

# WLLC – FRENCH PROGRAM – FALL 2026

## SYLLABUS

### COURSE INFORMATION AND POLICIES

#### FRENCH 1010 SECTIONS

## Course Title/Number/Section

FRENCH 1010-006 – ELEMENTARY FRENCH TTh 9:35am to 10:55 pm in LANG 113

## Instructor Information

**NAME:** Laetitia Knight (she/her)

**EMAIL:** [Laetitia.Knight@unt.edu](mailto:Laetitia.Knight@unt.edu)

**OFFICE LOCATION:** LANG 405 L

### OFFICE HOURS:

In person: drop by or with prior request for an appointment.

Monday & Tuesday 8:30-9:15 am in LANG 405 L

Virtual Hours: prior email request for an appointment only.

Wednesday & Thursday 1:30-2:30 pm

For other ZOOM meetings availability contact the instructor

## Course Description, Structure, and Objectives

This course is the first of a two-course elementary French language and culture sequence at the University of North Texas. It is a three-credit course.

The entire class meets synchronously with the instructor at the time of day indicated on the Registrar's schedule for the duration of the semester. This course is not approved for online curriculum delivery.

The course introduces both the French language and the world cultures and societies where French is spoken with a focus on grammar and phonetics, reading, composition and oral-aural practice.

By the end of this first-year sequence, you should be able to understand the main ideas of what you hear, see, and read in French. You should also be able to interact successfully at a basic level in both oral and written contexts. In addition to these linguistic skills, you should have a deeper understanding of the diverse aspects of societies and cultures in francophone areas of the world.

Upon successful completion of this course, learners should be able to accomplish a variety of communicative tasks (written and oral) including (numbered in order of presentation):

1. Introducing oneself, using formal and informal greetings, talking about your schedule
2. Identifying and describing people
3. Describing one's life at the university; describing the campus and its surroundings
4. Communicating preferences, likes and dislikes about basic activities
5. Talking about where you live, describing one's possessions and living arrangements

### Course prerequisites

There are no prerequisites for the course. For placement tests information visit:

<https://worldlanguages.unt.edu/resources/testing/index.html>

## How to Succeed in this Course

### OUR TEACHING PHILOSOPHY

The French teaching team is dedicated to helping you achieve the best in our courses. We will work diligently to deliver quality instruction. For you to achieve the course's learning outcomes you are expected to have an active role in the course and will require regular work on your part. Our common goal is your success.

When learning a new language, consistency is key—make French part of your daily routine by practicing vocabulary, listening to French music or podcasts, and speaking with classmates outside of class. Don't be afraid to make mistakes; they're a natural part of learning and help you improve faster. Actively participate in class discussions, review grammar regularly, and immerse yourself in French culture through films, articles, or even cooking French recipes. The more you engage with the language beyond the textbook, the more confident and fluent you'll become.

If you don't know where to start, check the resource module in your CANVAS course.

### ADA ACCOMODATION STATEMENT

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>).

### COMMUNICATION EXPECTATIONS

We value the many perspectives students bring to our campus. Please work with us to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all.

If you ever feel like this is not the case, please stop by your instructor or the coordinator's office – **Mrs. Morton Lang Bldg. 405 E** – to let us know. We are all learning together.

While your instructor understands the need to be available as much as possible for each of you, there are limitations on their availability and when they can be reached. Your emails will be read as soon as possible. Do not expect immediate answers. **Your instructor will make every effort to answer your emails by the end of the following day, except weekend.**

You are required to use official UNT Mail for all communication. Your instructor will only respond to e-mail sent by their students from a UNT Mail address (my.unt.edu). Likewise, your instructor will only send e-mail to your UNT Mail address. Information about UNT Email can be found at the following Web address: <https://my.unt.edu>

## Supporting Your Success and Creating an Inclusive Learning Environment

*Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement and I also encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding ([Code of Student Conduct](https://policy.unt.edu/policy/07-012)) (<https://policy.unt.edu/policy/07-012>).*

### Students' Concerns and Complaints

Open communication is key to resolving concerns. Most issues or misunderstandings can be addressed effectively when those directly involved engage in honest discussion.

