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## Course ID/Course Name

### **PADM 4220 Proposal Writing and Grants Administration**

**Where/When:** 100% Online, Fall 2025 courses begin August 18 and end with final exam on December 8

**Instructor Contact: Instructor: Lisa A. Dicke, PhD**

**TA Contact:** [Mai.Elbahrawy@unt.edu](mailto:Mai.Elbahrawy@unt.edu)

**Office location:** Chilton Hall 204G, Department of Public Administration

**Office hours:** Zoom Monday 12:00 PM – 2:00 PM, Wednesday, 4:00 – 5:00. In person, please make an appointment.

**E-mail:** [lisa.dicke@unt.edu](mailto:lisa.dicke@unt.edu) (the best contact is emailing through the Canvas course email)

**TA E-mail:** [Mai.Elbahrawy@unt.edu](mailto:Mai.Elbahrawy@unt.edu)

**Communication Expectations:** The primary tool of communication for this course is through the Canvas course portal. You should send personal concerns or questions via Canvas email to Dr. Dicke or our Teaching Assistant Ms. Mai Elbahrawy. You will receive a response within 24 hours of your email if possible. If you email on a Saturday or Sunday, the goal is to get back to you on Monday during normal business hours (8-5 p.m.). It is my intention to post grades within 7 days of completing the assignment, quiz or test. Please visit this site for [online communication tips http://clear.unt.edu/online-communication-tips](http://clear.unt.edu/online-communication-tips).

## Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

## Course Description

This is a 100% Internet course. Students will learn basic steps in research funding ideas, including how to use the Internet and other online foundation search platforms as fundamental tools and detailed steps required for preparing funding applications and proposals. Students will focus on the skills and tools needed to monitor funds once grants have been awarded.

### Class Materials for Online Instruction

Students will need access to a computer, wifi, webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include Internet, Word, Zoom. Please access this website on [Information on how to be successful in a remote learning environment](https://online.unt.edu/learn) can be found at <https://online.unt.edu/learn>.

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## AI use: Artificial Intelligence—AI use is Prohibited.

In this course, the use of GenAI tools is not permissible. No matter what the approach, any attempt to represent GenAI output as a student's own work will be considered fabrication, cheating, and/or academic dishonesty.

If there is evidence of the use of AI on an assignment, the student will receive a **Zero** for that assignment grade. Subsequent work will be completed in a proctored, in-person format. This will allow the student to complete the course, and the assignments will be completed in a blue book (handwritten) format under proctored, in-person conditions.

## Course Structure

This is a 100% Internet course. Students are expected to work through the corresponding Canvas Module readings, materials and assignments each week as assigned.

## Course Prerequisites or Other Restrictions

Grant writing is about writing and re-writing. It takes time and effort.

## Course Objectives

A student who has successfully completed the course should be able to:

1. Conduct a needs assessment to develop mission driven programs for a nonprofit agency.
  - a. Understand what a non-profit is and how it functions
  - b. Understand the importance of mission
2. Identify potential funding opportunities for a nonprofit agency
3. Identify appropriate funding opportunities through Internet research
4. Understand the importance of developing relationships with funders after identifying them as a potential match
5. Identify adequate allocation of resources to meet nonprofit program needs
  - a. Develop a budget
6. Write a compelling needs statement for a grant proposal
7. Understand and discuss the importance of cultural competency in nonprofit program design
8. Demonstrate an understanding of the basic concepts of nonprofit finance and grant funding
9. Develop clear goals and objectives for a grant proposal
10. Produce a program description and/or methods for a grant proposal
11. Select and describe evaluation strategies and tools for a grant proposal
12. Illustrate the organizational background of a nonprofit agency for a grant proposal
13. Craft a proposal summary

## Course Diversity and Inclusion Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the perspectives that the students bring to this class will be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of the diversity found in the composition of the agencies and mission related interests found in the rich fabric of the nonprofit sector which includes a

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wide variety of programs and advocacy activities, some which include concerns about 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.

## Materials

- *“Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Grant Proposals, 5<sup>th</sup> Edition”* by Tori O’Neal-McElrath, Lynn Kanter, and Lynn English.
- Please access these [Winning Grants Step by Step Worksheets](https://www.wiley.com/WileyCDA/Section/id-831552.html)  
<https://www.wiley.com/WileyCDA/Section/id-831552.html>
  - Book is available online through UNT’s e-library resources.
- Computer, Wifi, and Internet access

## Teaching Philosophy

Students will develop and demonstrate the skills to identify unmet needs in a community, an organization serving the community, identify potential grant sources to fulfill the needs and cultivate the skills to craft a grant proposal. Students need to participate weekly in the course and complete the assignments according to the schedule. Each step builds on to the next step and it is the student’s responsibility to complete work on time.

You will navigate through the weekly modules to learn basic skills and complete weekly exercises and/or discussion postings to practice the newly learned skills. You will show mastery of these new skills by drafting proposal sections.

Please consider using the UNT Writing Lab to help review your work and provide feedback.

