

This syllabus includes instructor contact information and office hours, textbook information, course description, course objectives, grading components, and the course schedule. It also includes policies and procedures for the course.

**Instructor:** Dr. Laurie Giddens

**Office:** BLB 323A

**Phone:** 940-565-2848

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

**Office Hours:** Wednesday (virtual via Zoom) 9 -10:30 AM & Thursday 3 - 4:30 PM in person

<https://unt.zoom.us/j/5736396037> (Links to an external site.) Meeting ID: 573 639 6037

**Location:** Online

### **Course Description**

As a College of Business foundation course, this course is designed for all business majors. One of the key objectives is to give students an understanding of how technology relates to their chosen field and how it is applied in organizations, as well as to introduce students to the fundamentals of database concepts and development.

### **Course Objectives**

By the end of the course students should be able to:

1. Recognize information systems usage in a business environment
2. Recall information systems terms and concepts in a business environment
3. Demonstrate fundamental database understanding using Microsoft Access

### **Prerequisites**

- BCIS 2610
- You must have a basic knowledge of computer hardware, software, file structures, and processing. You are expected to have a working knowledge of Microsoft Windows, accessing web sites on the Internet, a word processor, and a spreadsheet.

### **Course Materials**

**We will be using Cengage MindTap for the Microsoft Access modules as well as the textbook.**

Our textbooks are *Principles of information systems* by Ralph Stair, and George Reynolds. Cengage Learning, 2013 and *New Perspectives Microsoft Office 365 & Access 2019 Comprehensive*, 1<sup>st</sup> Edition by Mark Shellman and Sasha Vodnik, Cengage Publishing.

Your best option is to purchase Cengage Unlimited (4 months or 1 term). This will give you access to all the material required for the course. You will access the Cengage MindTap platform through a link in Canvas. You do not need a course key to do this. You can purchase this directly from Cengage.

- Bundle ISBN for Principles of Information System with MindTap for Access:
  - Cengage Unlimited 1-term: 9780357700006
  - Cengage Unlimited 1-year: 9780357700013

### **Technology requirements**

In order to access the course material and complete assignments and exams, students will need:

- Computer
- Reliable internet access
- Speakers
- Respondus Lockdown Browser and a Webcam
- Microsoft Office Suite, including Microsoft Access

**Grading** (Dates listed in Course Schedule below and on Canvas)**Grading Assessment**

Component	Weight
3 Exams	50%
4 Access SAM Training	10%
4 Access SAM Projects	20%
Chapter Quizzes	15%
Course Engagement Assignments	5%
TOTAL	100%

**Grading Scale**

Percent	Grade
90.0 % or above	A
80.0 - 89 %	B
70.0 - 79 %	C
60.0 - 69 %	D
Lower than 60.0 %	F

**Course Components****Principles of Information Systems**Exams (50%)

There are three exams; the last exam takes the place of the final exam. Exams are administered through Canvas using Respondus Lockdown Browser and a webcam. No make-up exams will be given without approval from the Instructor.

End of Chapter Quizzes (15%)

Each chapter of your textbook has an assessment (quiz) associated with it on Canvas. You must complete the assessment associated with each chapter of the textbook the week we cover that chapter.

**MS Access (total 30%)**SAM Training (10%)

Each MS Access chapter has a simulation that follows the hands-on exercises in the book. The text, combined with the simulations (hands-on exercises), prepares the student for the MS Access SAM project.

SAM Projects (20%)

There is an assignment due for each chapter in Access. The assignments and any necessary files are located in Cengage MindTap. MindTap also contains additional study material, such as video and audio PowerPoints. The assignment is to be completed offline using the Access software. After you complete the assignment, you will upload the assignment to Cengage. The system will auto-grade the assignment and provide feedback. You will be given an additional attempt to correct and resubmit the assignments for a higher grade. The system keeps a record of every assignment ever submitted and has the ability to flag integrity violations. If an integrity violation is identified, both students will receive an automatic 0 for the assignment.

**Course assignments (total 5%)**

There are 3 - 5 course engagement assignments to help each student engage with the course material and reflect on their learning in the course. These assignments will be posted in Canvas.

