

BIOL 2041.001 Microbiology

Instructor Contact

Name: Dr. Lee Hughes (He/Him)

Office Location: LIFE A223 or Hickory 256E

Student Hours: I am available each week to meet students who have any questions about the course or course material. These are arranged by appointment to provide flexible options for students.

Email: lhughes@unt.edu

Communication Expectations: The best method to contact me is through email. I will generally respond to messages within 24 hours (weekends and holidays excluded). You may reach me by email by using the above address or directly from your inbox in Canvas. Students encountering technical problems with course material, assignments, or quizzes/exams should contact me for assistance as early as possible before any due dates. If you do not contact me before the work is due, your work may still be considered late. Communication from the instructor will come through Canvas through announcements or emails to your UNT email address. Please make sure you check your UNT email account regularly as some communications may be time sensitive.

Course Description

Survey of the microbial world; classification, ecology, morphology and physiology of eukaryotic and prokaryotic microorganisms.

Course Structure

This course will be taught 100% online through Canvas. Course modules will be delivered asynchronously within set time frames. Optional examination reviews will be the only live, synchronous events (held on Zoom and recorded). The course is divided into 4 sections (1. Introduction to Microbiology, Cells, and Microbial Diversity; 2. Metabolism and Growth; 3. Microbial Genetics; and 4. Microbes and Disease) which will each cover the content for one examination. Each section will consist of 6 course modules. You will typically be given about 2 days to complete each module according to the schedule given in this syllabus. Within each section, course modules must be accessed in the order given in the syllabus and you cannot begin the next module until the previous one has been completed. The syllabus schedule gives the recommended start date for each module, but you may work faster than the listed schedule within each section (each module will become available as soon as the previous one is completed). **The assignments in each module are due by 11:59pm on the listed module completion dates (see the grading section of this syllabus for details about assignments, due dates, and grading).** **Note: All times given in this course are based on Denton local time.** You may begin work on the next section of the course only after the examination date of the previous section. Each examination will cover the material for one section of the course. The course schedule is given in the table below.

Course Activity	Reading	Recommended Start Date	Due Date (modules due by 11:59pm)
Start Here Module: Using Canvas/UNT Resources		Aug. 21	Aug. 23
Course Introduction Module		Aug. 21	Aug. 23
Extra Credit #1		Aug. 21	Aug. 25
Module 1: Microbes are Everywhere	Ch. 1	Aug. 23	Aug. 25
Module 2: Viewing Microorganisms	Ch. 2	Aug. 25	Aug. 30
Module 3: Life on Earth and Elsewhere		Aug. 30	Sep. 1
Module 4: Cell Structure and Function	Ch. 3	Sep. 1	Sep. 6
Module 5: Prokaryotic Diversity	Ch. 4	Sep. 6	Sep. 11
Module 6: Eukaryotic Diversity	Ch. 5	Sep. 11	Sep. 15
<i>Exam review via Zoom (11am-noon)</i>			<i>Sep. 15</i>
Exam #1, over Modules 1-6 (noon-11:59pm)			Sep. 18
Module 7: Metabolic Diversity and Evolution	Ch. 8.1-8.6	Sep. 19	Sep. 23
Module 8: Microbes, Metabolism, & the Environment	Ch. 8.7	Sep. 23	Sep. 27
Module 9: Microbial Classification	Ch. 4.1,7.5	Sep. 27	Sep. 29
Module 10: Microbial Growth and Control	Ch. 9, 13	Sep. 29	Oct. 4
Module 11: Biofilms	Ch. 9.1	Oct. 4	Oct. 6
Module 12: Harnessing Microbes	Ch. 14.1	Oct. 6	Oct. 9
<i>Exam review via Zoom (11am-noon)</i>			<i>Oct. 9</i>
Exam #2, over Modules 7-12 (noon-11:59pm)			Oct. 11
Module 13: Central Dogma and Gene Expression	Ch. 11	Oct. 12	Oct. 16
Module 14: Viruses and Viral Genomes	Ch. 6	Oct. 16	Oct. 20
Module 15: Gene Variation and Transfer	Ch. 10	Oct. 20	Oct. 25
Module 16: Biotechnology	Ch. 12	Oct. 25	Oct. 27
Module 17: Microbes as Models	TBA	Oct. 27	Oct. 30
Module 18: Ethics in Microbiology	TBA	Oct. 30	Nov. 1
<i>Exam review via Zoom (3-4pm)</i>			<i>Nov. 1</i>
Exam #3, over Modules 13-18 (noon-11:59pm)			Nov. 2
Module 19: Antimicrobials	Ch. 14	Nov. 3	Nov. 7
Module 20: Human Impacts on Microbial Communities	TBA	Nov. 7	Nov. 9
Module 21: Microbial Interactions	TBA	Nov. 9	Nov. 13
Module 22: Pathogenicity and Immunology	Ch. 15, 16	Nov. 13	Nov. 17
Module 23: Survey of Diseases by Organism Type	TBA	Nov. 17	Nov. 29
Module 24: Survey of Diseases by Body System	Ch. 19, 21-26	Nov. 29	Dec. 4
Extra Credit #2		Dec. 4	Dec. 7
Group Presentation Due			Dec. 4
Peer Review of Presentations Due			Dec. 6
<i>Exam review via Zoom (4-5pm)</i>			<i>Dec. 7</i>
Exam #4, over Modules 19-24 (noon-11:59pm)			Dec. 13

