ART 4899 IADS Topics: Race, Gender and Identity Representation in Art and Design

Fall 2021
Section 001 TTh 11-12:20 p.m.
Section 002 TTh 12:30-1:50 p.m.

Instructor Contact

Name: Dr. Lauren Cross
Pronouns: she, her, hers
Office Location: ART 212
Office Hours: TTh 10-11 a.m. and Virtual Office Hours by appointment via Zoom
Email: Contact via Canvas Inbox Messages
Communication Expectations: If you have a question, please contact me via Canvas Inbox Messages and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

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

Capstone course for Interdisciplinary Art and Design Studies majors. Advanced interdisciplinary study of art and design. Specific topics will vary. Delivered as a seminar consisting of assigned readings, class discussion, oral presentations, and written research.

Course Content

In ART 4899 Interdisciplinary Art and Design Studies Topics students will explore the interconnections between race, gender and representation in art and design practice. The course will weave together a collection of readings, films, as well as moving and still images comparing the representation of race and ethnicity in contemporary visual culture. In order to understand the ways in which race, gender and representation are important within the fields of art and design we will also pull from a variety of disciplines including the social sciences and the digital humanities. We will look at theories such as racial and gender definition, construction and stratification to set the groundwork for the course. We will also investigate content from interdisciplinary fields such as cultural studies, ethnic studies, and women &
gender studies to understand how the representation of race and ethnicity on the internet are the result of social and cultural constructs.

Students should be aware that when examining issues of race, gender and representation the topics and the discussions will be uncomfortable and challenging. The tension and discomfort surrounding discussions on race are normal and should be expected (See Dr. AnaLouise Keating’s Presuppositions handout for guidelines for classroom discussion). Students will be required to engage in course topics with fellow classmates and the instructor respectfully; behavior that does not display this requirement at a minimum will not be tolerated. With that being said your engagement in the course material is required. Those who find it easy to speak up should make sure to balance their contributions by allowing those who do not talk enough space to speak.

Lastly, we will explore the implications of race, gender and representation in order to come up with practical tools beyond the class. The course is designed to help students to think through how one can apply course topics within everyday interactions, creative projects and professionally. At the conclusion of the course students will produce a virtual collaborative art and design project as a class in partnership with a local organization that will allow students to apply their learning creatively. The project will range in outcomes based on student interest such as, web content digitally-fabricated objects, exhibitions or face-to-face programs. The course will also include virtual engagement with organizations and guest lectures from local/regional creatives, scholars, and practitioners who explore the connections between race, gender and representation within design.

**Course Structure**

While this is a face-to-face course there will be **some scheduled virtual meetings during our designated weekly course schedule**. Unless otherwise noted on the syllabus or via Canvas Announcements students should prepare to come to class face-to-face during our scheduled class having already reviewed all assigned module content such as videos/lectures/presentations, readings, self-tests, quizzes, and forums that prepare you for in-class discussion. All of these contents as well as and module assignments will exist in our Canvas course shell. During our class meetings, students will have the opportunity to discuss course content and engage with active and collaborative learning strategies that help to bring course content to life. All in-class and out-of-class assignments will be turned in via Canvas.

When we hold full class discussions via Zoom, students will be provided with a link in our Canvas course shell. Virtual class meetings will discuss the Module course content, provide the space for virtual off-site visits, and virtual class lectures that extend our classroom experience into off-campus learning opportunities.

The key learning objectives for the IADS program that will be explored in this class are cultural humility, digital communication, and social responsibility. We will use the Racism Untaught Toolkit, Trainings/Content provided by UNT’s Division of Inclusion, Diversity, Equity and Access (IDEA), as well as other nationally recognized resources as key resources for learning cultural humility in the course. Students will use access to on-campus, remote, and other available digital resources to communicate their ideas through digital communication in course assignments. Lastly, throughout the course of the semester students will engage in a series of **virtual and/or hybrid service-learning projects** as a vehicle to introduce students to marketable skills relevant within the field of art and design, to engage with theories and concepts explored within the course, and to consider art and design as an agent for cultural humility, cultural equity and community development.
Students should anticipate that the service-learning component for the course will require at least 10-15 hours of assigned outside-of-class fieldwork and research. These fieldwork opportunities will have virtual and/or hybrid modalities to ensure that students have access to the opportunity to be in direct contact and to collaborate with our class-assigned community partners. Some tasks will require students to engage in relevant face-to-face or virtual opportunities that reach a broader public outside of our class.