**GENERAL INFORMATION ABOUT BCIS 3610 SOFTWARE**

1. As a UNT student, you can download a FREE copy of Windows 10 and a FREE copy of Microsoft Office 365 on up to 5 computers (MAC or PC). You can download this software at <https://aits.unt.edu/support/office365apps>  
However, Microsoft Access is NOT available for MACs.
2. If you do not have a PC or cannot download Microsoft Access, you can use MS Access in the Ryan College of Business computer labs on BLB's first floor or you can access the UNT virtual lab: <https://academictechnologies.unt.edu/services/computer-labs/request/remotely-connect-mylab-virtual-computer-lab>
3. 3610 Tutors work in the CoB and are located on the bottom level of the BLB. All BCIS tutors can help you with 3610 questions. CoB posts the tutors' office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site (<http://www.cob.unt.edu/lab>). Schedules and meeting room numbers will be posted on Canvas during the first week of class.
4. The UNT Computing Support Helpdesk for general computing problems or problems with your website account is in Sage Hall, Room 330. Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu), telephone 940-565-2324
5. Students will take the exams through Canvas using Respondus Lockdown Browser. The student may be asked to show a thorough 360-degree view of their exam environment when using test monitoring software.
6. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

**A Note About Assignment Dates**

There are three dates for assignments in Canvas: Available, Due, and Available Until. The dates for the assignments are established with the following objective:

Available Date: All assignments except for exams are available for you to work on as soon as the course starts on August 29, 2022

Due Date: This is the date that the assignment is due based on the schedule I've established for you. My objective is to give you due dates that enable you to do the coursework over the semester.

Available Until Date: This is the date that the assignment actually closes, so that you cannot work on it. Chapter Quizzes are available until the night before the exam that covers those chapters. Microsoft Access assignments are available for the entire fall term through December 11, 2022. Therefore, if you get a little behind, you can do the assignment "late". There are no penalties for late submissions of assignments. The due dates are set for your planning purposes. However, you cannot do an assignment after it is closed.

**Course Schedule – See Canvas for Exact Due Dates/Times.**

<b>Date</b>	<b>Topic / Reading</b>	<b>Assessment Due</b>
Week 1 Aug. 29	<ul style="list-style-type: none"> <li>Course Introduction</li> <li>An introduction to Information Systems – Ch. 1</li> <li>All Microsoft Access assignments &amp; chapter quizzes for the entire semester are available on the first day of class</li> </ul>	<ul style="list-style-type: none"> <li>Assignment 1 – Syllabus Quiz</li> <li>Chapter 1 Quiz</li> </ul>
Week 2 Sept. 5	<ul style="list-style-type: none"> <li>MS Access Module 1: Creating a database</li> <li>Information systems in organizations – Ch. 2</li> </ul>	<ul style="list-style-type: none"> <li>Access Module 1 SAM Training</li> <li>Chapter 2 Quiz</li> </ul>
Week 3 Sept. 12	<ul style="list-style-type: none"> <li>Software and mobile applications – Ch. 4</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Access Module 1 SAM Project 1</li> <li>Chapter 4 Quiz</li> </ul>
Week 4 Sept. 19	<ul style="list-style-type: none"> <li>Database systems and big data – Ch. 5</li> <li>Chapter Quizzes 1,2,4,5 close Sunday at 11:59 pm</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 5 Quiz</li> <li>Assignment 2 (Respondus Practice Test)</li> </ul>
Week 5 Sept. 26	<b>Exam 1 (Open Sept. 26 – Oct. 2)</b>	
Week 6 Oct. 3	<ul style="list-style-type: none"> <li>Networks and cloud computing– Ch. 6</li> <li>MS Access Module 2: Building a database and defining table relationships</li> </ul>	<ul style="list-style-type: none"> <li>Access Module 2 SAM Training</li> <li>Chapter 6 Quiz</li> </ul>
Week 7 Oct. 10	<ul style="list-style-type: none"> <li>Enterprise Systems – Chapter 8</li> </ul>	<ul style="list-style-type: none"> <li>Access Module 2 SAM Project 1</li> <li>Chapter 8 Quiz</li> </ul>
Week 8 Oct. 17	<ul style="list-style-type: none"> <li>Business intelligence and analytics – Ch. 9</li> <li>MS Access Module 3: Maintaining and querying a database</li> </ul>	<ul style="list-style-type: none"> <li>Access Module 3 SAM Training</li> <li>Chapter 9 Quiz</li> </ul>
Week 9 Oct. 24	<ul style="list-style-type: none"> <li>Knowledge Management &amp; Specialized IS – Ch. 10</li> <li>Chapter Quizzes 6,8,9,10 close Sunday at 11:59 pm</li> </ul>	<ul style="list-style-type: none"> <li>Access Module 3 SAM Project 1</li> <li>Chapter 10 Quiz</li> </ul>
Week 10 Oct. 31	<b>Exam 2 (Open Oct. 31 – Nov. 6)</b>	
Week 11 Nov. 7	<ul style="list-style-type: none"> <li>Strategic planning and project management – Chapter 11</li> <li>MS Access Module 4: Creating forms and reports</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 11 Quiz</li> </ul>
Week 12 Nov. 14	<ul style="list-style-type: none"> <li>System acquisition and development – Ch. 12</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 12 Quiz</li> <li>Access Module 4 SAM Training</li> </ul>
Week 13 Nov. 21	<ul style="list-style-type: none"> <li><b>Thanksgiving</b></li> <li>Complete Outstanding SAM Modules (if needed)</li> </ul>	
Week 14 Nov. 28	<ul style="list-style-type: none"> <li>Cybercrime and info systems security – Ch. 13</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 13 Quiz</li> <li>Access Module 4 SAM Project 1</li> </ul>
Week 15 Dec. 5	<ul style="list-style-type: none"> <li>Ethical, legal and social issues– Ch. 14</li> <li>Chapter Quizzes 11,12,13,14 close Sunday Dec. 11 at 11:59 pm</li> <li>All MS Access assignments close Sunday, Dec. 11 at 11:59 pm</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 14 Quiz</li> <li>Assignment 3 (Course Reflection)</li> </ul>
Week 16 Dec. 12	<b>Exam 3 (Final Exam) will be open during Monday, Dec 12 – Dec. 13 ONLY as per the UNT Final Exam Schedule <a href="https://registrar.unt.edu/exams/final-exam-schedule/fall">https://registrar.unt.edu/exams/final-exam-schedule/fall</a></b>	<ul style="list-style-type: none"> <li>Exam 3 Covers Chapters 11-14</li> </ul>