Course Prerequisites or Other Restrictions

BIOL 2041 - Microbiology is a course intended for majors and minors in the biological sciences. The laboratory component, BIOL 2042 – Microbiology Laboratory, is a separately graded course that should be taken concurrently. The required prerequisites for BIOL 2041 are BIOL 1710 - Principles of Biology I and CHEM 1410 - General Chemistry I. Concurrent enrollment in CHEM 1420 – General Chemistry II is highly recommended.

Course Objectives

This course utilizes the Recommended Curriculum Guidelines for Undergraduate Microbiology Education from the American Society for Microbiology. The full list of these guidelines can be found at the following link to the ASM Recommended Curriculum Guidelines for Microbiology Education (<https://www.asm.org/Guideline/ASM-Curriculum-Guidelines-for-Undergraduate-Microb>).

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

1. Define scientific terminology relevant to the concepts found in the ASM Curriculum Guidelines.
2. Describe the concepts found in the ASM Curriculum Guidelines.
3. Provide examples of microorganisms or their processes which demonstrate the concepts found in the ASM Curriculum Guidelines.
4. Analyze and interpret results from a variety of microbiological methods and apply these methods to analogous situations.
5. Effectively communicate fundamental concepts of microbiology in written and oral format.
6. Identify and discuss ethical issues in microbiology.
7. Identify credible scientific sources and interpret and evaluate the information therein.

Materials

The textbook for this course is *Microbiology* by OpenStax (available at no charge online at the OpenStax [Microbiology Textbook link \(Links to an external site.\)](#) or in printed copies for a fee). All class reading assignments in this syllabus are identified based on this book. *Microbiology* by OpenStax was created to cover the ASM Recommended Curriculum Guidelines in a no-cost/low-cost format. This textbook provides focused coverage of the relevant topics for this course.

Other textbooks may be substituted. An alternate recommended book is *Microbiology: An Introduction*, by Tortura, Funke & Case (13th Ed.). Previous editions or other similar textbooks may be substituted, but students are responsible for matching required readings to the equivalent chapter/topic in the OpenStax textbook.

Teaching Philosophy

As your instructor, I bring my expertise in microbiology to this course in order to provide you with information and activities that I believe will help you to learn the course content and become proficient in achieving the stated learning objectives in the course. I have organized the course material and course

activities to support this learning, and I am here to assist you in being successful in this course. As a student, you are responsible for your individual success. I expect you to prepare for each module by doing the assigned readings, complete the course modules in a timely manner, engage in activities and discussions, and interact with your instructor and peers. Together, we can support your learning in this course.