If you have a concern related to your course, whether about materials, instruction, assessments, or the classroom environment, please begin by speaking with your instructor. If the matter remains unresolved, or if you are uncomfortable approaching your instructor, you may contact the WLLC department.

To learn more about the complaint procedure or to file a formal complaint, you can access the document WLLC COURSE COMPLAINT PROCEDURE FOR STUDENTS on the departmental website: <https://class.unt.edu/world-languages-literatures-cultures/resources/studentcomplaint.pdf>

When emailing the department, be sure to include:

- Your first and last name
- Your instructor's name
- Your course title and section number

Thank you for helping us to maintain a supportive learning environment.

## Required/Recommended Materials

**Required for 1010-2040: *Horizons*. 8<sup>th</sup> edition, 2026, Cengage. (E-Book and MindTap digital learning platform)** MindTap comes with a digital copy of the new textbook (e-book). The eBook and the Digital learning platform workbook – **MindTap** – are required. The **textbook** (you do not need a hard copy or rented loose-leaf copy) is optional.

---



**eBook Option**

**MindTap for Manley/Smith/McMinn-Reyna/Prevost's Horizons Introductory French, 4 term Instant Access**

By Joan H. Manley, John T. McMinn-Reyna, Stuart Smith, Marc A. Prevost;  
Edition : 8TH 27  
Publisher : CENGAGE CO  
ISBN 13 : 8220156758453

**Digital**

● \$216.25 Digital Rental  
Expires in 730 Days

**Digital Rights**

or 4 payments of **\$55.07** with  ⓘ

or 4 interest-free payments of \$54.06 with  **Afterpay** ⓘ

**ADD TO CART**

To support the delivery of digital content, a fee of \$4.99 will be applied to each digital material. [Learn more.](#)

Figure 1 required material information

It is your own responsibility to make sure **you get access to MindTap**. Make sure to purchase the correct materials.

The same textbook will be used for 1010, 1020 and 2040. The textbook and MindTap digital learning platform will be used for **the first 3 semesters of French: 1010-2040**. French 1010 covers 1 – 4; French 1020 covers chapters 4-6; French 2040 covers chapters 7-9. There are no textbooks required for French 2050.

### Technology requirements for courses with digital materials:

Class Materials for Digital Learning language **must** include the following: This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and [faculty member to include other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc.]. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere \(https://online.unt.edu/learn\)](https://online.unt.edu/learn).

## Course Requirements/Schedule

### WEEKLY AGENDA – FRENCH 1010

IN-CLASS QUIZZES SPECIFIC DUE DATES **WITHIN THE WEEK** ARE AT INSTRUCTOR’S DISCRETION.

CANVAS & MINDTAP HOMEWORK DUE DATE **SUNDAY BY 11:59 PM** (except when specified otherwise)

| DATE                                                   | CLASS ACTIVITIES                                                                          | TO DO BEFORE CLASS                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Week 1                                                 | <b>Syllabus, Canvas, E-Book - MindTap Chapter 1</b><br><br>Le monde Francophone<br>Comp 1 | <b>Get MindTap account/textbook</b><br><br><b>Due SUNDAY 11:59 pm</b><br>“Start here Assignment” |
| Week 2                                                 | Comp 2<br><b>In class quiz</b>                                                            | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Recording 1                                             |
| Week 3                                                 | Comp 3<br>Comp 4<br><b>In class quiz</b>                                                  | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>End of Unit review 1                                    |
| Week 4<br><b>Labor Day - No class on Monday Sept 7</b> | <b>Chapter 2</b><br>Le monde Francophone<br>Comp 1<br><b>In class quiz</b>                | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP                                                            |
| Week 5                                                 | Comp 2<br>Comp 3<br><b>In class quiz</b>                                                  | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Recording 2                                             |
| Week 6                                                 | Comp 3<br>Comp 4<br><b>Composition</b> (Chapter 2)                                        | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>End of Unit Review 2                                    |
| Week 7                                                 | <b>Movie In class Chapter 3</b><br>Le monde Francophone                                   | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Movie Assessment                                        |