This course is made up of the following components: discussions, quizzes, exams, and assignments leading up to a full grant proposal. The course is based on problem-based learning as demonstrated through practicing skills, (i.e., working toward mastery).

## Netiquette

Netiquette, or online etiquette, refers 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.
- Always use your professor’s proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- 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 INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.

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- 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

For more information on [Netiquette Guidelines](#):

<http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

## Technical Requirements & Skills

Minimum technology requirements for students are:

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

## Computer Skills & Digital Literacy

A list of course-specific technical skills learners must have to succeed in the course are:

- 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.

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

## 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** (<http://www.unt.edu/helpdesk/index.htm>)

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

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm (subject to change, contact UNT help desk for any updates)

**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

- [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)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [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)

### 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)

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## GRADES/COURSE REQUIREMENTS

Final grades for the course will be assigned according to the points earned throughout the semester (see below) and will NOT be rounded. Final grades for the course will be determined by the following:

<b>Assignment</b>	<b>Points Possible</b>
<b>Assignment 1 – Proposal Idea</b>	20
<b>Assignment 2 – Statement of Need/Problem</b>	20
<b>Assignment 3 – Goals and Objectives</b>	20
<b>Assignment 4 – Project Description and Method</b>	20
<b>Assignment 5 – Project Program Timeline</b>	20
<b>Assignment 6 – Evaluation and Organizational Background</b>	20
<b>Assignment 7 – Organizational Background</b>	20
<b>Assignment 8 – Budget Proposal</b>	20
<b>Assignment 9 – Proposal summary</b>	20
<b>Assignment 10- Cover Letter</b>	20
<b>Assignment 11 – Full Proposal</b>	100
<b>Discussion Boards</b> <ul style="list-style-type: none"> <li>• <b>4@ 25 discussion topics to be completed prior to class to discuss</b></li> </ul>	100
<b>Quizzes</b> <ul style="list-style-type: none"> <li>• <b>2 @ 25 points Quizzes cover information taken from your reading and will help prepare you for the format of the midterm and final exams</b></li> </ul>	50
<b>Exams</b> <ul style="list-style-type: none"> <li>• <b>Midterm</b></li> <li>• <b>Final</b></li> </ul>	50 100
<b>Total Points Possible</b>	600

### Grade Scale

Final course grades will be assigned on the basis of a percentage breakdown as follows: 100-90%= A, 89-80%= B, 79-70%= C, 69-60%= D, and 59% and below= F.

**Assignments** – Students will work through the steps provided in our **reading Winning Grants Step by Step text to complete their weekly assignments**. Each of the weekly proposal writing assignments is worth 20 points and the final grant proposal is worth 100 points. The back of the book and the respective course module includes a corresponding worksheet to help students with the assignment. Students are not required to submit the worksheet, only their final written assignment via the corresponding Canvas module. The final full and polished proposal is worth 100 points. Even if you miss a deadline, and have received a zero on an assignment, you may still submit the assignment in order to receive feedback from the instructor, which is needed in order to do well on the full proposal.

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**Discussion Boards** – There are 4 discussion boards included on Canvas. Each is worth 25 points.

**Quizzes** – Each quiz will cover the course materials covered from the time of the previous quiz. Readings, course discussions, and material provided on Canvas are all eligible for quiz questions.

**Exams** – This class has a midterm and a final. The Midterm is worth 50 points, and the final is worth 100 points. Both the midterm and final will be taken during scheduled hours. The final covers material from the midterm to the end of the semester.

## Course Outline

- Each week, assigned readings are included and discussions assigned are to be posted by Friday 11:59 p.m. (midnight) and follow up postings by Sunday at 11:59 p.m. (midnight)
- All other assignments, quizzes, and tests are due by Sunday, unless otherwise noted.

<i><b>Week</b></i>	<i><b>Module</b></i>	<i><b>Assignment</b></i>	<i><b>Assigned Readings</b></i>
1	Module 1: Introduction	1. Discussion 1: Introductions (post by 8/22, respond to classmates by 8/24)  2. Quiz 1: Syllabus (due 8/24)	Introduction: an overview of the grant seeking process
2	Module 2: Developing the Proposal Idea	1. Discussion 2: Getting to know your nonprofit agency (8/29, 8-31)  2. Assignment 1: Proposal Idea (8/31)	Step 1
3	Module 3: Finding Funding	1. Discussion 3: Finding Funding (post 9/5-respond to classmate by 9/7)  2. Quiz 2: Step 2 (9/7)	Step 2
4	Module 4: Writing a Compelling Needs Statement	1. Assignment 2: Needs Statement (9/14)  2. Comprehensive Test 1 (9/14)	Step 3
5	Module 5: Goals and Objectives	1. Assignment 3: Writing Goals and Objectives (9/21)  2. Quiz 3: Step 4 (9/21)	Step 4
6	Module 6: Measuring our Progress	1. Midterm Exam (9/22)	
7	Module 7: Writing the Project Description	1. Assignment 4: Project Description (9/28)  2. Quiz 4: Step 5 (9/28)	Step 5

