

University of North Texas
Department of Public Administration

PADM 3100: Workplace Conflict (Coursera)
Fall 2022 (8W1)

Instructor Information:

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Online Office Hours: 4:00Pm – 6:00pm Wednesday (See Coursera Learners - Live Events)

In-Person Office Hours: By appointment

Physical Office Location: Chilton Hall, 410 Avenue C, Room 114E, Denton, TX 76201

Communication Expectations

Your calls and written communication are welcome. When communicating ***electronically about the course***, please communicate with the Professor only through email.

General Guidelines

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use your instructor's title of "Dr." or "Professor," or if you don't know use "Mr." or "Ms." Do not use "Mrs." to address female instructors unless told otherwise by said instructor.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others' technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.
- Read these Core Rules of Netiquette for additional tips about online communication.

Communicating via Email

- Please use email for topics **not** related to this course.
- Check the syllabus before asking a question about the course and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making syllabi as comprehensive as possible for students.

- Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails, and a descriptive subject line helps them identify student inquiries more efficiently.
- Be concise and to the point.
- For a sample email, read this article, "How to Email Your Professor."

Course Description

The course focuses on the fundamentals of non-litigation-based conflict resolution and negotiation strategies for a variety of settings. Students have the opportunity to further develop their conflict resolution skills through assigned readings, written assignments, videos and online discussions and instruction.

Course Structure

This is a 100% Online Course. Content is delivered in modules with due dates set by the instructor.

Course Prerequisites or Other Restrictions

None

Course Objectives

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

- Investigate the knowledge claims of self and others;
- Use strategic thinking to negotiate to a specific outcome;
- Demonstrate a working knowledge of bargaining and collaborative styles of negotiation;
- Understand the influence of internal and external factors on the process of negotiation; and
- Understand the ethical practices of negotiation.

Study Materials

Required text – Conflict Survival Kit: Tools for Resolving Conflict at Work; (Griffith, Daniel B. and Goodwin, Cliff: Pearson Education publishing as Prentice Hall)

The Complete Guide to Conflict Resolution in the Workplace; (Marick F. Masters and Robert R. Albright: American Management Association, 2001)

NOTE: THIS IS AVAILABLE FROM THE UNT BOOKSTORE. YOU MAY OBTAIN A **USED** TEXT AND AREN'T REQUIRED TO PURCHASE A NEW TEXT.

Instructions to access the publisher's website are on the inside cover of your NEW text or provided by the publisher when students purchase an eBook. Students may purchase one or the other and will not be given access to the publisher's website without a new code provided by the publisher.

Recommended readings – these are available from the UNT Bookstore:

- Fisher & Ury, *Getting to Yes* (New York: Penguin Books)
- William Ury, *Getting Past No* (New York: Bantam Books)
- Nolan-Haley, Jacqueline M., *Alternative Dispute Resolution in a Nutshell*, West Publishing, 2008.

All other course materials will be provided in the Learning Management System (LMS) and Packback.

Packback Platform

Participation is a requirement for this course, and the Packback Questions platform will be used for online discussions about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications. Each week you will generate **your own original question** and respond to 2 questions of your peers.

For a brief introduction to Packback Questions and why we are using it in class, watch this video:

[Welcome to Packback! \(https://vimeo.com/163888277\)](https://vimeo.com/163888277)

How to Register on Packback:

Note: Access Packback **ONLY** through Coursera: PADM 3100, Dispute Resolution in the Workplace modules in order to ensure your grades sync properly:

1. First, click the Packback assignment link in Week 2 of the Coursera: PADM 3100, Dispute Resolution in the Workplace to access the community;
2. Follow the instructions on your screen to finish your registration.
3. **In order for your grade to be visible in** Coursera: PADM 3100, Workplace Conflict, make sure to use the Packback links for each week there is an assignment to post your Packback submissions.

Packback requires a paid subscription.

Packback Requirements and Grading

Your participation on Packback will count toward 20% of your overall course grade.

There are 4 Packback assignments, weeks 2, 3, 6 and 7, each worth 100 points based on the quality of the questions and curiosity scores.

To receive your points for each Packback assignment, you should submit the following before each deadline period:

- 1 Open-Ended question with a minimum Curiosity Score of 60, which is worth 40 points of each assignment grade. The question is due by mid-night Thursday each week;

- 2 Responses for every assignment with a minimum Curiosity Score of 60, which is worth 60 points of each assignment grade. The responses are due by mid-night on Sunday;

No credit is given for late assignments.