|                                                                                                                                                                                                                      |                                                                            |                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                                                                                                                                                                                                      | <b>In class quiz</b>                                                       |                                                                            |
| Week 8                                                                                                                                                                                                               | Comp 1<br>Comp 2<br><b>In class quiz</b>                                   | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP                                      |
| Week 9                                                                                                                                                                                                               | Comp 2<br>Comp 3<br><b>In class quiz</b>                                   | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Recording 3                       |
| Week 10                                                                                                                                                                                                              | Comp 4<br><b>Composition</b> (Chapter 3)                                   | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>End of Unit Review 3              |
| Week 11                                                                                                                                                                                                              | <b>Chapter 4</b><br>Le monde Francophone<br>Comp 1<br><b>In class quiz</b> | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Recording 4                       |
| Week 12                                                                                                                                                                                                              | Comp 2<br>Comp 3<br><b>In class quiz</b>                                   | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP<br>Power Point for Oral Presentation |
| Week 13                                                                                                                                                                                                              | <b>Presentations</b><br>Oral Presentations in class<br>Comp 4              | <b>Due SUNDAY 11:59 pm</b><br>MINDTAP                                      |
| Week 14                                                                                                                                                                                                              | Comp 4<br><b>Movie In class</b><br><b>Composition</b> (Chapter 4)          | <b>Due SUNDAY 11:59 pm</b><br>Movie 2 assessment<br>End of Unit Review 4   |
| <b>THANKSGIVING BREAK</b>                                                                                                                                                                                            |                                                                            |                                                                            |
| Week 15                                                                                                                                                                                                              | <b>Final Recording Practice</b><br><b>Friday December 4 – Reading Day</b>  |                                                                            |
| <b>Final Recording submission online via CANVAS. For specific due date</b> <a href="https://registrar.unt.edu/exams/final-exam-schedule/FALL.html">https://registrar.unt.edu/exams/final-exam-schedule/FALL.html</a> |                                                                            |                                                                            |

Students will be notified by Eagle Alert if there is a campus closing that will impact a class. The calendar and syllabus is subject to change ([Campus Closures Policy](https://policy.unt.edu/policy/15-006) (<https://policy.unt.edu/policy/15-006>)).

## Assessing Your Work

Your grade will be calculated according to the following grading scale. Please note grades are not curved. There is no extra credit awarded in this course.

| Percentage  | Letter Grade |
|-------------|--------------|
| 90 – 100 %  | A            |
| 80 – 89.9 % | B            |
| 70 – 79.9 % | C            |
| 60 – 69.9 % | D            |
| 0 – 59.9 %  | F            |

| ASSESSMENTS                                                                                      | Percentage of Final Grade |
|--------------------------------------------------------------------------------------------------|---------------------------|
| MINDTAP Activities                                                                               | 30%                       |
| UNIT Activities<br>Attendance<br>Recordings, End of Unit Reviews, Compositions, Movie Activities | 20%                       |
| In class quizzes                                                                                 | 35%                       |
| Presentation                                                                                     | 7.5%                      |
| Final - Recording                                                                                | 7.5%                      |
| <b>Total Points Possible</b>                                                                     | <b>100%</b>               |

In line with the UNT Honor Code, all the work you submit must be entirely your own. In this course, we want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like [e.g., Claude, ChatGPT, CoPilot, and Gemini] is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment (unless permission is given for a specific task), exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the [Student Academic Integrity policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

Violations will be reported to the Office of Student Academic Integrity office.

**Due dates and instructions will be in CANVAS.** Assessments have been organized to follow a pattern and facilitate your planning. It is the student's responsibility to check due dates in CANVAS and in the MindTap system. There is no late work accepted. (See *Note on late work* section)

- **MindTap activities** (online workbook exercises) are due weekly by **11:59 pm on Sundays**. Students have 3 attempts allowed for each activity assigned. Practice activities do not count toward grade.
- **UNIT Activities** [i.e. Recordings, Movie Activities, End of Unit Reviews] are due in CANVAS by **11:59 pm on Sundays**. Activities in this category are released at least five (5) days before due dates.
- Some other activities may take place in CANVAS. CANVAS "Quizzes" due dates are at instructor's discretion (these assignments will be opened at least 24 hrs.).
- **In class compositions** – see weekly agenda for specific due dates. Possible make-up is at the instructor's discretion and only with an official absence justification.
- **In-class quizzes** (weekly) – see weekly agenda for specific due dates. Make-ups only allowed with an official absence justification (lowest grade dropped). Quizzes are closed books quizzes.
- **Presentations** will take place in class **week 13**.