**Statement on Responsibilities of BCIS Lab Tutors**

The BCIS Department employs tutors, located on the ground floor of the BLB to assist students with their course material. As the above definition indicates, a tutor's position does not entail performing tasks for students or giving them specific, step-by-step instructions. This department defines the tutor's role as helping students solve their own problems, not doing the assignments for them. We believe the learning process is enhanced through the problem-solving process.

Accordingly, the responsibilities of the student and the tutor are as follows:

**STUDENT:** Prior to asking for assistance, the student must:

1. Have read the material on which the assignment is based,
2. Have made a valid attempt on the assignment,
3. Be prepared to tell the tutor what steps he/she took to arrive at their current predicament,
4. Have made an attempt to solve the problem on his/her own,
5. Have all the documentation associated with his/her attempt to solve the problem, and
6. Be prepared to use the advice given to find a solution.

**TUTOR:** To assist the students, the tutor will:

1. Be familiar with the software and the project assignments,
2. Be punctual and courteous in their dealings with students,
3. Help the student identify the cause of their problems, and
4. Make suggestions to guide the student to a solution to their problem.

*The tutor does not touch or do anything to the hardware in the computer labs.*

**Technical Assistance**

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

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

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

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 330

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

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

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

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

## **Course Policies and Procedures**

**Late Submission Policy:** All assignments are due on or before the due date in Canvas. For MS Access assignments and Chapter quizzes, late submissions will be accepted until the “available until” date in Canvas. There is no penalty for late work that is submitted prior to the available until date. However, no assignments will be accepted after the assignment is closed on Canvas.

**Incomplete Grades:** A grade of “I” will be given only in *exceptional* circumstances to **passing** students, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

## **Professional Communication**

Students will communicate with the instructor verbally during office hours or appointments and in writing using professional language. All written communication will be composed using proper grammar and spelling. All electronic communication will be conducted over email or through messages on Canvas. All student emails to the instructor will be sent from the student’s official UNT email with a subject line starting with: BCIS 3610: <Type of concern>. The email should address the instructor professionally, such as Dear Dr. Giddens, and there should be a signature with the student’s full name. Emails sent in violation of these guidelines will be ignored. All grade-related questions and concerns need to be communicated in writing over email. Any grade-related emails should only contain information relevant to the grade in question. I will respond to emails within 24 hours, but I typically respond sooner. During weekends or on holidays, I will respond by the next business day.

## **ODA Accommodations**

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

## **Academic Integrity**

This course adheres to the UNT policy 06.003, on student academic integrity. The policy can be found at <http://vpaa.unt.edu/fs/resources/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.

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

### Penalty for academic integrity violations

Students found to be in violation of academic integrity standards will incur penalties ranging from a failing grade of a specific assignment to a failing grade in the course. Cheating on an exam or assisting others in cheating, misrepresenting others' work as your own, and severe plagiarism (over 30% similarity on the project) will result in a grade of **F** in the course. All academic integrity violations will be reported to the Academic Integrity Office.

