

Lecture: Monday & Wednesday from 9:00AM to 10:20AM in WH 316

Contact Information:

Instructor: Mrs. Kristina Bruder

Office: 330E Chilton Hall

Email: kristina.bruder@unt.edu

Phone: 940-369-6619 or CMHT Main Office 940-565-2436

Student Office Hours: Mondays & Wednesday 1:00-3:00pm & Thursdays 9:00AM-11:00AM or by appointment; may be in person or via Zoom--<https://unt.zoom.us/j/91034829159>

Communications: In subject heading of emails, please state the course you are in; ex: **"MDSE 2650: your subject here"**.

You may expect 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 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 an e-textbook, quizzes on www.itextiles.com along with a textile kit from ATEXINC 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 in-class work (ALAs).

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

Prerequisite: None.

Objectives:

1. Use correct textile industry language.
2. Predict performance by fiber, yarn, fabric, and finish characteristics.
3. Select textile components that are most appropriate according to product and intended end use.
4. Describe current textile issues and possible solutions related to regulatory and environmental issues.

Required Texts:

- 978-1-60405-245-9, The Textile Kit: Eco+ Edition, plastic linen tester, upgraded with filled-out pages; www.thetextilekit.com for University of North Texas. The swatches in the Textile Kit are representative of textiles found in the marketplace.
- Subscription to www.itextiles.com. (\$45.50 for the semester)
 - Go to www.itextiles.com/help; iTextiles registration code: **UNTMDSE26502324Sp984**
 - Read and follow the instructions EXACTLY. Be sure you use an email for which you remember the password. If you do not receive an email, check your Junk or Spam folders.

Materials: Notebook paper, pen or pencil, laptop or other electronic device for accessing Canvas during lecture and for exams. Laptops may be checked out from Tech Desk in Chilton Hall 3rd 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 alert you in advance. Pick glass and double-stick tape are included in new Textile kit; 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. 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 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 and Times
Applied Learning Activities	45	In Lecture Class only
iTextiles.com Quizzes	90	See Course Schedule ()
Textile Kit Lab 1 (Quiz on Canvas)	50	2/5
Textile Kit Lab 2 (Quiz on Canvas)	50	3/4
Textile Kit Lab 3 (Quiz on Canvas)	50	4/8
Textile Kit Lab 4 (Quiz on Canvas)	50	5/6
Unit 1 Exam (Natural Fibers)	75	2/7
Unit 2 Exam (Manufactured Fibers – Yarns)	75	3/6
Unit 3 Exam (Fabrics)	75	4/10
Unit 4 Exam (Converting) (held at Final Exam period)	75	TBD
Quiz(zes): Textile Selection & Sustainability (held at Final Exam period)	50	TBD
Professional Development (bonus)	(10)	4/22
Total	685* (610)	