Course Requirements

The table below lists the types of graded work in this course, the points available for each type of graded work, and the total points available in the course (Standard Grading Track shown in table):

Graded Work	Points Possible
Reading Quizzes (found in most modules, 3.75 points each), Graded Discussions (found in some modules, 5 point each), Graded Assignments (found in some modules, 5 points each), Module Quizzes (found in some modules, 4.5 points each), and Group Presentation Project (20 points)	200 points
Examination #1	200 points
Examination #2	200 points
Examination #3	200 points
Examination #4	200 points
Total Points Possible	1000 points

Grading

IMPORTANT: There are two grading tracks available in this course, a Standard Grading Track (all assignments and exams) and an Examination Only Grading Track. Please review the details for each below. Letter grade assignments are made based on points earned as detailed in the grading tracks. Important notices relating to grades/grading:

- Canvas gradebook percentages are not used to assign letter grades and may not accurately reflect your progress. Refer to the point total in the gradebook on the Canvas website, not the percentages as shown in the mobile app.
- Extra credit points apply only to the Standard Grading Track.
- Grades for all students will be calculated using both grading tracks, and the grading track resulting in the higher letter grade will be used to assign the final letter grade.

Standard Grading Track

In the Standard Grading Track, a total of 1000 points are possible including four exams worth 200 points each and 200 points from quizzes, assignments, and activities. In the Standard Grading Track, you receive points for all graded activities submitted prior to the due date listed in the syllabus (no late work will be graded). For the Standard Grading Track, you should plan to complete at least 90% of all graded work (other than exams) by their due dates (completing less than this amount on time will likely

eliminate any benefits the activity points might provide in your total points). Module assignments and activities are designed to serve as study aids and to support your learning in this course, so completion of these items is strongly encouraged.

On the Standard Grading Track, the grading scale for assigning letter grades in this course is as follows:

A = 900-1000; B = 800-899; C = 700-799; D = 600-699; F = 599 or less

Final point totals will be rounded to the nearest whole point before assigning grades (partial points less than 0.50 will round down, 0.50 or higher will round up). Rounding is based on points earned, not on percentages. No other adjustments will be made.

Examination Only Grading Track

In this grading track, only examination scores will be used to calculate the final grade (Assignment, Quiz, and Extra credit points will not be applied to point totals in this grading track.). Please note that completion of course activities will assist in understanding the course material and many activities will directly prepare students for exam questions. However, students on the Examination Only Grading Track will not be required to complete activities prior to the stated due dates. Some course items must be completed (Reading quizzes, for example) before portions of the course modules will open for review.

On the Examination Only Grading Track, only 800 points are possible and the grading scale for assigning letter grades in this course is as follows:

A = 720-800; B = 640-719; C = 560-639; D = 480-559; F = 479 or less

Final point totals will be rounded to the nearest whole point before assigning grades (partial points less than 0.50 will round down, 0.50 or higher will round up). Rounding is based on points earned, not on percentages. No other adjustments will be made.

Grade Reviews

If you have any questions about a graded item or believe there is an error in the grade, you must notify the instructor by email within 1 week after the grade is posted online. After this time, all grades are final and will not be reviewed. [Important Note: “comments” made on assignments/grades in Canvas are not automatically reviewed and will not be considered notification to the instructor of a grading issue.]

Late Work

Late work will not be graded but should be completed for practice. Assignments will be available until the due date for the relevant examination. See the syllabus schedule for due dates. All module activities, assignments and quizzes are due before 11:59pm on the due date. Examinations must be taken on the assigned date (see Examination policy later in this syllabus).

Extra Credit

There are only two announced extra credit opportunities in this course. No additional extra credit will be available. Awarding of credit from these two opportunities is at the discretion by the instructor and will

not be reviewed. Only students on the Standard Grading Track may apply the extra credit points to their total points.

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 SPOT is available near the end of the semester.

Course Policies

Assignment Policy

Due dates for all assignments and course activities are given in the course syllabus schedule. As noted, all graded activities are due by 11:59pm on the stated due date for the module. Late work will be penalized as described in the “Late Work” section above. Each graded activity will be assigned within a course module and will describe the acceptable submission requirements, including required file types and formatting. Read the instructions for each activity carefully and contact the instructor immediately for any clarification needed.