Our goal is to grade your other work in a timely manner - within 1 week of the due date (when the activity /assessment is not auto graded). Some assignments will be partially or fully auto graded in CANVAS.

#### A note on late work

- Late work is not accepted in this course.
- All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence (Links to an external site.) and provides documentation with 48 hours of the missed deadline.
- At the end of the semester (by end of Week 14) your instructor will drop the following grades (via Canvas Gradebook function)
  - The lowest in-class quiz grades.
  - The lowest grade of the UNIT Activities category, except for the Attendance entry.

- The nine (9) lowest exercise grades of the Weekly MINDTAP activities.

### Examination policy

- Students are not allowed any outside help / use of AI when completing graded assignments. Failure to abide may result in a grade of zero for the assignment and an F in the course.
- Only those individuals whose absences are approved by the instructor and / or the Coordinator of Elementary and Intermediate French will be eligible to take a make-up in class quiz or composition.
- In lieu of a final exam, students will submit a recording via CANVAS. Recordings will be due on the day the Final exam would be taking place (<https://registrar.unt.edu/exams/final-exam-schedule/FALL.html> ). **There will be no extension.** Failure to submit the final project recording on time will result in a grade of Zero for the assignment. For an extension to be granted, students must provide a justifiable excuse (with appropriate paperwork - See Policy 06-039) no later than 5 pm on the last day of Final week.

### Grade disputes

- If you have questions about a grade or wish to discuss one, always feel free to contact your instructor.
  - Grade discussion will not take place in class. Nor will your instructor discuss grades over email. If you would like to discuss a grade on a specific assignment or your overall grade, email your instructor to set up a meeting (either in-person or via ZOOM).
  - You will need to have your video feed / camera on for any ZOOM one-on-one meeting with the instructor. You should come to the meeting with specific questions and /or examples that demonstrate why you should have earned a different grade than you received.
  - If you miss your scheduled meeting, you forfeit your right to a grade dispute.
- If you do not contact your instructor to schedule a meeting within 5 (five) days of receiving your grade, you also forfeit your right to a grade dispute.

If you would like to appeal a grade made at the instructor's level, you can contact the department (see section *Students' Concerns and Complaints* section page 3 of this document)

### Extra credit

There are no extra credit opportunities in this course. NO EXCEPTION.

### Syllabus change policy

All changes to the syllabus, course information, due dates will be announced via CANVAS.

## Attendance and Participation

Attendance is mandatory. Regular and punctual class attendance is paramount for success in this course. Attendance is recorded in CANVAS. Arriving late or leaving early repeatedly may be counted as an absence and result in loss of points (see Attendance and Grading section below)

Based on **Policy 06- 039** (see link below), an absence may be excused for the following reasons:

1. religious holy day, including travel for that purpose.
2. active military service, including travel for that purpose.
3. participation in an official university function.
4. illness or other extenuating circumstances.
5. pregnancy and parenting under Title IX.
6. when the University is officially closed by the President.

To learn more about student attendance and authorized absences please visit the University of North Texas' Attendance Policy page.

([https://policy.unt.edu/sites/default/files/06.039\\_StudAttnandAuthAbsence.Pub2\\_.19.pdf](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf)).

- **For an absence to be excused...**
  - You must contact the instructor at their UNT email or through Canvas Inbox. Make sure to use your approved UNT email to communicate.
  - For unplanned absences (e.g., illness), documentation must be submitted within 5 days of absence.
  - For anticipated/planned absences, documentation must be submitted when contacting the instructor at least one week prior to planned absence.
  - If you do not contact the instructor one week in advance of an anticipated/possible excused absence, the instructor has the right to count your absence as unexcused.
- Upon satisfactory documentation of absence(s), instructor will "excuse" the absence.
- It is important that you communicate with the professor and the instructional team prior to being absent when feasible. This will help your instructor/ instructional team mitigate the impact of the absence on your attainment of course learning goals.
- **Late arrival / early departure**
  - If you arrive late to class and / or leave early, the instructor has the right to not count your attendance for that class period.

