

TNTX 1200.002 Secondary Teacher Education Preparation 2: Inquiry-Based Lesson Design

Instructor Contact

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Communication Expectations: UNT email is the preferred form of communication. You may email the instructor at Kristin.Sherman@unt.edu. Use your UNT email to send and receive emails from your instructor. Please do not email within Canvas. Report any problems you have immediately to your instructor and ask questions when they arise. Almost all problems can be solved if handled when they arise. Dr. Sherman will respond to student emails within 1 working day (24 hours). Working days do not include weekends or holidays. Please be aware that Dr. Sherman may not be able to respond to last minute requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware. You need to check Canvas **every day** for announcements. For more information and netiquette advice, please consult the [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) website provided by CLEAR.

Course Description

Topics may include routes to teacher certification in mathematics, computer sciences, and science teaching; various teaching methods designed to meet instructional goals; learner outcomes. Students develop and teach three inquiry-based lessons ~~in the field in a middle school~~ and participate in peer coaching. (See course structure section below regarding structure of field experience.)

Course Structure

In TNTX 1200, students explore the possibility of teaching as a career and become familiar with the middle school environment through observation and discussion of middle school culture and by teaching three lessons ~~to a middle school class~~. Students build upon and practice inquiry-based teaching skills that were developed in TNTX 1100, and students become familiar with exemplary science and mathematics curricula for the middle school setting.

TNTX 1200 provides students the opportunity to work with TNT Master Teachers and receive assistance in preparing lesson plans, learning to use classroom equipment, organizing teaching materials, and practicing instruction.

Classes are in a remote format, with some sessions meeting synchronously (live) during an 80-minute class, while other sessions are asynchronous, where you move at your own pace to complete a lesson. You will need access to a webcam and microphone to participate fully in synchronous class meetings.

Working with a partner, students will prepare and present three lessons for a 6th, 7th, or 8th grade science or mathematics class during the semester. Whenever possible, students will be paired with a teaching

partner that closely matches the subject (math or science) you want to teach for their classroom experience. While you are teaching, you will have a TNT Master Teacher observe your lesson presentations and provide feedback.

By the end of the TNTX 1200 experience, students generally are able to make a decision as to whether they want to pursue a pathway to teacher certification through the TNT program.

Course Prerequisites or Other Restrictions

- Successful completion of TNTX 1100, or equivalent
- An interest in exploring teaching as a career

Class Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: computer with monitor, reliable internet access, Microsoft Office 365 (available through Eagle Connect).

[Learn more about how to be successful in a remote learning environment](#)

Course Objectives

By the end of this course, students will be able to:

1. Use age-appropriate, high-yield instructional strategies that meet the needs of middle school students, including cooperative learning strategies
2. Use appropriate technological tools that is content-evident when teaching science and/or math lessons to middle school students
3. Identify the unique attributes of adolescent students and implement teaching strategies that are effective in the middle school environment, such as lab/discovery activities, cooperative learning, and use of equity cards
4. Demonstrate proficiency in professional communication and professional behaviors
5. Use effective classroom management techniques, including clear directions, attention-getting signals, wait time, teacher voice, and proximity management, to promote student learning in the classroom
6. Describe the significance of the Texas Essential Knowledge and Skills (TEKS) and explain how they are used to plan and teach lessons
7. Evaluate learning objectives for quality and revise learning objectives based on the five criteria for quality
8. Use Bloom's Taxonomy to appropriately raise the level of expectation for student learning objectives and for questions asked during lessons
9. Utilize mathematics and science content knowledge correctly to prepare for and teach middle school lessons aligned with district curriculum
10. Create and use a concept map as a foundation for sequencing content in a lesson and connecting ideas within a subject
11. Identify misconceptions about science and/or math content when planning lessons and during teaching, and correct misconceptions during teaching
12. Using vetted lesson plans and activities, script and present a 5E lesson with seamless transitions.