Our four course-related service-learning assignments are:

1. **Representation of Black Identity in the Amon Carter Museum of American Art Collection (100 points)**
   The Amon Carter Museum of American Art will service as a community partner for the course by providing students with access to artworks within their collection that represent Black identities. Depending on the museum’s policies as a result of CDC guidelines our visit to the museum may be on-site and/or recorded virtually through live streaming. Our service-learning task will be to create photo-voice narratives that will inform our class-wide zine project where students will create their own digital zines in response to the works and themes present in the collection. This service-learning assignment will be produced in relationship to our course use of the Racism Untaught Toolkit, which provides students with a design research process for anti-racism in art and design practice.

2. **The 2044 series: Anti-racist Praxis as Futurist Art and Design Pedagogy (60 points)**
   The Interdisciplinary Art and Design Studies Program is a co-sponsor for the 2044 series, now a virtual web series, which explores the frameworks of anti-racism, Critical Race Theory (CRT), and futurist praxis as methods of pedagogy in the fields of art and design. As a service-learning assignment our work will be to engage with the series virtually by tuning into the Fall 2021 edition of the series which will be aired on the second Fridays of the month in **October and November 2021**. Students will offer written feedback on the series and engage in class discussions surrounding the various themes explored for the semester.

3. **Comic Studies event in partnership with UNT Libraries (50 points)**
   In late October/November 2021, our class will be partnering on a hybrid or virtual event hosted by the UNT Libraries’ Comic Studies program and Digital Scholarship Committee, who is planning a virtual exhibition and event for comic collectors and artists. More information on this event and our specific involvement will be provided by the end of September 2021.

4. **The Opportunity Project: 2020 Census Data Sprint (100 points)**
   For the Fall 2021 semester, students from both sections of the ART 4899 class will form a leadership team that will allow us to participate in The Opportunity Project’s 2020 Census Data Sprint. The The Opportunity Project (TOP), an innovation program led by Census Open Innovation Labs, brings together technologists, government, and communities to rapidly prototype digital products that solve real-world challenges for communities nation-wide using federal open data.

   This fall, a 10-week sprint will bring together university-based artists, designers, data scientists and technologists along with community leaders and Census Bureau data experts to develop digital and physical art and technology. The resulting designs and
products will visualize 2020 Census Decennial data in new and creative ways, engaging a broader set of stakeholders than ever before in visualizing and experiencing the data. The sprint will culminate in a showcase that presents and celebrates the projects to lift up, amplify, and share the work nationwide.

Our course teams will create artwork, designs, and/or digital products through the course of the sprint. The, we will design, develop, and launch the projects, and work with user advocates and local stakeholders for dissemination and implementation. During Week 1 or 2 we will have an onboarding of The Opportunity Project to select committees that can work together in support of the project.

These four service-learning experiences will put our theoretical readings and class discussions into practice, and affirm the role that art and design can play in community and cultural development, research, and arts and cultural policy.

Course Prerequisites or Other Restrictions

Prerequisite(s): ART 1200 or 1301, 1440, 1450, 1500, 1510, 2350, 2360, 6 hours of advanced art history, and 3 hours from IADS Menu 2.

Course Objectives

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

1. Communicate and apply key terms and concepts regarding race, gender and representation in art and design practice in class assignments, discussions, presentations, and art/design works.
2. Respond creatively to critical writings and art works depicting the essence of race, gender and representation through photo-voice research methods, which uses documentary photography, reflection, and sharing knowledge as a creative source of inquiry.
3. Collaborate with local organizations/institutions on service-learning project(s) that enhance community awareness of the ways in which representations of race, gender and representation can be challenged or enhanced through art and design locally, regionally, and nationally.
4. Compare and contrast projects implemented by artists/designers, researchers, and cultural institutions/organizations.
5. Create a course-wide collaborative project that creatively applies theories and knowledge of how transformative representations of race, gender and representation can create social change.
6. Analyze academic scholarship and creative approaches within art and design history and practice that highlights the interconnections between the representation of race, gender, and representation in order to produce new theories and creative strategies for using images and cultural institutions as platforms for cultural equity and social change.