## Attendance & Grading

### Process and General Information

- Attendance is taken at every class meeting and recorded in Canvas.
- A recorded absence may be changed in CANVAS to *excused* when the student provides acceptable justification (see Attendance section above).
- During the last week of the semester, attendance is **not** mandatory and will not affect the attendance score.

### Attendance and Grading.

- Attendance falls under the Unit Activities Category.
- A bonus/deduction column will appear in the gradebook with a value of Zero. This will be adjusted at the end of the semester by the instructor based on attendance records.
- The Attendance category is weighted at 0% in the CANVAS gradebook; therefore, routine attendance entries do not directly affect the overall course grade. This structure allows for administrative adjustments when needed.
- In the Gradebook, students will still see an Attendance column displaying their attendance percentage. This percentage will be used to apply a bonus or a deduction to the student's final course grade, in accordance with course policy.

### End-of-Semester Adjustment

Based on the final attendance percentage in Canvas:

**89% or higher:** student receives a **5 points bonus** added to the bonus/deduction column in the Unit Activities Category.

**80%–88.9%:** **no change** to the bonus/deduction column in the Unit Activities Category.

**Below 79.9%:** **5 points are deducted** from the bonus/deduction column in the Unit Activities Category.

**ALL PROBLEMS CONCERNING ATTENDANCE, PARTICIPATION, OR SEMESTER GRADES MUST BE RESOLVED BY TUESDAY OF WEEK 15.**

**Attendance & participation**

Since regular oral practice is essential for improving proficiency in a foreign language, attendance and active participation are necessary for your success in this course. If you do not attend class and participate, do not expect to get credit.

We use several participation structures in class: one-on-one instructor/student interaction, pair or group work, turn-taking participation, etc. During participation activities, you are not being graded on whether the answer or your pronunciation is perfect. Instead, the structures used aim to maximize students' opportunity and give them equal opportunities to participate.

When using turn-taking participation structure in class, we go around the room so that all students have an opportunity to participate equally. We always try to pick up where we left off at the end of the previous exercise.

After August 21, 2026 (the last day to add a class) . . . If you refuse to engage in participation activities (such as pair work, our turn-taking participation structure, etc.), you will be counted as absent—in each such case, this will be an unexcused absence.

**Commit to engage and learn.**

To engage and learn you must give your full attention to the class, your instructor, and your peers. Your cooperation with creating a strong and positive learning environment is appreciated and paramount to your success.

- Please, take off earbuds or headphones when entering the classroom.
- Be ready to take notes (bring a pen or pencil and a notebook or paper).
- **Keep your cellphones out of sight and silenced** (or on vibrate) during class. Text messaging, gaming, web browsing, etc. while class is in session is **prohibited**. Cellular phones and other devices can only be used when requested by the instructor.
- **During in-class assessments, use of electronics is prohibited (this includes Smart watches)**
- Use of laptop or tablet in class is allowed as permitted by the instructor when usage is needed to contribute to your learning (e.g., to access the eBook or the CANVAS page for your French class and/or to take notes for your class).

**If you fail to abide by the rules stated above, your instructor may count you as absent for the class session** (this will count as an unexcused absence; see Attendance Policy above).

## UNT POLICIES

### STUDENT AND FACULTY SUPPORT RESOURCES:

**CARE Team:** The mission of the CARE Team is to

- Assist in protecting the health, safety, and welfare of the UNT community.
- Support student, staff, and faculty success.
- Provide a comprehensive response to students, staff, and faculty whose behavior could be harmful to themselves or others.

The CARE Team is one of several resources available to the campus community to address these concerns. You can find additional Student Support Resources under Quick Links on the Dean of Students website. UNT Policies related to student affairs can be found here: <https://studentaffairs.unt.edu/dean-of-students/policies/>

### STUDENT EVALUATION ADMINISTRATION DATES - SPOT

- 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 SPOT survey is administered online to provide students with an opportunity to evaluate how the course is taught.
- November 17 – December 1

### 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. <https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf>

### 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.

### COURSE RECORDINGS

Class recording is only allowed with written permission from the instructor. 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.

### 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.

[https://policy.unt.edu/sites/default/files/06.049\\_Standard%20Syllabus%20Policy%20Statements\\_supplement.pdf](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

#### 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.

#### 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.