13. Communicate directions, explanations, and procedures effectively using appropriate communication tools (oral, written, technological)
14. Write questions for lesson plans that assess content learning, are sequential, and scaffold understanding (low to high), and use questions during lessons to formatively assess learning
15. Provide instructive feedback to peers
16. Incorporate physical and emotional safety into lessons taught in the middle school classroom to promote student achievement and to manage the classroom environment effectively
17. Write and use assessments of learning objectives to determine student achievement of concepts/skills taught in lesson
18. Discuss strategies for achieving instructional equity and adapt teaching strategies to meet the needs of diverse students
19. Use assessments to evaluate student learning as a basis for revising lesson plans
20. Reflect on teaching experiences to improve teaching practices and revise lesson plans

Course Schedule

The weekly schedule listing topics for each class meeting and/or module to complete in Canvas is listed below. This schedule is tentative. You will be notified through Canvas announcements about any change to this schedule.

<i>Class Week</i>	<i>Week of</i>	<i>Topic</i>
<i>Week 1</i>	<i>January 11</i>	<i>Math and Science Inquiry/Technology and Inquiry</i>
<i>Week 2</i>	<i>January 19</i>	<i>Understanding Adolescents/Standards and Learning Objectives</i>
<i>Week 3</i>	<i>January 25</i>	<i>Content for Inquiry/Concept Maps</i>
<i>Week 4</i>	<i>February 1</i>	<i>Content for Lesson 1/Scripting a Lesson</i>
<i>Week 5</i>	<i>February 8</i>	<i>Giving Clear Directions/Questions and Scripting Lesson 1</i>
<i>Week 6</i>	<i>February 15</i>	<i>Critical Friends Meeting for Lesson 1</i>
<i>Week 7</i>	<i>February 22</i>	<i>Elements of Classroom Management/Assessments and Lesson 2</i>
<i>Week 8</i>	<i>March 1</i>	<i>Pre- and Post-Assessments/ Scripting Lesson 2</i>
<i>Week 9</i>	<i>March 8</i>	<i>Critical Friends Meeting for Lesson 2</i>
<i>Week 10</i>	<i>March 15</i>	<i>Cooperative Learning Strategies/ Equity and Diversity</i>
<i>Week 11</i>	<i>March 22</i>	<i>Special Needs Students and the Law/ Scripting Lesson 3</i>
<i>Week 12</i>	<i>March 29</i>	<i>Critical Friends Meeting for Lesson 2</i>
<i>Week 13</i>	<i>April 5</i>	<i>Introduction to Final Project/Data Analysis</i>
<i>Week 14</i>	<i>April 12</i>	<i>Essential Features of Classroom Inquiry</i>
<i>Week 15</i>	<i>April 19</i>	<i>Course Evaluations/Final Project</i>
<i>Week 16</i>	<i>April 26</i>	<i>Final Exams</i>

Materials

No textbook is required for this course. Internet access IS required. A laptop with working camera and microphone and a USB thumb drive are strongly recommended for use during teach presentations.

Teaching Philosophy

Learning is an ongoing endeavor by both students and instructors that requires an open mind to new ideas and requires a reflective spirit to check for and correct mistakes. Learning is an active process that involves investigation and inquiry on the part of the learner and demands retention of information to bridge knowledge gaps so that correct understanding is achieved.

In TNTX 1200, students are expected to actively participate in all class meetings and activities, whether face-to-face or online, and actively engage with the content to maximize their understanding of the concepts taught and maximize their teaching and communication skills development. Active engagement with the content is demonstrated by successful completion of any and all modules and assignments, pro-active problem solving, and timely questions to the instructor. The instructor models effective teaching methods, effective communication, and effective classroom management techniques that are useful in middle and secondary classrooms.

Course Requirements

Students must be able to:

- create and use Microsoft® Word, Excel, and PowerPoint files that are readable across multiple platforms (PC, Mac, cloud computing),
- meet minimum technology requirements below,
- have minimum computer skills and digital literacy described below, and
- check Canvas announcements and UNT email daily.

Technical Requirements & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Webcamera (working)
- Microphone (working)
- USB thumb drive, 1GB or more storage capacity
- 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

- Using Canvas
- Using email with attachments
- Downloading and installing software

- Using word processing, spreadsheet and presentation programs (Office 365 preferred)

Rules of Engagement

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

- Treat your instructor and classmates with respect in email or any other communication.
- Be visible during online Zoom meetings.
- Always use your instructor's proper title: Dr., or if in doubt use Mrs.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri, or Times New Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

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

Success in the Online Portion of a Remote Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Some tips for success in TNTX 1200 in the online portion include:

- You will be assigned to a group within Canvas that will include your teaching partner(s).
- Use the Collaboration tool to work with your group to write your lesson plans and prepare different electronic files used during your teaches. Office 365 is the expected platform to be used with Collaboration.
- Avoid using Google Docs or Google Classroom. Using Google Docs results in significant changes to formats of lesson plans that can be difficult to fix.
- Keep up with UNT email at least once a day. Communication from your instructor, mentor teacher, and your teaching partner(s) will be through email. Respond to these emails in a timely fashion and in a professional manner.
- Learn how to block spam emails and other unwanted emails to your UNT address to reduce the amount of emails going to that account.
- Learn how to use Zoom as a participant in an online meeting. This includes using Chat, responding to survey questions, sharing screens, and participating in small group meetings.
- Participate in online activities such as virtual labs, online assessments (Quizziz, etc.), and watching videos.
- Be fully present in Zoom online meetings. This means being visible throughout, participating in class discussions, and keeping distractions to a minimum. This includes turning off other apps

during the class meeting, and keeping pets, children, and/or siblings away from your class meeting.

For more information in how to navigate online learning experiences visit [“How to Succeed as an Online Student”](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

Getting Help

Technical Assistance

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

UIT Help Desk: [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>)

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)

- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

Course Requirements

Assignment Category	Points Possible	Percentage of Final Grade
Daily Assignments & Quizzes <ul style="list-style-type: none"> • Reading Assignments • Module discussions • Module Quizzes 	100 points each	15%
Required Observation Hours – 3 assignments	100 points each	15%
3 Lesson Plan Rough Drafts	100 points each	10%
3 Lesson Plan Final Drafts	100 points each	20%
3 Teach Reflection Discussions	100 points each	10%
Professionalism – from master teacher evaluations of three lesson presentations	100 points	10%
Final Project	100 points	20%

Grading

The final grade in the course is a weighted average of assignments based upon the categories described above. The average for all assignments within a specific category is determined first, then that average is included in the weighted average for the final grade. The letter grade for the course is determined based upon these numerical values for the final grade:

A = 90 – 100%

B = 80 – 89%

C = 75 – 79%

D = 70 – 74%

F = below 70%

Failing the Course

Students will fail the course if they miss an arranged teach presentation date without contacting the instructor BEFORE the scheduled teach. Don't wait until afterwards to contact the instructor!

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. SPOT evaluations generally become available during the thirteenth, fourteenth, or fifteenth week of the semester. Watch your email for notification of availability.

Course Policies

Assignment Policy

All assignments are submitted via Canvas. Assignments are due on or before the assignment due date as published in Canvas. Due dates for all assignments are noted in the Course Overview handout (found on Canvas) and are published along with all assignments within Canvas. Instructions for different assignments are found within the assignment itself in Canvas. Rubrics used to grade lesson plans, both rough draft and final draft, are also found within Canvas. Online quizzes are graded by the instructor with some questions automatically scored upon completion of the quiz by the student.

Certain key assignments related to accreditation are required to be uploaded to FolioTek. Failure to upload an assignment to FolioTek, more than one week after the published due date, will result in a grade of zero. Additionally, failure to upload a key assignment more than one week after the published due date but within two weeks of the published due date, will receive no credit and result in failure of the course.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Attendance Policy

Attendance and punctuality are expected in this course. Daily roll will be taken.

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact Dr. Sherman if you are unable to attend class because you are ill, or unable to attend class due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. It is important that you communicate with Dr. Sherman prior to being absent so she can make a decision about accommodating your request to be excused from class.

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. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Face Coverings Policy

Face coverings are required in all UNT facilities. During practice teaches and teach presentations, you must wear a face covering and maintain social distancing while in the room. If you are unable to wear a face covering or do not feel you can safely attend practice teaches and teach presentations without your face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated by your instructor.

Professionalism

In this course, you will be given the opportunity to experience the professional education community. Therefore, professionalism will be assessed by your instructor and other Master Teacher's in the following ways:

- a. Being on time for class commitments including practice teaches, teach presentations, and our weekly classes;
- b. Dressing professionally and behaving appropriately as a teacher during practice teaches and teach presentations. This includes appropriate cell phone usage.
- c. Being prepared for the three teach presentations and practice teaches. This mean you will have your revised lesson plan and materials with you as needed;
- d. Sharing responsibilities equally and equitably with your teaching partner(s);
- e. Documented electronic communication with your instructor confirming observation dates, teach dates, lesson planning, etc.
- f. Documented electronic submission of your lesson final drafts for each teach to your Master Teacher Observer IN ADVANCE of your teach date.