How to Get Help from the Packback Team:

If you have any questions or concerns about Packback throughout the semester, please read their FAQ at help.packback.co. If you need more help, contact their customer support team directly at help@packback.co.

For a brief [introduction to Packback Questions](https://www.youtube.com/watch?v=OV7QmkrD68) and why we are using it in class, watch this video: <https://www.youtube.com/watch?v=OV7QmkrD68>

Teaching Philosophy

I am eager to engage students who are independent learners and critical thinkers and who are equally eager to improve their conflict resolution skills.

Technical Requirements & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Plug-ins
- Microsoft Office Suite
- Packback Questions

Computer Skills & Digital Literacy

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

- Using Coursera
- Using Packback
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Reviewing online video content

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.

Success in an Online 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. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link to or adapt tips from this webpage for students, [“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).

Student Support Services

- [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)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [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)
- [Mental Health](#) - 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:

- [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)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Course Requirements & Schedule

Module Week 1:

- Read the Introduction, Chapter 1 and Chapter 2, to page 64, in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001). Read down to the subtitle in Chapter 2 to *A Manager's Conflict Diagnosis*.
- Read the Introduction and Chapters 1 and 2 in the text *Conflict Survival Kit* (Griffith and Goodwin, 2016).
- View video(s)
- Read online content
- Review chapter and online summaries

Assignments Due

- Week 1 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm) – 200 points

Module Week 2:

- Read Chapter 3 in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001);
- Read Chapters 4 and 9 in the text *Conflict Survival Kit* (Griffith and Goodwin, 2016);
- View video(s)
- Read online content

- Review chapter and online summaries

Assignment Due

- Packback Discussion – 0-100 points – The question is due NLT Thursday at 11:59pm and the responses are due NLT Sunday at 11:59pm.
- Week 2 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm) – 200 points

Module Week 3

- Read Chapters 3 and 10 in the text *Conflict Survival Kit* (Griffith and Goodwin, 2016).
- Read pages 86-88, and 126 reference types of dispute resolution venues in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001).
- Read Chapter 8 in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001).
- View video(s)
- Read online content
- Review chapter and online summaries

Assignments Due

- Packback Discussion – 0-100 points – The question is due NLT Thursday at 11:59pm and the responses are due NLT Sunday at 11:59pm.
- Week 3 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm) – 200 points

Module Week 4

- Read Chapter 4 in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001).
- Read Chapter 3 in the text *Conflict Survival Kit* (Griffith and Goodwin, 2016) as it relates to the Negotiator's Dilemma.
- Read Chapters 11 and 12 in the text *Conflict Survival Kit* (Griffith and Goodwin, 2016).
- View video(s)
- Read online content
- Review chapter and online summaries

Assignment Due

- Week 4 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm) – 150 points

Module Week 5

- Read Chapters 5, 6 and 10 in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001);
- Read Chapter 13 in the text *Conflict Survival Kit* (Griffith and Goodwin, 2016);
- View video(s)

- Read online content
- Review chapter and online summaries

Assignments Due

- Week 5 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm) – 200 points

Module Week 6

- Read Chapter 7 in the text *Conflict Resolution in the Workplace* (Masters and Albright, 2001);
- Read Chapter 15 in the text *Conflict Survival Kit* (Griffith and Goodwin);
- View video(s)
- Read online content
- Review chapter and online summaries

Assignment Due

- Packback Discussion – 0-100 points – The question is due NLT Thursday at 11:59pm and the responses are due NLT Sunday at 11:59pm.
- Week 6 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm)– 100 points

Module Week 7

- Read Chapters 5-8 in the text *Conflict Survival Kit* (Griffith and Goodwin);
- View video(s)
- Read online content
- Review chapter and online summaries

Assignment Due

- Packback Discussion – 0-100 points – The question is due NLT Thursday at 11:59pm and the responses are due NLT Sunday at 11:59pm.
- Week 7 Quiz - (available Wednesday – Sunday; due Sunday at 11:59pm)– 150 points

Module Week 8 – Final Exam

- Week 8 Final Exam - (available Monday – Thursday; due Thursday at 11:59pm) – 400 points