Materials

Assigned online content, videos, and articles/chapters/essays will be posted on Canvas.

Teaching Philosophy

Canvas learning modules require reading, viewing videos, quizzes, and written assignment prior to our class meetings. All major written assignments focus on active learning, discussion and developing marketable skills. Each module allows students to progress through readings and assignments at your
own pace with select deadlines throughout the sixteen weeks. This allows you to work ahead, but not fall behind.

In addition, students will participate in virtual/hybrid class service-learning projects. The instructor will inform students about the project dates/schedule by the end of Week 2. Students may contact the instructor to get prior approval to make up these field opportunities due to work, travel, and other course conflicts.

**Note: All quizzes, discussions, assignments, and presentations are required. Even if you miss the deadline, you need to complete the quiz or assignment in order to proceed into the next part of the module or course. However, work submitted after the deadline will not be graded.**

**In other words, you need to do everything the course assigns, no matter what.**

For your assistance, the course provides the following aids:
- Closed captions of all videos
- Master list of all terms tests and expected in the course assignments

**Course Technology & Skills**

**Minimum Technology Requirements**

Provide a list of the minimum technology requirements for students, such as:
- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

**Computer Skills & Digital Literacy**

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:
- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

**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.

**UNT IT Help Desk**

Email: helpdesk@unt.edu
Live Chat:
https://it.unt.edu/helpdesk/chatsupport
Phone: 940-565-2324
In Person: Sage Hall, Room 330
Hours and Availability: Visit https://it.unt.edu/helpdesk for up-to-date hours and availability

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- **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)
- **Financial Aid** (https://financialaid.unt.edu/)
- **Student Legal Services** (https://studentaffairs.unt.edu/student-legal-services)
- **Career Center** (https://studentaffairs.unt.edu/career-center)
- **Multicultural Center** (https://edo.unt.edu/multicultural-center)
- **Counseling and Testing Services** (https://studentaffairs.unt.edu/counseling-and-testing-services)
- **Pride Alliance** (https://edo.unt.edu/pridealliance)
- **UNT Food Pantry** (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

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

### Course Requirements

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<th>Week</th>
<th>Module</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
<th>Deadline</th>
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| **Week 1** | **Introduction**<br>Lecture/Video:<br>Tu: Introduction<br>Th: The Opportunity Project<br>Onboarding/Identifying Teams & Committees<br>Assignments:<br>Introduction Discussion (10 points)<br>Start-up Quiz (5 points) | 15 points | 1% | August 25
|         |         |                 |                           | August 25 |
| **Week 2** | **Module 1**<br>Lecture/Video:<br>Tu: What is IADS?<br>Interdisciplinarity & Representation<br>Th: IADS Concept Mapping<br>Assignments:<br>What is IADS? Quiz (25 points)<br>What is IADS? Discussion (20 points)<br>Module 1: Self-guided IADS Concept Map (20 points) | 65 points | 5% | September 1
<p>|         |         |                 |                           | September 3 |</p>
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<th>Week</th>
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| **Week 3** | **Module 2**  
Lecture/Video:  
Tu: Race, Gender and Representation  
Th: Making Connections Through Scrapbook Pages  
Assignments:  
Race, Gender and Representation Quiz (25 points)  
Race, Gender and Representation Discussion (20 points)  
Module 2: Race, Gender and Representation Connection Scrapbook Pages (20 points)  

