

## ART 4614 – Art and Business

University of North Texas – UNT

College of Visual Arts and Design - Interdisciplinary Art & Design Studies

**Spring 2026**

### Instructor Contact

**Name:** Dr. Letícia Ferreira (pronunciation: Lecheesia Feheda)

**Pronouns:** she/her/hers

**Office Hours:** by appointment via Calendly: <https://calendly.com/leticia-ferreiradesouza-unt/30min>

**Email:** [leticia.ferreiradesouza@unt.edu](mailto:leticia.ferreiradesouza@unt.edu) or message me via Canvas (preferred!)

**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 4614!!

### Course Description

This course introduces students to how art, business, and economics intersect in a variety of settings, including both for-profit (galleries, auction houses, artists' studios, design firms/agencies) and non-profit (museums, municipalities, universities, and arts organizations) entities. Following an introduction to the creative economy and basic terms and concepts, course topics include legal tools & frameworks, strategic marketing, art commerce & value, philanthropy, and different art and design business models. This course emphasizes real-life scenarios and case-studies to develop critical thinking and problem-solving skills, improve oral and written communications, and stimulate interest in the economics of art-related fields.

### Course Objectives

Upon successful completion of this course, learners will be able to:

1. Employ local resources, networks, and connections available for artists and creative entrepreneurs, working in partnership with existing artists and local nonprofit organizations to see their contributions to the local community and economy in practice.
2. Identify and apply key terms, concepts, frameworks, and practical tools used by creative for-profit businesses and non-profit organizations to succeed in creative entrepreneurship.
3. Compose business plans, grant proposals, strategic plans, and cover letters and resumes that critically assess potential challenges and existing markets, and understand how to apply plans within real world situations.

4. Design strategic operational and marketing plans that can be used as a tool to organize, track, and evaluate the progress of an art/design business and/or organization.
5. Create, partner, and network virtually with other major organizations, artists, designers, and creative entrepreneurs in North Texas with the development and promotion of art/design products and services.
6. Assess the role that arts entrepreneurship plays within community development and the enhancement of the creative economy, critically evaluating organizations and programs, and providing suggestions for the future development and growth.
7. Host a virtual professional development opportunity for artists, creatives, designers, and business owners to learn about a specific topic relevant for creative entrepreneurship.
8. Write a creative entrepreneurship guide educating artists and creative businesses on tools, resources, and information relevant for successful creative businesses.

### Course Structure

This is a 100% online course, which means that all content such as videos, lectures, presentations, readings, quizzes and assignments will exist in our virtual Canvas course shell. Other aspects of the course may include active-learning assignments and discussions.

You will complete reflective worksheets and assignments that help to map out career related documents, creative initiatives, business plans, and communication strategies.

Please note that most (but not all!) assignments are due on **Thursdays and Saturdays**. I recommend you take advantage of this constant rhythm of the course and use it to plan and organize yourself.

I recommend you look at each module in the “Modules” section of Canvas, and start at the Learning Objectives document of each, which contain instructions for that module.

**Course Prerequisite (s)** Prerequisites: ART1200, ART1440, ART1450, ART1500, ART1510, ART2350, and ART2360.

### Materials or Required Readings

There is no textbook required for this course. All other materials are available on Canvas.

### Course Canvas & Announcements

All important information and communication will be via Announcements on Canvas. Please make sure to pay attention to the Announcements and to read everything carefully. It is your responsibility to review and stay up to date with the course online.

## Rules of Engagement

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

- 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. Consequences are significant and will be applied immediately.**
- 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.
- 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.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Use standard fonts such as Arial, Calibri or Times new Roman and use a size 10- or 12-point font
- Proofread and fact-check your sources.
- Keep in mind that online posts are permanent, so think first before you type.
- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail

See these [Online Communication Tips](https://digitalstrategy.unt.edu/clear/online-communication-tips.html) (https://digitalstrategy.unt.edu/clear/online-communication-tips.html) for more information.

## 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 me know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [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.

## How to Succeed in this Course

- This course will have a consistent rhythm, as almost all deadlines are on Thursdays and Saturdays. Use this consistency in your favor and plan ahead so you don't miss any deadlines.
- Pay attention to Canvas Announcements, especially to the weekly email that will come out on Sunday mornings.
- This class is designed to help you in your professional path! I recommend you put effort into the assignments and choose to explore topics or ideas that you are actually interested in, using the class to your advantage.
- If you are having issues, please email me to discuss strategies so you can be successful in this course. Often, we can work out together a new plan and students manage to get back in track, but to do that you will need time. Remember, the earlier you start to address any issues, the better. We are all here for each other, but one's lack of planning is not everyone's else emergency. **Reaching out early if you are having issues is essential.**
- Bring your experience with other classes and share information and tips on how to succeed in an online course with each other.

