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  
**Office Hours:** Wednesday (virtual via Zoom) 9 – 10:30 AM & Thursday 3-4:30 pm in person  
https://unt.zoom.us/j/5736396037  
I am also available to chat if you email me with some suggested days/times, we can coordinate a zoom or phone call.  
**Classroom:** BLB 260

**Textbook:**  
*Managing and Using Information Systems*, Pearson, Keri; Saunders, Carol; and Galletta, Dennis, Wiley, (2016).  
ISBN: 978-119-2444228-8 (BRV)

**Course Description and Objectives:**

The role of information technology in business continues to grow and the role of the IT leader is changing. Innovations are allowing firms to create new business models, build new businesses processes, and transform the conduct of business. Over the last two decades, the growth of the Internet, globalization, social media, big data and the internet of things and the rise of digital transformation have all heightened the importance of information technology. 

As the dependence of the business on IT grows there has been continual debate about the real value of IT and how to realize the benefits that are always promised. All these factors have raised the visibility and expectations of the Chief Information Officer (CIO) and her leadership team. IT professionals are expected to know more about the business and business professionals are expected to understand IT capabilities.  

The objective of this course is to provide an overview and an understanding of the issues involved in the management of information and information system (IS) assets in and for organizations. The course examines a broad range of issues and problems associated with the management, information technologies, data, and digital transformation. The course focuses on managerial rather than technical issues and views information systems from the perspective of managers at all levels – from strategy and the boardroom to operations and the front line. 

A key component of this course is your interaction with guest speakers who are key executives that serve in either an IT role or who are closely associated with IT organizations. The objective of these interactions is for the student to come away with both an academic-oriented and practitioner-oriented perspective of IT/IS Management. It is your responsibility to read all assigned materials prior to class and to be prepared to participate actively in class discussions. You are responsible for all assigned materials whether they are addressed directly in class or not.

**Technology requirements**

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

- Computer
- Reliable internet access
- Speakers
- Webcam
- Microsoft Office Suite
Grading (Dates listed in Course Schedule below and on Canvas)

Students will be evaluated on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>2 Exams (Exam 1 – Chapters 1-5, Exam 2 – Chapter 6-7,11-13)</td>
<td>200</td>
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<tr>
<td>Group Project (Executive Report &amp; Presentation)</td>
<td>200</td>
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<tr>
<td>Homework Assignments (4)</td>
<td>50</td>
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<tr>
<td>Class Participation &amp; Professionalism</td>
<td>50</td>
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<tr>
<td>TOTAL</td>
<td>500</td>
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Grading Scale

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<tr>
<th>Percent</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90.0 % or above</td>
<td>A</td>
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<tr>
<td>80.0 - 89 %</td>
<td>B</td>
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<tr>
<td>70.0 - 79 %</td>
<td>C</td>
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<tr>
<td>60.0 - 69 %</td>
<td>D</td>
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<tr>
<td>Lower than 60.0 %</td>
<td>F</td>
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</tbody>
</table>

Course Components

IMPORTANT: You must complete the Syllabus Review survey and the Code of Ethics Surveys in Canvas

Exams (40% of grade): There will be two exams that will test your understanding of the concepts and definitions from the textbook chapters. These exams will be 50 questions and Multiple Choice or True/False format and short answer. You will have 60 minutes to complete the exam.

Class Participation & Professionalism (10% of grade): In-person class attendance is expected. This course is designed for students to read the chapters prior to each class. Classes will consist of case discussions, guest speakers, and group work. As such, your participation and contribution to the class is crucial. It is especially important when we have guest speakers who are senior IT executives as their experience and wisdom are priceless to you as you embark on the next phase of your professional career. Each class will have an in-class assignment and/or a discussion of the assigned cases in each chapter. The chapter material is incorporated into the cases and discussion questions. You need to prepare to discuss these cases each week in class. You gain participation points by being in class, on time, and participating in the class discussions. More than 3 absences without a documented medical reason may reduce your overall points by ½ a letter (25 points) and more than 6 absences may reduce your grade by 1 letter (50 points). Coming to class late (defined by the instructor as 6:35 pm or after) more than 3 times may reduce your overall points by (15 points) and more than 6 times may reduce your overall points by ½ a letter (25 points). In addition, if you must miss a class, you remain fully responsible for all material, changes in the schedule, and other information given during class. Two of the class participation grades will be dropped. Participation points will be posted in Canvas after each class.