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<i><b>Week</b></i>	<i><b>Module</b></i>	<i><b>Assignment</b></i>	<i><b>Assigned Readings</b></i>
8	Module 8: Laying out the Timeline	1. Assignment 5: Timeline (10/5)  2. Discussion 4: Stories from Around the World (post by 10/5, respond to classmates 10/7)	Step 6
9	Module 9: Evaluation	1. Assignment 6: Evaluation Plan (10/12)  2. Quiz 5: Step 7 (10/12)	Step 7
10	Module 10: Organizational Background	1. Assignment 7: Organizational Background (10/19)  2. Comprehensive Test 2 (10/19)	Step 8
11	Module 11: Budget	1. Assignment 8: Budget (10/26)  2. Quiz 6: Step 9 (10/26)	Step 9
12	Module 12: Proposal Summary	1. Assignment 9: Proposal Summary (11/02)  2. Comprehensive Test 3 (11/02)	Step 10 and 11
13	Module 13: Cover Letter	1. Assignment 10: Writing the Cover Letter (11/09)	Step 10 and 11
14	Module 14: Final Proposal Preparation	1. Assignment 11: Full Proposal (11/16)	
15	Module 15: Sustainability	<b>Student presentations of Grants PPT (11/30)</b>	Step 12
16	Module 16: Final Exam	<b>Student presentations of Grants PPT (12/7)</b> <b>Final Exam – December 8, 2025</b>	Online

### Course Writing

All writing must utilize the American Psychological Association (APA) Style Guidelines. Please visit [Purdue Owl](http://owl.english.purdue.edu/owl/resource/560/01/) on APA guidelines is found here: <http://owl.english.purdue.edu/owl/resource/560/01/>. Where applicable, work should be completed with 12-point, standard font, and double-spaced.



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## 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.

## Course Policies

### Assignment Policy

Please see the Canvas course module for all information regarding official due dates are for each assignment, assignment instructions, the file type assignments should be saved as (e.g., .DOC), where/how files should be submitted (i.e. Assignment drop box).

I will use Turnitin or similar software for assignment submission. The University is committed to providing a reliable online course system to all users. However, in the event of any UNT unexpected server outage or any unusual UNT technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide 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](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the students to resolve any issues at the earliest possible time.

### Examination Policy

Tests and quizzes are closed book. If you lose Internet connection during an exam please contact [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and get a ticket number and email me immediately notifying me of the situation. There are no make-up for the midterm or final exam.

### Instructor Responsibilities and Feedback

Instructors or TA will provide office hours for assistance that students are encouraged to attend. Students can anticipate a response regarding emails, discussion board posts (if applicable), feedback for assignment feedback and grades within 48-72 hours of the due date. The instructor or TA will post feedback and comments on Canvas or through Canvas email.

### Late Work

Late assignments will not be accepted unless otherwise noted by instructor. **I will not provide any points for late assignments. Time management is critical for your development.** Even if you miss a deadline, and have received a zero on an assignment, you may still submit the assignment in order to receive feedback from the instructor, which is needed in order to do well on the full proposal. This is not just a statement on a syllabus. I will not accept late work for a grade. However, if there is a doctor's note or other reason that aligns with those accepted by the Dean of Students we can discuss an accommodation.

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### Attendance Policy

This is a 100% online course. Students are expected to participate in the scheduled and assigned module each week and submit assignments by their scheduled due date.

### Assignment Policy

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](mailto: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.

*Make-up policy:* Students who miss an exam will be allowed to take a make-up only in cases of university-approved absence or one approved in advance by the instructor. Students are typically given seven full days to complete the quizzes and exercises. Regardless of the circumstances, students who miss quizzes or exercises will not be allowed to make them up.

*Extra credit:* There are no opportunities for extra credit in this course unless otherwise determined by the instructor.

*Late assignments:* Late assignments will not be accepted.

*Problems, Questions, Concerns:* I strongly encourage you to talk to me if you are having problems with the course or if you have other concerns. The best way to reach me outside of class is by e-mail via CANVAS email.

**Examinations:** Students must take examinations when they are given to the class; makeup exams will be scheduled only for extraordinary circumstances. No one can be excused from an exam without notifying the instructor prior to the scheduled exam. **If you miss an exam, I will assume that you have chosen to receive a "0" for your grade on that exam. The final exam is mandatory; no one will receive a passing grade without having taken it.** The final exam will not be returned to students but may be reviewed by the student after the instructor has submitted final grades.

**Withdrawals:** Students have the right to withdraw from courses. I urge you to maintain your commitment to this course, however, if you decide to withdraw, please see the instructor and review the academic calendar to observe UNT's withdraw dates.

### Syllabus Change Policy

I reserve the right to make changes to the syllabus, course information, due dates.

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## 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.

### 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.

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#### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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](mailto: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](mailto: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](mailto: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](mailto: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,

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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](mailto: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.

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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.

### Class Recordings & Student Likenesses

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 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.

## Academic Support & Student Services

### Student Support Services

#### 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:

- [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)

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- [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.*

#### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

#### *Additional 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)
- [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/)

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