**Service-Learning Project:**  
The Opportunity Project, Leadership Team (Sprint) on Friday, September 10th, 12-1:30 p.m. (CST) | 65 points | 5% | September 8  
September 8  
September 10 |
| **Week 4** | **Module 3**  
Lecture/Video:  
Tu: Cultural Humility 101  
Th: Keeping it Real Brown Bag Roundtable Talk  
Assignments:  
Cultural Humility Quiz (25 points)  
Keeping it Real Virtual Brown Bag Roundtable Reflection & Discussion (100 points) | 125 points | 10% | September 15  
September 16 |
| **Week 5** | **Module 4**  
Lectures/Videos:  
Tu: Racism Untaught: Onboarding  
Th: Racism Untaught: Workboard Workshop  
Assignments:  
Racism Untaught Workboard & Discussion (100 points) | 100 points | 8% | September 23 |
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<td>Week 6</td>
<td><strong>Module 5</strong>&lt;br&gt;Lectures/Videos:&lt;br&gt;Tu: Unconscious Bias&lt;br&gt;Th: Implicit Bias Module Series</td>
<td>65 points</td>
<td>5%</td>
<td>September 29</td>
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<td><strong>Assignments:</strong>&lt;br&gt;Unconscious &amp; Implicit Bias Quiz (25 points)&lt;br&gt;Unconscious &amp; Implicit Bias Discussion (20 points)&lt;br&gt;Module 5: Unconscious Bias Worksheet (20 points)</td>
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<td>October 1</td>
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<td>Week 7</td>
<td><strong>Module 6</strong>&lt;br&gt;Lecture/Video:&lt;br&gt;Tu: Diversity, Equity and Inclusion in Art and Design; Recording of Interview with Jin-Ya Huang of Break Bread, Break Borders&lt;br&gt;Th: Recording of The History of “Where Are the Black Designers”- Cheryl Miller Lecture; Racism Untaught Ideate &amp; Prototypes</td>
<td>65 points</td>
<td>5%</td>
<td>October 6</td>
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<td><strong>Assignments:</strong>&lt;br&gt;Diversity, Equity and Inclusion in Art and Design Quiz (25 points)&lt;br&gt;Diversity, Equity and Inclusion in Art and Design: A Case Study with Jin-Ya Huang of Break Bread, Break Borders (20 points)&lt;br&gt;Module 6: Racism Untaught Ideate &amp; Prototypes (20 points)</td>
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<td>October 8</td>
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<td>Week 8 &amp; 9</td>
<td><strong>Module 7</strong>&lt;br&gt;Lecture/Video:&lt;br&gt;Tu: Diversity, Marketing and Representation (Virtual Class)&lt;br&gt;Th: Communicating about Culturally Sensitive Issues</td>
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<td>Diversity, Marketing and Representation Discussion (20 points)</td>
<td>20 points</td>
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<td>October 13</td>
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<td>Week 10</td>
<td>Module 8</td>
<td>195 points</td>
<td>15%</td>
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<tr>
<td>Lecture/Video:</td>
<td>Tu: Cultural Equity in Art and Culture Institutions</td>
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<td>Th: Service-Learning Project (Hybrid/Virtual Class Tour): Race &amp; Representation in the Amon Carter Museum of American Art Collection on Thursday, October 21</td>
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<td>Assignment:</td>
<td>Cultural Equity Quiz (25 points)</td>
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<td>Cultural Equity in Art and Culture Institutions Discussion (20 points)</td>
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<td>Cultural Equity in Museums Group Assignment (100 points)</td>
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<td><strong>Service-learning Project: The Opportunity Project, Concept Pitch (October 18-22) (50 points)</strong></td>
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<td>Week 10</td>
<td>Module 9</td>
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<td>Lecture/Video:</td>
<td>Tu: Cultural Equity in Museums Group Assignment Presentations</td>
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<td>Th: Racism Untaught, Impact; The Opportunity Project Assignment: Racism Untaught, Impact: Photo-voice Presentations in response to Black Identity in the</td>
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<td>Amon Carter Collection &amp; Discussion (120 points)</td>
<td>150 points</td>
<td>12%</td>
<td>October 27</td>
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<td><strong>Service-learning Project 2044 series Worksheet (30 points)</strong></td>
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<td><strong>Service-Learning Project: The Opportunity Project: Beta Demo (November 1-5)</strong></td>
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<td>Week 11</td>
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<td><strong>Lecture/Video:</strong></td>
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<td>Tu: Creative Representation &amp; UNT Libraries Special Collections</td>
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<td>Th: Race &amp; Representation in Comic Studies, Animation, and Game Design</td>
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<td><strong>Assignments:</strong></td>
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<td>UNT Libraries Special Collections Quiz (25 points)</td>
<td>95 points</td>
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<td>UNT Libraries Special Collections Discussion (20 points)</td>
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<td>Module 10: Service-Learning Event: Comic Studies &amp; UNT Libraries (50 points)</td>
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<td>November 4</td>
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<td>Week 12</td>
<td>Module 11</td>
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<td><strong>Lecture/Video:</strong></td>
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<td>Tu: What We Talk About When We Talk About Race</td>
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<td>Th: Race &amp; Representation in Illustration/Children’s Books</td>
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<td><strong>Assignment:</strong></td>
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<td>What We Talk About When We Talk About Race Discussion (20 points)</td>
<td>40 points</td>
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<td>November 10</td>
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<td>Module 11: Race &amp; Representation in Illustration (20 points)</td>
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<td>November 12</td>
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<td><strong>Service-learning Project: The Opportunity Project MVP Demos (November 15-19)</strong></td>
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| Week 13 | **Module 12**  
Virtual Museum Visit: Dallas Holocaust Museum and Human Rights Center  
**Assignment:** Dallas Holocaust Museum and Human Rights Center Discussion (20 points)  
**Module 11:** 2044 series Worksheet (30 points)  
**Service-learning Project: The Opportunity Project TOP Demo (50 points)** | 100 points      | 8%                         | December 1     
|       |                                                                        |                  |                           | December 3     |
| Week 14 | **Module 13**  
Final Project: Racism Untaught: Low-Fidelity & Mid-Fidelity Design/Impact & Discussion (200 points) | 200 points      | 15%                       | December 8     |
|       | **Total Possible Points**                                              | 1300 points     | 100%                      |                |