Each assignment contains a statement of resources that you are allowed to use as you prepare your answers. Using resources that are not authorized is considered cheating and will result in penalties and reporting as described in the Academic Integrity Policy later in this syllabus.

This course utilized Canvas for graded submissions and examination. In the event of any outages or technical difficulties, contact the instructor as soon as possible (preferably before any module deadlines) to document the status of your issue.

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 affecting UNT systems which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Examination Policy

Examinations must be completed on the assigned date and within the assigned time frame (Contact the instructor as early as possible if you have schedule conflicts with the assigned day and time). You may not use any resource while taking exams in this course, and you may not share any information on the exam with anyone. All essay question answers must be in your own words and completed without any outside assistance. Accessing other information (books, notes, other persons, websites) during the exam will be considered cheating and result in a grade of “0” for the entire exam. The instructor may require the use of proctoring methods or programs during exams if necessary. You will be given 60 minutes in which to complete the questions, and no answers will be accepted beyond the allowed time or after the exam period ends. You will not be allowed to revisit any questions after the answer has been submitted.

If you encounter technical issues such as lost Internet connection during an exam, you must contact the instructor as soon as possible to document the situation (contact the Student Helpdesk and document the remedy ticket number before contacting the instructor when necessary). Make-up exams will not be given except for emergency situations as described in the “Attendance Policy” below.

Attendance Policy

This course is delivered online but requires attendance through participation in modules and examinations during specific dates as stated in the syllabus. All work must be completed within the given dates and turned in by the due dates. Graded work that is turned in after the module deadline will be assessed a grade penalty as described in the “Late Work” section of this syllabus and may affect eligibility for the Standard Grading Track. Examinations must be taken on the stated date and within the scheduled time period unless advance approval is obtained from the instructor. No makeup work or makeup examinations will be given except for exceptional cases as determined by the instructor. Exceptions will be considered only in the case of unavoidable emergencies. If you have an emergency such as an accident or illness that prevents you from meeting a deadline, you must contact the instructor as soon as possible. After consulting with you, the instructor will determine what accommodations may be available.

Groups

All students will be assigned to a small group for the semester. For most discussions, you will see the posts from your group members. For assignments or discussions designated as a group assignment in the assignment instructions, you will work with the members of this group to complete those designated group assignments.

Course Materials Policy

Course materials provided in this course, including but not limited to text, recordings, discussions, assignments, quizzes, and examinations, are reserved for use only by students in this class for educational purposes. **IMPORTANT: These materials may not be shared outside the class in any form.** Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Syllabus Change Policy

Every effort has been made to provide complete and correct information in this syllabus. Should any changes to course policies, information or due dates in this syllabus become necessary, the instructor will post a revised syllabus and announce any changes to the class through the Canvas Announcement tool.

Technical Requirements & Skills

Minimum Technology Requirements

To successfully access and interact with material in this course, you will need:

- Computer (recommended) or another internet-capable device
- Reliable internet access

- Speakers, Microphone, and webcam
- Microsoft Office Suite
- <https://clear.unt.edu/supported-technologies/canvas/requirements>

Computer Skills & Digital Literacy

To succeed in the course, you should be proficient with:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using presentation and graphics programs
- Accessing UNT Libraries resources

Rules of Engagement

You are expected to interact with each other and with your instructor online in a professional manner. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these [Engagement Guidelines](#) for more information.

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that you may not be aware of. It is strongly suggested that you review these tips on [“How to Succeed as an Online Student”](#).

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues. You can send your Ticket from the Help Desk to your instructor to document any issues that might have affected course activities.

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

Email: 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>)

Student Support Services

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

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

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (<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/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

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. In this course, each student is expected to work independently on all assignments unless specifically instructed otherwise by the instructor. Academic dishonesty (cheating) will not be tolerated. Students found to be cheating on any work in this course may receive a grade of zero on affected work, be removed from the course, and/or be reported to the university for additional disciplinary action.

ADA Policy

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](#). You may also contact ODA by phone at (940) 565-4323.

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 or modifications to course deadlines.

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 class and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

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](#).

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) 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.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of

Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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) 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 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.