Homework Assignments (10% of grade): There are four homework assignments that include two peer evaluations and two professional development assignments. The instructions for these assignments are posted on Canvas.

Semester Group Project (40% of grade):

For the semester project students will work on a team with a project sponsor and conduct an information systems consulting or research project for a real-world technology problem. Detailed requirements for each deliverable will be posted on Canvas. Each team will submit a final report, present findings to the sponsor, and complete interim deliverables.
Report: Each group will write a report (1-1.5 spaced, 1-inch margins, 15-20 pages excluding cover page, graphics, and references) describing the findings from each phase including the methodology used during each phase. The report should look like a report, not a research paper.

At a minimum, the report should include:

1) Cover page with your team #, team members names and title of your report (also insert page numbers at bottom of pages)
2) An executive summary
3) Findings & methodology from phase 1
4) Findings & methodology from phase 2
5) Findings and recommendations from phase 3
6) Reference section

The audience of this report is the project sponsor. The goal is to address the deliverables and goals of the project scope. The report must cite sources with in-text citations and include a reference section using Chicago style (or other standard citation style). This is a business report so language should be succinct, professional, and free from grammatical errors. The report must reference at least one concept or theory from the course material concepts. Also, the report should be well-organized and easy-to-follow.

Presentation: Each group will conduct a 15-minute presentation to provide an overview of the report. The presentation should include an agenda, introduction, body, and conclusion with recommendations. The presentation should summarize your report and should include an attention-grabbing introduction and engage the audience. Each member of the group is required to present during the presentation.

Extra Credit: I may provide extra credit opportunities throughout the semester. These opportunities will be posted on Canvas and must be completed by the due dates. Extra credit will not be awarded for more than 10 points (2% of the grade).

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)
Email: 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)
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings/Assignments</th>
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<tbody>
<tr>
<td>Week 1</td>
<td><strong>Course Introduction &amp; Overview (in-class ice breaker)</strong></td>
<td>- Read Syllabus and Course Policies on Canvas</td>
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<tr>
<td>Aug. 29</td>
<td>Why IT Projects Fail</td>
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<td>Trends in the IS Industry</td>
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<td>Week 2</td>
<td><strong>Ch. 1 IS Strategy Triangle</strong></td>
<td>- Chapter 1</td>
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<td>Sept 5</td>
<td>Group Formation, Using Microsoft Teams</td>
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<td>Week 3</td>
<td><strong>Ch. 2 Strategic Use of Information Resources</strong></td>
<td>- Chapter 2</td>
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<td>Sept 12</td>
<td>Project Topics</td>
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<td>Week 4</td>
<td><strong>Ch. 3 Organizational Strategy and Information Systems</strong></td>
<td>- HW 1: Ted Talk</td>
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<td>Sept. 19</td>
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<td>- Chapter 3</td>
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<td>Week 5</td>
<td><strong>Ch. 4 Digital Systems and the Design of Work</strong></td>
<td>- Chapter 4</td>
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<td>Sept. 26</td>
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<td>Week 6</td>
<td><strong>Ch. 5 Information Systems and Business Transformation</strong></td>
<td>- Chapter 5</td>
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<td>Oct. 3</td>
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<tr>
<td>Week 7</td>
<td><strong>Exam 1 (Chapters 1-5) in class</strong></td>
<td>- HW 2: Mid-term Peer Evaluations via Teammates</td>
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<tr>
<td>Oct. 10</td>
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<tr>
<td>Week 8</td>
<td><strong>Ch. 6 Architecture and Infrastructure</strong></td>
<td>- Chapter 6</td>
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<td>Oct. 17</td>
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<td>Week 9</td>
<td><strong>Ch. 7 IS Security</strong></td>
<td>- Chapter 7</td>
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<td>Oct. 24</td>
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<td>Week 10</td>
<td><strong>Ch 11: Managing IT Projects</strong></td>
<td>- Chapter 11</td>
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<td>Oct. 31</td>
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<tr>
<td>Week 11</td>
<td><strong>Ch 12: Business Intelligence, Knowledge Management, and Analytics</strong></td>
<td>- Chapter 12</td>
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<td>Nov. 7</td>
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<td>- HW 3: Job Posting</td>
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<tr>
<td>Week 12</td>
<td><strong>Ch 13: Privacy and Ethical Considerations of Information Systems; Section 230</strong></td>
<td>- Chapter 13 &amp; Section 230 Reading</td>
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<td>Nov. 14</td>
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<tr>
<td>Week 13</td>
<td><strong>Thanksgiving – No Class</strong></td>
<td>- Work on Group Projects</td>
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<td>Nov. 21</td>
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<td>Week 15</td>
<td><strong>Student Presentations Final Peer Evaluations Managing IT Careers</strong></td>
<td>- Group Projects Due (Report and Presentations)</td>
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<td>Nov. 28</td>
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<td>- HW 4: Final Peer Evaluations via Teammates</td>
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<tr>
<td>Week 16</td>
<td><strong>Course Wrap-Up</strong></td>
<td>- EXAM 2 In Class</td>
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<tr>
<td>Dec 5</td>
<td><strong>Exam 2 In Class (Chapters 8-9, 11-13)</strong></td>
<td>- Course Evaluation</td>
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<tr>
<td>Dec. 12</td>
<td><strong>Final Exams Week</strong></td>
<td>- <a href="https://registrar.unt.edu/exams/final-exam-schedule/fall">https://registrar.unt.edu/exams/final-exam-schedule/fall</a></td>
</tr>
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</table>

