a. **Career Expo 3/2-3/3;** see announcement in Canvas Announcements for specific details. CMHT juniors and seniors need to attend the events of both days. CMHT Freshman and Sophomores, I encourage you to participate in the "Become Career Expo Ready" session. I also encourage everyone to attend the March 2 Information Sessions. Everyone should be watching the CMHT Job Board at <https://cmht.unt.edu/jobs>. Let me know if you need to be excused. I will require evidence of participation in the Career Expo. See Professional Development assignment. **Register on Handshake to attend.**
 - b. Watch for information about **the Executive in Residence (EIR) Lecture**. This is an opportunity to hear about innovative industries and network with CMHT Board members and speakers.
 - c. **Texas Fashion Collection Professional Development Panel: Feb. 4, 12:15-1:30 p.m.,** UNT Art Building, Room 223, collaboration with the UNT Career Center; discussion of exhibition-related career paths led by "Delight" exhibition designer, conservator, and graphic designer; free and open to the public. To participate, check the [Career Center's link in the Handshake app](https://tfc.cvad.unt.edu/news-release/tfc-spring-delight-exhibition). For more information: <https://tfc.cvad.unt.edu/news-release/tfc-spring-delight-exhibition>.
 - d. TBD or create your own (again, please review with me).

Suggested Study Routine:

Step 1: Read the Readings in your textbooks before class and study any content provided in the module on Canvas.

Step 2: Research and post for Trend Journal (photos from campus, WGSN, Vogue.com, Cotton Inc. trend reports, etc.)

Step 3: Attend the lectures as scheduled and complete all ALAs. Students who attend more than 80% tend to receive As & Bs.

Step 4: Take the quiz after completing the lecture.

Step 5: Work on next assignment; turn it in on time.

CMHT Global College Level Outcomes (Student Learning Objectives)					
Assignment	Critical Thinking (Analytical or Theoretical)	Collaboration	Leadership (Ethical or Professional)	Global Thinking/ Perspectives	Effective Communication
Quizzes	Both			X	
ALAs & 1Slides	Analytical	X	Both	X	X
Major Assignments	Analytical	X	Professional	X	X

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 percent: $\text{Points Earned/Points Possible} \times 100$. 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 published and not published at any given moment in Grades on Canvas.
3. If you believe a grade is incorrect, you have 5 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 or 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 = 80-89.9%
 - C = 70-79.9%
 - D = 60-69.9%
 - F = 59.9% or below

Attendance

1. Communication: 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. Be sure you understand what the stated approved excuses (see below). I recognize that life happens, but your classes are the #1 priority! 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 for any reason you do not feel comfortable discussing health issues with me, please contact the Student Health and Wellness Center or Dean of Students. If I can be flexible and still be fair to the class by applying the same policy, I will do so. But if I have to make special exceptions, I won't. Just remember that if answers have already been released to the class, it may not be possible.
 - a. Missing 1-2 classes: please let me know what's going on--especially anything from COVID@unt.edu--but I'm not worried about you catching up. Be sure to get notes from students in class.
 - b. Missing a longer period of time, then we need to talk in person. More than likely I will require that you notify the Dean of Students so they may verify your situation.
 - c. Why should you keep in touch? I may be able to send you Zoom meeting links. Or we can plan ahead.
2. I will take attendance using iClicker. You must have an account whether you have an electronic device or not. No seating chart. A sign-in sheet will be made available at the lectern in case your electronic device is not working.