The UNT's Student Standards of Academic Integrity policy defines cheating as: *The use of unauthorized assistance in an academic exercise, including but not limited to:*

1. *Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;*
2. *Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;*
3. *Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;*
4. *Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;*
5. *Any other act designed to give a student an unfair advantage on an academic assignment.*

The university's policy defines plagiarism as the *"Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:*

1. *The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.*
2. *The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.*

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

A few key points to remember:

1. If you can google, I can google. You are not receiving course credits for being the best web-crawler (looking for answers in the website). The course credit is for mastering the content and understanding how to apply in your career.
2. If you think you are doing something that is not right, then most probably it is not right. Ask the instructor or the tutor before proceeding that route.
3. Individual activities must be completed individually, and group activities as a group.
4. Give credit to your sources (data, article etc.), cite the source and acknowledge the help you receive – it will solve much of these issues. The instructor will grade based on your contribution.
5. Remember every online activity in Canvas is monitored.

Any instance of academic misconduct will also be reported to the Dean of Students as outlined in UNT's policy.

### Assignment Feedback and Grade Disputes

Assignments, quizzes, and exams are graded within one week of the due date. For larger projects, I will announce when students can expect the project to be graded. All grades and feedback are posted on Canvas. I encourage you to check your grades on Canvas regularly and email the instructor within one week if you have any issues of questions about the grade so we can resolve any grade issues.

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

**Syllabus Change Policy**

Course assignments and content may change to adapt to the course pace and COVID-19 and/or UNT course policies. I will notify the students both in class and on Canvas through the announcement page when and if any changes are made.

**Respondus Lock-Down Browser/Monitor Policy**

Unless otherwise specified by the instructor, exams can be taken from any location that is quiet, free from distraction, and private. All other rules that would normally apply when taking an in-person exam still apply.

**IMPORTANT:** Respondus Monitor uses an Artificial Intelligence (AI) algorithm for face recognition and the detection of eye movement to red-flag irregularities during the exam. Upon completion of your exam, the privacy-protected recording will be reviewed to determine whether exam policies were followed and if any academic dishonesty has occurred.

**Prior to Accessing the Exam**

1. Respondus Monitor will flag situations in which your face is not visible to the camera. As such, you should take care of all necessary activities that might disrupt your exam before you begin (use the restroom, get a drink, etc.). If there is an emergency or other extenuating circumstance that requires you to leave the frame, please briefly explain the issue by speaking directly to the webcam.
2. You will be required to show your ID during the exam startup sequence, so please ensure that you have your UNT Student ID out and ready.
3. Make sure your computer is fully charged or plugged in prior to starting your exam.
4. Take the exam in a well-lit room. Though your screen is bright enough for you to see, the room must be bright enough for the camera to see your face and environment clearly. Also, please avoid having light coming from windows directly behind you.
5. Sunglasses, earphones, hats, and headsets are not allowed during online exams. Remove these items from your immediate vicinity.
6. Similarly, clear up your exam space of notes, textbooks, cell phones, iPods, pads, glasses, papers, and other items, etc. Turn off any other monitors or electronic devices and remove them from your immediate vicinity.
7. Pets can be distracting, and your exam time is limited, so take your exam in a pet-free zone.
8. Find a hard, stable surface such as a desk on which to take your exam.

**During the Exam Startup Sequence**

1. When prompted by the system, show your environment thoroughly. That means, please show a full 360-degree view.
2. It may take a few moments for the exam to open, but remember, the camera is already recording because you've just "shown your environment." Do not reach out for anything or get up and walk away, as those things will most certainly be flagged.

**While Taking the Exam**

1. If, for some reason, you absolutely must move out of the view of the camera, you must both explain why you left the frame and complete a second environment recording.



2. Keep your eyes on your exam paper (i.e., computer screen) when taking the exam. The webcam and computer will detect your eye movements and red-flag irregularities if you show inappropriate eye movements.
3. Absolutely no communication of any kind will be allowed during the exam, e.g., don't read the exam questions aloud to yourself.
4. If you exit the exam without finishing it, you will not be able to reopen it. Any questions you do not answer will receive a grade of 0.

## **UNT Policies**

### **Academic Integrity Policy**

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 accommodations 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/).

### **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. Coursework 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 students' records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy, 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 classrooms, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

**Access to Information - Eagle Connect**

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

**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](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

**Student Verification**

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

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

**Use of Student Work**

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

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

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Download the UNT System Permission, Waiver and Release Form.

### **Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of the recordings for future class offerings must notify students in 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.

### **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>)
- [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.*

#### **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/>)