Grading

Total Points = 2,000

A= 1800 +
B= 1600 – 1799
C= 1400 –1599
D= 1200 – 1399
F = 0 – 1199

Breakdown of assignments with associated points and percentages of course grade:

- 4 Packback Discussions – $4 \times 100 = 400$ (20%)
- 1 Quiz - $1 \times 100 = 100$ (5%)
- 2 Quizzes - $2 \times 150 = 300$ (15%)
- 4 Quizzes – $4 \times 200 = 800$ (40%)
- Final Exam – $1 \times 400 = 400$ (20%)
- Total Points - $2000 = (100\%)$

Individual bonus points are available in Weeks 2 and 7 for a total of 150 extra points if you complete the required task. Also, student completion rate of SPOT survey and other activities may create further opportunities for extra/general bonus points but only as an encouragement or incentive for participation/completion.

Details of each week's reading and other assignments will appear in each week's module. For example, Week 1, Week 2, and so on.

Expectations of Quality Work

Specific instructions and expectations will be provided in each assignment and points are awarded to the extent a student complies with the instructions and expectations.

Videos

There are instructional videos embedded in many of the learning modules. These videos are intended to enhance your learning experience by reinforcing the materials and demonstrating conflict resolutions methods. You can be fully successful in the course without these enhancements by relying on the assigned and provided readings should you have difficulty accessing the videos. If you have any questions, contact the instructor for assistance.

Course Policy

- ***Assignment Policy***

Due dates and assignment instructions are in the LMS. Specific instructions on what to submit are also outlined there.

- ***Online Participation Policy***

Connecting with and participating in all of the online discussions are required. Students who engage regularly typically experience greater success than those students who do not. It is highly recommended to participate on activities as directed by the instructor whether they are graded or not. This may include posting, commenting or any form of indication that you listened, watched, or read any material or information as directed. Visit the [University of North Texas' Attendance Policy \(http://policy.unt.edu/policy/15-2-\)](http://policy.unt.edu/policy/15-2-) to learn more.

- **Quiz and Examination Policy**

Each quiz or exam is timed and has a deadline for completion. Please read the on-screen instructions carefully before beginning. After all quizzes and exams are graded and released, the score will be posted in Coursera.

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 at 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.

Instructor Responsibilities and Feedback

The Professor is committed to providing students with an excellent learning experience that you can integrate into your personal and professional world. She makes every effort to provide clarity, meaningful guidance, and practical feedback to you. She believes that students are rewarded for their efforts and that they earn the grades they receive. The Professor will make herself available to support, guide and instruct to ensure student needs are met.

For all course-related questions, please read this syllabus carefully before seeking assistance. You must use the message function in Coursera for all *electronic communication* with the Professor about the course. Should we communicate face-to-face or by phone, please restate your communication in a message so I may respond via message.

Students can expect a response from the instructor within 24-hours of sending a message *during business hours*. Messages may not be answered during the weekend. If your concern is urgent *during business hours*, please call the office number provided and speak with me by phone or leave a message. If you leave a message *outside of business hours*, you can expect to receive a response no later than one full business day after the message is left.

Late Work

The professor will base decisions regarding acceptance of and credit for late work consistent with UNT and course policies. An extension may be given under limited circumstances, including but not limited to, the student's or a close family member's illness or injury; death of a close family member; or other major life event. If a student believes he/she will miss or has missed assigned course work, the student must contact the professor within **two (2) days** after the course work's due date has passed. The student must provide written documentation of any such event upon request. If a student fails to timely contact the professor and/or provide the requested documentation, the student will not be given additional time to complete the assigned course work and will receive no credit for the assigned course work.

Statement on Inclusion

It is my intent that students from all diverse backgrounds, perspectives and abilities be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

Class Materials for Remote Instruction

The UNT schedule requires this course to have fully online instruction. Additional 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. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Class Recordings + Online Materials

Asynchronous sessions and lectures 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 this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the 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.

Syllabus Change Policy

Changes to the syllabus may be necessary at times and the instructor reserves the right to do so at any time. When necessary, communication of any changes will be made via an Announcement.

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. The SPOT will be available **at the end of the semester.**

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 learning management 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 13-15 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:

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.

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 a student's presentation, 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.

Class Recordings and Student Likenesses

Any synchronous (live) class sessions offered in 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 this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the 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.