3. 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' and you will miss the ALA if there is one for that day. You are responsible for attending each class meeting and securing your own lecture notes should you miss.
4. If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. There are many options on campus for testing. If you test on campus, it will be reported to COVID@unt.edu automatically. If you test off-campus, you will need to complete the Positive COVID Testing Form found on <https://healthalerts.unt.edu/>. Please review <https://healthalerts.unt.edu/>. You may also find this link helpful: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.
 - a. Because of the shorter quarantine period for COVID-19 Omicron, close contacts will not be contacted by the COVID Team. Seating charts and attendance records will not be needed for contact tracing purposes for spring 2022. UNT has developed protocols to track UNT faculty, staff and students who have tested positive for or been diagnosed with COVID-19. All protocols are in adherence with CDC guidelines and developed in conjunction with local health authorities. See the [COVID Guidelines website](#) for more information.
 - b. Individuals may be exposed to COVID and need to quarantine. See the [COVID Guidelines site](#) for more information about when and how long to quarantine.
 - c. COVID-19 antigen testing is available in the student health and wellness center or in the Union Mondays through Friday. Book online at cur.tv/UNTunion.
 - d. If a student would like to obtain a face covering for class, they are available several campus locations. Some of the most convenient locations include:
 - i. Willis Library
 - ii. Union Information Desk
 - iii. VP Student Affairs office – Hurley Administration Building
 - iv. Discovery Park – Engineering Dean's Office & College of Information Dean's Office
 - v. Inspire Park –Administrative Office 115
 - vi. Hall Park – Library 166
 - vii. UNT strongly encourages everyone to wear a face covering when indoors, regardless of vaccination status, to reduce the risk of infection for our community. This is a small action that will have a big impact on keeping students and faculty in the classroom. Reports indicate that this latest variant spreads more quickly and easily than previous iterations, and face coverings add an extra layer of protection for us all. Under the Governor's executive order, UNT cannot require students, staff or faculty to wear a face covering.
5. 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.
6. You are expected to be courteous, professional and respectful when attending class.
7. 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.
 - a. Per the UNT Student Attendance and Authorized Absences Policy, an absence may be excused for the following reasons:
 - i. a religious holy day, including travel for that purpose;
 - ii. active military service, including travel for that purpose;
 - iii. participation in an official university function;
 - iv. illness or other extenuating circumstances;
 - v. pregnancy and parenting under Title IX; and (see the Policy for specifics);

- vi. when the University is officially closed by the President.
- vii. Dean of Student's approved excuse (could be anything);
- viii. 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—this would need to be verified by Dean of Students;
- ix. death in the immediate family; notification from Dean of Student's office and Funeral program must be provided;
- x. a university-excused absence: proof of participation must be provided. Arrangements must be made at least one week prior to the activity or absence.
- xi. Doctor's appointments are **not** excused absences.

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 on Reading Day at 9-11am or at another arranged time between myself and you. A student is allowed 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 status of exams 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. I'm here to help!

Assignment Due Dates and Submission

Deadlines are firm. But if you know you have something coming up that will challenge your time management, please talk to me. If late submission is possible and allowed, assignments are considered late and are downgraded at the rate of 10% for each calendar day late up to 2 days late. If the Answer Key is already published, I will not accept late submissions. If you see that the assignment is available beyond the due date on Canvas, that means I will accept a late submission.

1. **Do not email assignments to me without prior permission!** Emailed assignments will not be accepted without prior arrangement 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. Also be sure you submitted the completed assignment and not the blank.
3. If I can't open the file, I can't grade it. Do not submit Google docs; the assignment tells you what formats are accepted.
4. Due Dates and Times: Unless otherwise stated on the Course Schedule below or on Canvas, all items are due at end of day 11:59pm.
5. All assessments can be found in the "Assignment" 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 special assignments. This checks to see whether anyone else has a similar assignment.
8. Students should immediately report any problems to me and contact the UNT Student Help Desk: 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 paraphrase 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

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.
- **Plagiarism** (depending on the severity) will result no credit on an assessment.
- **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 Recordings

I will try to record each class lecture. If you are sick or have an approved excuse per Student Handbook, and I receive the correct verification, I will email the link to the recording to you. I will not post all the links; they will never be made public.

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.

Hot Tip: Keep everything you need for classes (paper, laptop, textbooks, pens, etc.) in one bag so that if we go to full remote, it is easy for you or someone else to go into your room and get all your required things for classes quickly.

In the Classroom:

- Put belongings you won't be using under the table.
- Bring your laptop to the classroom on-site, too. You may need to work in class.
- Sanitize if you wish.

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. [4/18-5/5.]

Emergency Notification

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