Please check out more tips: [How to Succeed as an Online Student](#) and [Online Students Resources](#).

## Instructor Responsibilities and Feedback

Please feel free to contact me via Canvas (preferred) or email. I respond to messages and emails usually within 24 hours Monday through Friday. Do not expect a response on weekends.

You are encouraged to ask questions and to reach out when needed. Please email me as soon as possible if you need assistance, additional support, or resources during the semester.

Please feel free to schedule a time to meet with me using my Calendly link: <https://calendly.com/leticia-ferreiradesouza-unt/30min>

We will use the same link throughout the semester, so at any time just click on it and schedule a call. If none of the available times work for you, please message me so we can arrange an alternative.

Normally assignments will be graded by the Tuesday or Wednesday after they were due. For larger projects more time may be needed (normally a week). If I have any issues and will need more time to grade, you will be notified via Announcements.

I am here to help you, but it is your responsibility to keep up with the schedule and to reach out for more information/help.

## Student Responsibilities and Expectations

You are responsible to keep up with assignments and deadlines, and to reach out when you have questions.

**Deadlines:** Please submit all assignments by the deadline. Please check the Grading policies for information about late work grade penalties. **Please note:** the final deadline of May 8<sup>th</sup> is an **ABSOLUTE** deadline. This means I cannot accept anything after this date.

**Extraordinary Circumstances:** Life happens, and sometimes things do not go the way we planned; that's ok. It is, however, on **you** to reach out and arrange with me an alternative in the case something happens during the semester that impacts your academic work.

We hope this won't happen, but in the case that your semester seems to be derailing, contact me, your other professors and the appropriate channels at UNT, as soon as possible. We can work with flexibility according to specific emergencies and extenuating circumstances, but we cannot operate miracles.

## AI Policies

Please refer to [UNT's full AI policy](#).

I recommend you check out [the AI Resources Hub at UNT](#).

In this class, I recommend you do all the exercises without any type of Generative AI. Generative AI include but is not limited to Claude, ChatGPT, Gemini. It is important at this point in your life and education to exercise coming up with ideas by yourself. You will be able to use GenAI and other tools

later in school and probably at work, but this is the most time you will have to learn and develop your thinking and design skills by yourself. That said, you are allowed to use GenAI in this class to brainstorm, search for references, and come up with ideas. In other words, the authorized use of GenAI is as a tool, not as an author. Please indicate when you used GenAI in an assignment, and please explain which one you used, and how (eg.: which prompts you used and what were the results). You are NOT allowed to submit work created by GenAI (including sketches, text, images, designs, and other materials) as if it was your work. If there are indications that your work was created using GenAI (as an author, or in the case of the authorized use described above and you did not disclose it) or if your work is flagged as created by GenAI, you will need to schedule a call (if you fail to do so, you will be immediately reported), in which you will be asked to talk about your process, and potentially to provide drafts, design work files, and other materials that show you are the author of the work. Depending on the situation, you may need to re-submit your work for partial credit. If this happens a second time, you will be reported to the Academic Integrity Office for further review. Always reach out if you have any questions about an assignment.

## Course Policies

### Course Schedule

Module	Assignment	Points	Percentage	Deadline
Introduction	1. Introduce Yourself	10 points	1.5%	Jan 17
	2. Start Here Confirmation Quiz	5 points		Jan 17
<b>Module 1:</b> An Introduction to the Creative Economy	1. Creative Economy Quiz	15 points	5%	Jan 22
	2. Contributing to the Creative Economy Worksheet	20 points		Jan 24
	3. Contribution to the Creative Economy Presentation & Discussion	15 points		Jan 29 Jan 31
<b>Module 2:</b> Working in the Creative Economy Planned Speaker: Delaney Vaughn-Smith	1. Working in the Creative Economy Discussion	15 points	13%	Feb 5
	2. Attendance on Career Center Zoom OR reflective essay	15 points		Feb 6 (to be confirmed)
	3. Professional Job Application Materials	100 points		Feb 7