Course Requirements

- Applied Learning Activities (ALA: each worth 5 points; 45-50 points of required ALAs and up to 30 points minimum in bonus ALAs possible)** are given during class only and are due at the end of class. Application of course material is critical to understanding and your overall learning achievements. ALAs may be a participation grade or have specific requirements that will be graded. There are no makeups for ALAs for any reason. However, there are enough bonus ALAs to cover a few missed days in class. It truly depends on your attendance and participation! There is no other 'extra credit' in this course. I do not 'bump' grades; thus attendance and participation are your only means of 'extra credit'.
- iTextiles.com Quizzes (18 quizzes, 5 points each, 20 questions each, 2 attempts, score highest attempt): 4-5 quizzes per Unit; close at 11:30pm; titles of the lectures match the titles of the quizzes. Answers will be released 30 minutes after the Unit quizzes close. There is no makeup.** Intended to practice what you learned in lecture and by reading the iTextiles.com e-textbook. Quizzes are available only on iTextiles.com. iTextiles.com also includes your textbook and videos you need to watch. They are divided purposefully between each lecture subject to assess experience with the reading material and familiarity with the materials presented in lecture. These will help you prepare for the Unit exams. iTextiles.com also include Interactive Study.
- Textile Kit 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 Textile Kit as well as aid in reinforcing material discussed in lecture. *You will download a file from Canvas, complete the file using the Textile Kit + iTextiles.com + lecture, and then take a quiz using the completed file to prove you completed the file. In addition, you will also upload your completed lab for a completed checkmark; I will have many possible uses for this to help students, but if it is not there on time, it can't help you. If your lab is not uploaded, I will not ask for it. The timed quiz will not allow enough time to look up answers.* Labs may also be used as a review before the Unit exams. All labs will be distributed 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 TexKit before the next lecture as well as read the questions. Most of the answers are given in class lecture and they are in the Readings. It is essential to complete the labs before the exams. Labs close at 11:59pm; answers to the quizzes will be released at Midnight. I will not share the answers to the entire lab; however, you are welcome ask questions in class or to visit with me if you are uncertain about a question.
- *Unit Exams (1 exam per unit, 4 units, 50 questions, 50 minutes, 75 points, will be proctored in class only on Canvas (bring your charged laptop and I will take attendance; you must be present no later than 30 minutes after class begins to take the exam)** are divided purposefully between subjects to assess experience with the reading material and familiarity with the materials presented in lecture. Study the iTextiles.com quizzes and the Interactive Study, your lecture notes and Lab. You will not need your textile kit for Unit Exams. Unit 4 Exam will be given during the first hour of the Final Exam. ***One Unit Exam may be made up for any reason on Reading Day 5/3 at 9am. If you take all four of the Unit Exams, I will drop the one exam with the lowest grade (i.e. you must take all four exams for this to apply).**
- Quiz(zes): Textile Selection & Sustainability (50 points)** will be given during the second hour of the Final Exam. The objective is to demonstrate that you can look at a garment flat, determine the properties required for the garment, select a fabric with those properties and then discuss the positive and negative facts regarding the sustainability of the textile based on what you learned in class. This will most likely be a Canvas quiz (or two quizzes) with multiple-choice, matching and essay questions. You will be able to use your Properties Cheatsheet and TexKit. Familiarity with your TexKit will be necessary (so the labs help you here, too).
- 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 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.

- a. Career Expo 2/29, Union, TBD
- b. Consumer Symposium: 3/27, Union 314, 11:00AM
- c. Any NRFSA or Merchandising Inc. meeting with a speaker is excellent, too. Other colleges also have organizations with speakers related to their majors. The University usually holds events with speakers, too.
- d. More will be announced in class and on Canvas as we go through the semester.
- e. TBD or create your own (again, please review with me).

About The Textile Kit Eco+ Edition

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

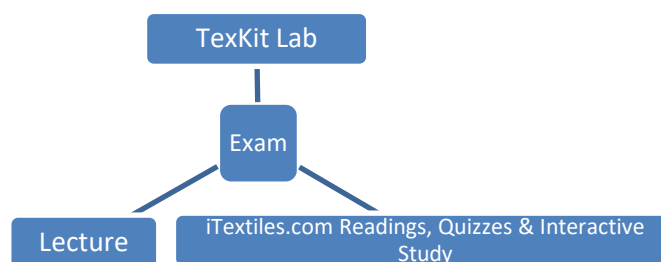
1. Buy now. It is in stock at UNT University Bookstore at the Union and they offer a price-matching policy. **Please let me know if you are having problems—any kind of problem--buying the kit.**
2. You need to assemble this kit within the first 2 weeks of class. The kit is necessary for use in class and for completing Textile Kit 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 textile kit 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 kit.
4. **If you do not bring your Textile Kit to class, you may not be able to do the ALAs. Thus you may miss opportunities for points. I do not allow sharing. Talk to me if you need help.**
5. See video for assembly: go to www.thetextilekit.com and under “Students”, click on “More>>”; then click on each of the large buttons on left. Each button has more information you may need.
6. Be sure to look at all the services offered on the website. There is a Clickable Index where you can look to see that you have put the swatches in order. You can search for terms.

You will need to use it in class on **1/29**; 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 TexKit 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 TexKit in every class unless I tell you otherwise.
2. Read iTextiles.com reading assignment before lecture.
3. Come to lecture; take notes. Bring Textile Kit. Ask questions. Participate in ALAs. Be prepared to ask questions about the lab.
4. Go to Canvas module; watch any videos. See the PDFs of slides provided.
5. Take the iTextiles.com quizzes.
6. Work on lab sections matching the lecture. When completed, take the related Lab quiz.
7. Before the Unit Exam, use iTextiles.com quizzes, Textile Kit Lab and iTextiles.com Interactive Study for review.



