# PADM 3020 Public Management

## **Instructor Contact**

**Name: Lowell Johnson**

**Pronouns: He/Him/His**

**Office Location: Chilton 114 F**

**Office Hours: MW 3:oo pm (1500) to 5:00 pm (1700) and by appointment**

**Email: Lowell.Johnson@unt.edu**

**Communication:** I prefer you email me through the Canvas learning management system**.** Use the Inbox button in Canvas to email me. When you send your message, it will go to my UNT  email address. The Inbox button (represented by the “box with sheet of paper sticking up out of it” icon) is located on the left side of your computer screen after you logon to Canvas. I will make every effort  to respond to your message within 24 hours.  Students may also email me at the above listed email address, but the volume of email I receive sometimes makes it difficult to keep track of it.

## **Welcome to UNT!**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. The Department of Public Administration believes in the fundamental principles of life, liberty, equality, equity, and in doing good to all people as we serve our students and the public interest.

·         We believe in the importance of diversity and inclusion.

·         We believe in fairness and equity for all faculty and students in and out of class.

·         We believe in mutual respect and civility for all students and faculty.

·         We believe that faculty and students have a right to a redress of grievances.

·         We believe that students and faculty should be actively engaged in good works.

UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

## **Course Description**

**PADM 3020:** Introduction to organization and management theories and practices as they concern federal, state, and local governments.

**Course Structure**

PADM 3020 meets face to face Mondays and Wednesdays, 1 pm (1300) – 2:20 pm (1420). The current classroom location is Life Sciences A106. The Canvas learning management system for the class will be divided into modules with the proposed discussion listed within each Module. Any additional outside reading, either required or suggested, will be linked in the specific Module. The class is scheduled for sixteen (16) weeks, January 18th, 2022 through May 13, 2022.

## **Course Prerequisites or Other Restrictions**

There are no listed course prerequisites for PADM 3020.

## **Course Objectives**

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

1. Explain the general practice of leading and managing high-performance public organizations.

2. Identify fundamental changes in management over time.

3. Discuss the role of strategy for effective public managers.

4. Apply various techniques and tools for improving the performance of public organizations.

5. Critically evaluate how performance issues affect one’s organization.

6. Suggest courses of action for improving performance in public organizations.

## **Materials**

The required reading for PADM 3020 is:

Text

Description automatically generated

“Managing Human Behavior in Public and Nonprofit Organizations" - Robert B. Denhardt, Janet V. Denhardt, Maria P. Aristigueta and Kelly C. Rawlings. IBSN 978-1-5063-8266-1. 5th Edition 2020 by CQPress.

There will be one additional required reading, as chosen by the student from a prepared list. This reading will be the focus of the final paper due in the class.

There may be additional recommended readings listed in the appropriate Canvas Modules. These readings, while not required, may help you better understand the text. The readings may also be a beneficial aid to you in writing the required essays and final paper.

## **Teaching Philosophy**

## As you will quickly notice, I am a high energy, engaging professor. I expect students will each come to class prepared to discuss the module listed readings. I suspect we will sometimes get off on a related tangent. When we do, I expect the class to be decorous and respectful of each other’s ideas and comments. Please read the “Rules of Engagement” listed below and be prepared to participate within their constraints.

## Students should expect from me an understanding of the “Why’s and How’s” of Public Management. My background and experiences provide me with a unique insight into governmental management, both from an operational and elected leadership viewpoint. I fully believe Barbara Jordan’s statement:

*"What the people want is very simple - they want an America as good as its promise."*

## **Course Technology & Skills**

### Minimum Technology Requirements

* Computer
* Reliable internet access
* Speakers
* Microphone
* Plug-ins
* Microsoft Office Suite
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

* Using Canvas
* Using email with attachments
* Using presentation and graphics programs

### **Technical Assistance**

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

**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 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](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### **Rules of Engagement**

Because the class is based on face-to-face open discussion of the presented reading material, I ask we all respect these Rules of Engagement during our discussions. See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Here are the 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.