<b>Module 3:</b> For-Profit Art and Design Business <b>Planned speaker:</b> Logan Acton	1. For-Profit Art and Design Business Quiz	15 points	3%	Feb 12
	2. For-Profit Art and Design Business Discussion	15 points		Feb 12 Feb 14
<b>Module 4:</b> About Creative Start-ups: Entering Art and Design Entrepreneurship	1. Business Start-up Quiz	15 points	15.5%	Feb 19
	2. How to Start a Creative Business Worksheet	20 points		Feb 21
	3. Business Plan Workshop Discussion	20 points		Feb 25 Feb 26
	4. Final Business Plan	100 points		Feb 28
<b>Module 5:</b> Planning: How to Make a Budget	1. Making a Budget Exercise	15 points	3%	Mar 5 Mar 7
<b>Module 6:</b> Ethics, Law, Copyright, Trademarks for Creatives	1. Art Law & Ethics Quiz	15 points	2%	Mar 19
	2. Ethics, Law, Copyright, Trademarks for Creative Discussion	20 points		Mar 19 Mar 21
<b>Module 7:</b> Non-profit, cultural entrepreneurship & Social Enterprises <b>Planned speaker:</b> Nitashia Johnson	1. Non-profit & Social Enterprise Quiz	15 points	13%	Mar 26
	2. Creativity as Social Enterprise Discussion	15 points		Mar 26
	3. Non-profit Business Plan	100 points		Mar 31
<b>Module 8:</b> Grant Funding Proposal	1. Art & Money Quiz	15 points	13%	Apr 4
	2. Art Fairs, Festivals & Auctions Discussion	15 points		Apr 4
	3. Grant & Seed Funding Proposal	100 points		Apr 11
<b>Module 9:</b> Strategic Planning & Marketing for Creative Business	1. Strategic Plan Quiz	15 points	13%	Apr 16
	2. Vision Board Discussion	15 points		Apr 16
	3. Strategic Marketing Plan	100 points		Apr 21

<b>Module 10:</b> Professional Presence in the Creative Economy Planned speaker: Kayla Mattes	1. Professional Networking Quiz	15 points	11.5%	Apr 25
	2. For-Profit/Non-Profit Elevator Pitch Discussion	100 points		Apr 30 May 2
<b>Module 11:</b> Interview	1. Interview Options	10 points	6.5%	Jan 29
	2. Interview Questions and Plan	15 points		Mar 19
	3. Interview Answers and Reflection	40 points		May 8
<b>Total Points Possible</b>		1000 points	100%	

*Note: I reserve the right to change the course schedule, assigned readings, and assignments if deemed necessary. You will always be notified via Announcements if that happens.*

### Course Grading

ASSIGNMENT	POINTS POSSIBLE	% OF FINAL GRADE
8 Quizzes (15 points each)	120 points	12%
11 Discussions/Assignments (15 pts mostly, sometimes 20 pts)	160 points	16%
6 Plans/Proposals/ Professional Materials (100 points each)	600 points	60%
2 Worksheets (20 points each)	40 points	4%
Interview Assignment	65 points	6.5%
Introduction (Quiz and Introduce Yourself)	15 points	1.5%
	TOTAL: 1000 points	100%

### Grading

A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)

B: 80-89% (Very Good, impressive work. The student performs above the minimum criteria.)

C: 70-79% (Good, college-level work. The student meets the criteria of the assignment.)

D: 60-69% (Below average work. The student fails to meet the minimum criteria.)

F: 59 and below (Sub-par work. The student fails to complete the assignment.)

## Assignments Policies

### Discussion Assignments Policy

Please note that on top of posting your response to Discussion assignments, you are required to comment on two of your fellow classmate's discussions to receive full credit for the assignment, normally within 2 days. Please check the Course Schedule for detailed information on the deadlines.

Instructions for all discussions can be found on Canvas under discussions and in the specific module. Only PDF files will be accepted in addition to your discussion posts. All discussions must be submitted online via Canvas.

Please submit responses and feedback to your colleagues that are generous and HELPFUL. If their work has elements that are working and/or in accordance with the assignment, say so, and explain why. For example, saying: "this is good" is not super helpful, but demonstrating what in someone's work is good helps them a lot.

In a similar way, if there are things you think could be changed, or that are not totally working, point out in a **generous, kind, and direct** manner, making sure your suggestion is **doable**.

### Worksheets, Plans, and Proposals Format Policy

Several assignments will provide you with a worksheet to respond or fill, please use them. **The only format accepted for these assignments is PDF.** Please DO NOT submit them as Pages, Word doc, or any other format that not PDF.