Instructor Responsibilities and Feedback

As your instructor, I am responsible for helping you grow as a teacher. I provide clear instructions and rubrics for projects and assessments, guide you in development of lessons, and evaluate your progress. I answer your questions about assignments and the field experience. I also identify additional resources that will help you have a successful teaching experience and share these resources with you. I update course content and due dates as needed.

You can expect a response to your emails within one business day of the date it is received by Dr. Sherman. Assignment feedback and/or grades for assignments are usually given within one week from the due date. However, if I see that I will be unable to return your feedback that quickly, I will communicate that to you to let you know when it can be expected. All feedback for assignments, particularly lesson plans, are sent through the particular assignment in Canvas.

Late Work

One of the important qualities of a good teacher and a professional is timeliness. Assignments are due on or before the assignment due date as published in Canvas and/or announced in class. After that date, if the assignment is turned within one week of the published due date, a maximum of a 70% may be earned for the assignment. After one week, no credit may be earned for the late assignment.

Class Participation

Students are expected to come prepared to class. This class is interactive by nature and requires full participation on the part of each student. Preparation for class includes completing reading

assignments, being ready to discuss readings, and having all needed materials for the class. Appropriate technology use is expected during scheduled class meetings, whether face-to-face or online.

Class Recording Policy

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in the 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.

Field Experience Policies

The Field Experience

In the event that field placements with local school districts are secured for this semester, specific directions regarding the completion of required background checks and other documents will be posted on Canvas announcements for the course and emailed to each student directly.

You will be assigned to teach 6th, 7th or 8th grade math or science. You will be expected to:

1. Complete and submit written lessons plans to both your instructor and the Master Teacher observer, and practice them outside of class according to the announced schedule.
2. All lessons must be practiced and approved by a Master Teacher before you will be allowed to present the lesson. Failure to submit a final draft on time will result in cancellation of the practice teach and the teach presentation.
3. Handouts needed to teach your lesson should be made in the TNT office. DO NOT WAIT UNTIL THE LAST MINUTE and do not make copies in the campus computer labs. Waiting until the last minute or forgetfulness on your part does not constitute an emergency for a TNT staff or faculty member. Other teaching materials will be checked out from the student interns in the TNT main office.
4. Be sure to allow adequate time to set up any technology and troubleshoot any problems that might arise before a teach presentation.
5. Lessons MUST be practiced before you teach a lesson. This is done outside of class with a Master Teacher Fellow or Master Teacher. Documentation of satisfactory completion of the practice teach must be submitted to Dr. Sherman before the scheduled lesson. If practice is not satisfactory nor completed, you will be required to reschedule the lesson and will possibly have to write a new lesson.
6. Students who fail to show up for a planned lesson without communicating with the instructor and partner(s) will receive an automatic F in the course. Successful completion of all field requirements is required to pass this course.
7. Materials Management: Any materials that are borrowed from Teach North Texas to teach a lesson must be returned within 24 hours of teaching the lesson. Materials that are not considered to be consumable must be returned in good condition to the materials room in Curry Hall. Email Nancy.Terry@unt.edu to reserve teaching materials at least 3 business days in advance of your teach.
8. If you have an emergency related to your teach presentation, call or email your instructor ASAP! Dr. Sherman's office voice mail goes directly to her email account. Also, call the TNT office at 940-565-2265 to notify the office staff.

9. If you experience a serious emergency and you must miss your scheduled teaching day, notify your partner, and your TNT instructor *as soon as possible*. Your partner will teach the lesson alone if necessary. Do not miss your teaching assignment due to a transportation problem. Seek help by calling a cab, taking a bus, or calling your instructor. ONLY AN EXTREME EMERGENCY CONSTITUTES A VALID REASON FOR MISSING A TEACH!

Syllabus Change Policy

This course syllabus is intended to be a guide and may be amended at any time. Any changes to the policies described in this document will be shared with you. Announcements of syllabus changes, changes to due dates, or other changes related to the course will be through Canvas.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational

Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (http://www.ecfr.gov/). The

specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

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

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.