## **Course Calendar**

|  |  |  |
| --- | --- | --- |
| Month and Day | Discussion | Assignment |
| January 2022 |  |  |
| Wednesday January 19 | Class Overview and Expectations |  |
| Monday January 24 | Org. Behavior | Chapter 1 |
| Wednesday January 26 | Org. Behavior | Article selection made |
| Monday January 31 | Self-Awareness | Chapter 2 |
| February 2022 |  |  |
| Wednesday February 2 | Self-Awareness |  |
| Monday February 7 | Innovation | Chapter 3 |
| Wednesday February 9 | Innovation | Essay #1 due 1:00 pm (1300) |
| Monday February 14 | Stress | Chapter 4 |
| Wednesday February 16 | Decision Making | Chapter 5 |
| Monday February 21 | Decision Making |  |
| Wednesday February 23 | Motivation | Chapter 6 |
| Monday February 28 | Leadership | Chapter 7  Rough draft of selected article  Due 1:00 PM (1300) |
| March 2022 |  |  |
| Wednesday March 2 | Leadership |  |
| Monday March 7 | Power and Politics | Chapter 8 |
| Wednesday March 9 | Power and Politics | Essay #2 due 1:00 pm (1300) |
| Monday March 14 | SPRING BREAK | NO CLASS |
| Wednesday March 16 | SPRING BREAK | NO CLASS |
| Monday March 21 | Effective Communications | Chapter 9 |
| Wednesday March 23 | Effective Communications |  |
| Monday March 28 | Work Groups in Organizations | Chapter 10 |
| Wednesday March 30 | Work Groups in Organizations |  |
| April 2022 |  |  |
| Monday April 4 | Managing Conflict | Chapter 11  Essay #3 due 1:00 pm (1300) |
| Wednesday April 6 | Managing Conflict |  |
| Monday April 11 | Managing Conflict |  |
| Wednesday April 13 | Org. Culture and Change | Chapter 12 |
| Monday April 18 | Org. Culture and Change |  |
| Wednesday April 20 | Representing the Organization | Chapter 13 |
| Monday April 25 | Representing the Organization |  |
| Wednesday April 27 | Managing Behavior in the Public Interest | Chapter 14 |
| May 2022 |  |  |
| Monday May 2 | Final Paper Discussion |  |
| Wednesday May 4 | Reading Day | Article Review Due 1PM (1300) |
| Monday May 9 | NO CLASS | EXAM WEEK |
| Wednesday May 11 | NO CLASS | EXAM WEEK |

Course Grading

The course will be graded on a 1000-point scale, according to the rubric to follow.

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

|  |  |
| --- | --- |
| Assignment | Points |
| Essay #1 Due 2/9/2022, 1:00 pm (1300) | 200 points |
| Essay #2 Due 3/9/2022, 1:00 pm (1300) | 200 points |
| Essay #3 Due 4/4/2022, 1:00 pm (1300) | 200 points |
| Proposal of Chosen Article Due  1:00 pm (1300) | 100 points |
| Final Paper Due May 4, 2022  1:00 pm (1300) | 300 points |
| Total points available | 1000 |

*Please note, there are no exams in this class.* I believe it is important for the student to be able to apply the knowledge learned throughout the course. A memorization exam does not demonstrate the ability to apply this knowledge.

The Essays are to be 500 words in length, twelve (12) font Calibri style, double spaced, with one (1) inch margins. Each will be in response to the prompt I will post in Canvas. The writing prompt I will provide will be germane to what was previously covered in the section.

**Grading Rubric**

Each essay will be graded in the following manner:

|  |  |
| --- | --- |
| Item | Point value |
| Proper Sentence Construction,  Spelling, and punctuation | Total 50 points |
| Logical presentation, including an introductory paragraph, the body paragraphs, and a conclusion paragraph | Total 50 points |
| Question answered using the text readings as a basis for the argument. | Total 100 points |
| Total possible score | 200 points |

While it is understood the text materials for the previous Module’s discussions will be used as a basis for the essay, it is a good practice to properly reference all materials reviewed. Should a quote or an idea from the text be used, the text should be cited in the essay. Again, this is a best practice technique. All references should be noted in a reference section following the body of the essay.  **Any references used do not apply to the word count.**

References should be presented in APA 7th style. The examples below are properly styled:

Text:

Denhardt, R. B. (2020). *Managing human behavior in public and nonprofit organizations* (Fifth edition ed.). SAGE.

Article:

Eisinger, P. (2000). The Politics of Bread and Circuses: Building the City for the Visitor Class. *Urban Affairs Review, 35*(3), 316-333. 10.1177/107808740003500302

Online source:

Bloomberg News, K. W. (2012, ). Texas schools borrow to build football shrines. *Journal Gazette, the (Fort Wayne, IN)* <https://infoweb-newsbank-com.libproxy.library.unt.edu/apps/news/document-view?p=AWNB&docref=news/1417555B615EA5F8>

The final paper is to be no more than 1500 words in length, twelve (12) font Calibri style, double spaced, with one (1) inch margins. The prompt will be the article chosen by the student earlier in the semester. The completed review should include discussion of the theories reviewed in class, as well as the author’s position on the theories. The submission will be graded in the following manner:

To help student’s plan, I require each student to turn in a one sentence statement notifying me which of the topic questions they are choosing to explore. This statement is due no later than the date listed in the class calendar above.