**Grading**

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:
A = 1163-1300  
B = 1033-1162  
C = 903-1032  
D = 773-902  
F = Below 773

**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 SPOT evaluations will become available on November 15, 2021.**

**Course Policies**

**Face Coverings**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.
Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course 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 – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Class Participation
Student class participation is a requirement within this course. Each week your participation is required through class attendance, completion of active and collaborative learning assignments, and engagement in class discussion with fellow classmates.

Late Work
Late work will not be accepted without prior approval from the instructor in writing. In order to arrange make-up work with the instructor, students should submit the proper documentation and receive approval from the Dean of Students for accommodation.

Assignment Policy
Assignment deadlines are listed both in the course syllabus and on Canvas; therefore, students must submit all assignments on time, using the templates provided. No late submissions will be accepted. For personal issues such as illness or emergency situations students may contact the Dean of Students office using the Seeking Options and Solutions resource to identify appropriate accommodations for personal, academic, and social issues. It will be the student’s responsibility to contact both the instructor and the Dean of Students office in writing so that a best course of action can be identified, particularly dealing with any missing assignments as a result of such unexpected circumstances.
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.

Instructor Responsibilities and Feedback
As instructor, my mission is to help students reach their full potential through the development of professional work ethic, ability to meet deadlines, and to grow in knowledge of the field. The content in this course has been designed to prove useful insight for students as they navigate the job market post-graduation, and to prepare students for pursuing their own professional art and design projects. Because academic and professional success is an important outcome for the course, students should feel encouraged to reach out for clarification and further instructions on class projects and assessments. The instructor will provide access to grading rubrics and additional professional resources to enhance the student experience in the course. Any updates to course content and weekly assignments will be posted via the course Announcements page.

Syllabus Change Policy
I reserve the right to make changes to the syllabus, course information, due dates where it seems appropriate. All course changes will be shared on Canvas via the Announcements page.

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/).
Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because 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 in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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 Canvas 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 Canvas 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) 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).
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 [insert administration dates] 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/) or email spot@unt.edu.

Survivor Advocacy
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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/). 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).

**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.

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)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [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 euIDs 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. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

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

Below is a list of additional resources regarding pronouns and their usage:
- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services
- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)