## Grading Policies

### Late Work

- **All course work must be submitted no later than the due date.**
- Late work will receive a penalty of 5%, (based on an assignment percentage of 100%), for each day that the assignment is late.
- Students with documented evidence of an emergency which prevented them from doing work may present documentation to the professor for consideration for a no-penalty grade.
- Course work will not be accepted after the last day of the term unless arranged as part of a pre-approved course extension. The final deadline is **FINAL**.

**Please note:** Active-duty military students in receipt of Temporary Additional Duty orders (TDY) may be exempted from point deductions if their orders prescribe a return-to-class date that allows for sufficient time to complete the remaining course requirements, which is generally defined as allowing the student

to miss no more than 1/3 of the total semester. Military students with TDY orders shall follow the procedures, found on the [UNT Student Veteran Services](#) to establish new due dates without penalty for projects, assignments, and discussion boards.

### **Late Work Pass**

- Each student in this class receives **3 (THREE) 24h Late Work Passes**. This means you can deliver work 24h late three times during the semester with no grade penalty, and no questions asked. You can combine them, and deliver one assignment 48h late, and one 24h late, for example.
- You **MUST** email me and inform me you are using your Late Work Pass, BEFORE the deadline, otherwise your work will be considered late.
- After you use your three Late Work Passes, I will only accept late work without grade penalties if you have a documented emergency. Therefore, **use your Passes wisely**.
- You cannot use Late Work Passes to deliver work after the semester's final deadline.

### **Resubmission Pass**

- Each student receives 2 (TWO) Resubmission Passes.
- You may resubmit two assignments for an updated grade throughout the semester.
- If you decide to resubmit work, you must do so seven days within the date you received your grade.
- You cannot resubmit anything after the semester's final deadline.

### **Grade & Project Questions**

Please stay in contact and keep up with the course on Canvas. Ask questions before an assignment deadline. The more time given, the better support you will be able to receive. Your questions will also benefit other students in the course, when applicable please post them (and feel free to respond) to the group discussion board.

If you have a question about a grade in the class, please email me to set up individual meeting, as grades cannot be discussed by email. Please note that instructors are not able to adjust grades based on need or desire, etc. and that all grades are assigned according to the syllabus.

I also recommend you share contact information with at least 3 classmates, so that you may reach out to them with questions and/or to share feedback and resources.

### **Attendance and Participation**

This is an online, largely asynchronous course.

Each student is expected to actively contribute to class discussions as this directly relates to real life project management situations. A component of your grade will be based on your discussion involvement. We can all learn from each other's responses and questions so please be respectful both in class and online.

### **Syllabus Change Policy**

The syllabus and course schedule are subject to change with notice. Any changes will be announced via Canvas.

### **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.

## **Technical Requirements & Skills**

### **Technology requirements for the course:**

This is a list of the minimum technology requirements for students:

- Computer
- Reliable internet access
- Microsoft Office Suite or similar
- Adobe Creative Suite or similar
- [Canvas Technical Requirements](#)
- Digital Camera and/or Scanner

The University of North Texas provides student technical support in the use of **Canvas** and other supported resources. The student help desk may be reached at:

#### UNT Help Desk

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

### **Computer Skills & Digital Literacy**

In order to be successful in this course you will also need to:

- Ability to use online Canvas portal
- Access to UNT email
- Download and open documents provided by instructor
- Utilize both online and physical forms of research
- Create and submit files in commonly used programs such as PowerPoint, Word, PDF, etc.

### **Getting Help**

#### **Technical Assistance**

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

**UIT Help Desk:** UIT Student Help Desk site

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

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](#)

### Student Support Services

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

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

Other student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [UNT Food Pantry](https://studentaffairs.unt.edu/dean-of-students/programs-and-services/community-resources/food.html) (https://studentaffairs.unt.edu/dean-of-students/programs-and-services/community-resources/food.html)

## Academic Support Services

- [Online Student Resources](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Lab](#)

## 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 Access (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](#). If you need accommodations, please talk to me in the first week of classes, even if you do not have a ODA letter.

### 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](#) to learn more.

### **Course Content**

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college's practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

### **Access to Information - Eagle Connect**

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

### **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" (from [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](#) or email [spot@unt.edu](mailto:spot@unt.edu).

### **Survivor Advocacy**

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.

## **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 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.

## **Disclaimer**

*The instructor reserves the right to make modifications to the course schedule, assignments, and information throughout the semester. Students will always be notified via Canvas Announcements.*