**Grading Rubric**

|  |  |
| --- | --- |
| Item | Point value |
| Proper Sentence Construction,  Spelling, and punctuation | Total 50 points |
| Logical presentation, including an introductory paragraph, the body paragraphs, and a conclusion paragraph | Total 75 points |
| Incorporating themes and theories from the class in their discussion | Total 150 points |
| Proper creation and use of a bibliography in APA 7th style | Total 25 points |
| Total possible score | 300 points |

***The same reference requirements apply to the final paper.***

To help student plan, I require each student to turn in an outline or rough draft of the article they chose study. The outline or rough draft is due no later than the date listed in the class calendar above.

## **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. The Spring 2022 SPOT evaluations will be open April 18 - May 5.

**Course Policies**

**Face Coverings**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines.  Face covering guidelines could change based on community health conditions.

**Attendance**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course.  It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals.  Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fsymptoms.html&data=04%7C01%7CLowell.Johnson%40unt.edu%7C0c73a55d0e274b7537cb08d95c32b069%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637642195035207558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=2fByVHQmS3SK4R%2BPPmEOWJogYqBcCBmx%2FnlruKOBhBY%3D&reserved=0) ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fsymptoms.html&data=04%7C01%7CLowell.Johnson%40unt.edu%7C0c73a55d0e274b7537cb08d95c32b069%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637642195035217524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=k%2Bk6OmUqtFhMbtgNQjjsxnoYnLkxumab3tqWKTmVwb8%3D&reserved=0)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**Course Materials for Remote Instruction**

Remote instruction may be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19.  Students will need access to the items listed in the “minimum technologies” list above to participate in fully remote portions of the class.  Additional required classroom materials for remote learning include reviewing and preparing the University provided Zoom technologies listed in the Canvas utilities section of the class Canvas page. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

## **Class Participation** As previously mentioned, I am a high energy presenter. One of the ways I gauge student learning in my class is through class participation. We are living in a live action, sociological lab providing daily examples of Public Management, and our discussions, framed by the text, as well as other recommended readings, are our navigation aids. By coming to class, prepared to discuss our readings, we will, together, try to make sense of what is going on around us. Government actions affect us daily, and it often appears the management of public organizations work at counter purposes. Through our interactions, we will gain an understanding of how the current ideas of public management make our lives better or worse for us all, as a society.

**Late Work**All of the graded assignments are noted in the syllabus. I am not inclined to accept late work unless an unforeseen emergency arises. I ask you contact me either via Canvas, my listed email, or by phone, and let me know the assignment will be late. Together, we will collaboratively work toward a solution acceptable for us both. Early submissions are always acceptable!

### **Examination Policy**

### As I previously mentioned, we will not use a testing-based evaluation system in this class. I believe the best learning outcome evaluations present themselves through application of learned skills and critical thinking. My evaluation standards are described elsewhere in the syllabus, through my grading rubrics on the required essays.

### **Assignment Policy**

All assignments will be submitted through the Canvas portal. I realize sometimes our Canvas portal can be a bit unstable, so, if a submission is not recognized as “submitted” in Canvas, please email me and we can determine another method for submitting the work. If, for some reason, a student does not feel comfortable with the Canvas submission, an email attachment is acceptable, **but only after an attempt to upload the assignment in Canvas has been made.**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time window and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

I reserve the right to use Turnitin for the final paper and will notify the class prior to the time the paper is due. Please understand, the use of Turnitin does not relieve students from being mindful of the University plagiarism policies mentioned in this document or the student handbook.

With the class being evaluated on written essays, I am not offering “extra credit” work.

**Instructor Responsibilities and Feedback**As an instructor encouraging thoughtful discussion in class and well written, text supported essays as my evaluative format, I welcome constructive feedback. I expect the feedback to be mindful of the “Rules of Engagement” mentioned above and will use the feedback to collaboratively improve the class atmosphere and format.

I will make every effort to return written evaluations of the assignments within a seven (7) day period. Should I not be able to do so, I will notify the class either through a Canvas posting or an in-class announcement.

**Syllabus Change Policy**This syllabus is a live document. There may be changes to due dates and assignment structure throughout the semester. Should a change be necessary, I notify the class through a Canvas posting and in class, as well.

## **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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### **ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

### **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) (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. The Spring 2022 SPOT evaluations will be open 4/18 - 5/5/2022. Students will receive an email from "UNT SPOT Course Evaluations via IA System Notification" ([no-reply@iasystem.org](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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 based on 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.

### **Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Verification**

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

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

### **Use of Student Work**

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all 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 the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

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

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### Class Recordings & Student Likenesses

Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

## **Academic Support & Student Services**

### **Student Support Services**

#### Mental Health

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

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [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](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*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](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

#### Additional Student Support Services

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (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/>)