**Course Policies and Procedures**

**Class attendance and participation:** In-person class attendance is expected. This course is designed for students to read the chapters prior to each class. Classes will consist of case discussions, guest speakers, and group work. As such, your participation and contribution to the class is crucial. No standard accommodations for non-attending students will be provided. Students are expected to come on time and stay for the duration of each class. It is critical that you not only attend class meetings but are fully engaged and participating in such meetings. Excessive absences and failure to participate will impact your grade. Specifically, more than 3 absences without a documented medical reason may reduce your overall points by $\frac{1}{2}$ a letter (25 points) and more than 6 absences may reduce your grade by 1 letter (50 points). Coming to class late (defined by the instructor as 6:35 pm or after) more than 3 times may reduce your overall
points by (15 points) and more than 6 times may reduce your overall points by ½ a letter (25 points). In addition, if you must miss a class, you remain fully responsible for all material, changes in the schedule, and other information given during class.

**Professional Communication:** Students are expected to 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 4690: <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 (not on canvas) with the subject line: BCIS 4690: Grade Concern. Any grade-related emails should only contain information relevant to the grade in question. Any references to your grades in other courses, or the impact of the grade on your overall academic standing are irrelevant and will result in the grade concern being dismissed. 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. For more information on writing a professional email, see “How to Write a Professional Email” under the Surviving and Thriving in College module in Canvas.

**Late Submission Policy:** All assignments are due on or before the due date in Canvas. Late submissions will not be accepted after the due date unless

**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).

**Group Work Policy:** Students are expected to contribute to the group project. All students will complete a mid-term and final peer evaluation for their group members on a 1-5 scale. Team members averaging 4 or above will receive no penalty. Team members averaging between 2 and 3 will receive a penalty equivalent to 25-50% of the possible grade. Team members averaging between 1 and 2 will receive a penalty equivalent to 50-100% of the possible grade on the group report.

**ODA Accommodations**

The University of North Texas makes reasonable academic accommodation 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 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](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](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 re-submission 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.

**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.

**Syllabus Change Policy**

Course assignments and content may change to adapt to 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.

**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 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 if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

**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 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.

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.
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)
- 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://edu.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)