Course Schedule*

MDSE 2650 Textiles for Apparel

Spring 2024

Week	Readings on iTextiles.com	Lecture Dates & Topics	iTextiles.com Quizzes (11:30PM) & Canvas Labs (11:59PM) Due Dates & Reminders
1	Intro 1 - 3	1/17 Unit 1 Begins: Introduction to Textiles	<ul style="list-style-type: none"> Now: Buy The Textile Kit and iTextiles.com (see above)
2	Intro 4 - 5	1/22 Performance Properties 1/24 Fibers Introduction	<ul style="list-style-type: none"> Unit 1 iTextiles.com Quizzes & TexKit Lab opens 1/22
3	Fibers 1 – 3.5	1/29 Natural Fibers: Cellulosics 1/31 con't, Natural Fibers: Protein	<ul style="list-style-type: none"> 1/29: "Intro to Textiles + Properties", "Fibers Introduction" 1/29: Textile Kit assembled; bring to class
4		2/5 Natural Fibers: Protein 2/7 Unit 1 Exam (Intro-Natural Fibers)	<ul style="list-style-type: none"> 2/5: "Cellulosic", "Protein" 2/5: Lab1
5		2/12 Unit 2 Begins: Mfr'd Fibers Processing 2/14 Mfr'd Fibers: Regenerated Cellulose	<ul style="list-style-type: none"> Unit 2 Quizzes & TexKit Lab open 2/14
6	Fibers 4-4.6	2/19 Mfr'd Fibers: Synthetic 2/21 con't	<ul style="list-style-type: none"> 2/19: "Mfr. Fibers Processing", "Mfr. Fibers Regenerated"
7	Fibers 4.7-5	2/26 Mfr'd Fibers: Performance 2/28 Yarns	<ul style="list-style-type: none"> 2/29 CMHT Career Expo
8	Yarns	3/4 Yarns 3/6 Unit 2 Exam (Mfr. Fibers–Yarns)	<ul style="list-style-type: none"> 3/4: "Mfr. Fibers: Synthetics", "Mfr. Fibers: Performance", "Yarns" 3/4: Lab2
Spring Break: 3/11- 3/17			
9		3/18 Unit 3 Begins: Fabric Introduction 3/20 Basic Weaves	<ul style="list-style-type: none"> Unit 3 Quizzes & TexKit Lab open 3/20
10	Fabrics 1 - 3.1	3/25 Complex Weaves 3/27 Complex Weaves	<ul style="list-style-type: none"> 3/25: "Fabric Intro" 3/27 Consumer Symposium, 11AM
11	Fabrics 3.2	4/1 Knits 4/3 Knits, Nonwovens	<ul style="list-style-type: none"> 4/1: "Basic Weaves", "Complex Weaves"
12	Fabrics 4 - 7	4/8 Other Fabrications & Materials 4/10 Unit 3 Exam (Fabrics)	<ul style="list-style-type: none"> 4/8: "Knit", "Nonwoven & Other Fabrications" 4/8: Lab3
13	Dyeing	4/15 Unit 4 Begins: Dyeing 4/17 Printing	<ul style="list-style-type: none"> Unit 4 Quizzes & TexKit Lab Open 4/17
14	Printing, Finishing	4/22 Finishing 4/24 con't, Sustainability	<ul style="list-style-type: none"> 4/22: "Dyeing" 4/22 @ 11:59pm Professional Development (bonus)
15	Textiles in Today's World	4/29 Specs, Labeling & Care; SPOT 5/1 Textile Kit Examples of Dyeing, Printing, Finishing & Wrap Up, Questions about Final Exam	<ul style="list-style-type: none"> 4/29: "printing", "Finishing" 5/5: "Textiles Today" 5/6: Lab 4
Final Exams Week	Final Exam: TBD (https://registrar.unt.edu/exams/final-exam-schedule/spring.html) <ul style="list-style-type: none"> Hour 1: Unit 4 Exam (Converting: Dyeing – Textiles Today) Hour 2: Fabric Selection & Sustainability 		

* 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 3rd floor Tech desk.

Grading

1. Grades are not curved. They will be rounded to a whole number.
2. To calculate grade: $\text{Points Earned/Points Possible} \times 100$. 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 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! I want you to succeed and will do what I can to help! But you have to do your part, too.
5. All discussions 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.
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. 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 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

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:**
 - 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. [TBD.]

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

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.