

COURSE INFORMATION

- PSYC 3530 / Psychology of the Offender
- Spring / 2024
- 3 Credit Hours
- Online

Office Hours

Dr. Lisa Manriquez's Contact Information

- Email: Lisa.Manriquez@unt.edu
- Virtual Zoom Office Hours:
 - Monday 1-2 via Zoom and in-person
 - Or by appointment
 - Zoom link available in Canvas
 - In-person location is Terrill Hall 359

TA Contact Information

- Hannah Hwang
 - UNT Counseling Psychology Doctoral Student
 - Email: HannahHwang@my.unt.edu
 - Office Hours:
 - Friday 4:00pm-6:00pm
 - Zoom link available in Canvas for virtual meetings
- Kamar Tazi
 - UNT Clinical Psychology Doctoral Student
 - Email: KamarTazi@my.unt.edu
 - Office Hours:
 - Monday 4:30pm-6:30pm
 - Zoom link available in Canvas for virtual meetings

Course Pre-requisites, Co-requisites, and/or Other Restrictions

- PSYC 1630 or 1650

Course Description

- Psychology of the Offender 3530 is a course examining psychological knowledge, phenomenon, and theories that are pertinent to the offender and the legal system. Emphasis on how human characteristics and psychological factors influence attitudes, decisions, and behavior throughout the legal process. You will be exposed to guest speakers, directed readings from your textbook and real case studies, videos, simulations, and engaging lecture material. I hope you find this introduction to the as engaging as possible! Be aware that this course covers violent topics such as child molestation, sexual assault, homicide, mass shootings, and police brutality. Review the course calendar to see the topic for each week. **If you are unable to engage with any of these topics, I kindly request that you do what's best for your wellness and drop this course.** Students who stay enrolled are expected to

engage with the material each week and complete assessments that demonstrate understanding and application.

Course Learning Objectives (C.L.Os):

1. Recognize the attitudes, beliefs, social forces, and environments that impact the legal system and those involved
2. Demonstrate familiarity with the range of topics and theories within forensic psychology
3. Practice effective collaboration
4. Compare and contrast your attitudes and beliefs about offenders and the legal system
5. Create and clearly communicate informative decisions about real case studies

MATERIALS NEEDED

- [Text: Bartol, C. R. & Bartol, A. M. \(2017/2020\). Introduction to forensic psychology: Research and application. Thousand Oaks, CA: SAGE.](#)
 - Print ISBN: 9781071815342
 - eText ISBN: 9781071815328, 1071815326
 - I understand that saving money is a priority to many students, and therefore, will gladly accept the fifth edition
 - To save money and access more student resources, I recommend renting the [e-book](#) for a **90-Days access package**.
- Documentaries, case studies, and articles provided to you at no expense
- Access to a computer
- Frequent and consistent access to the Internet

Technical Requirements/Assistance

[University Information Technology Help Desk](http://www.unt.edu/helpdesk/index.htm): <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached via [email](mailto:helpdesk@unt.edu) at helpdesk@unt.edu or by phone at 940.565-2324

- University North Texas Information Technology Helpdesk Hours:
 - Monday-Thursday 8am-midnight
 - Friday 8:00 a.m.-8:00 p.m.
 - Saturday 9:00 a.m.-5:00 p.m.
 - Sunday 8:00 a.m.-midnight

Canvas

[Hardware and software necessary to use Canvas](https://unt.instructure.com/): <https://unt.instructure.com/>

- [Browser requirements](https://clear.unt.edu/supported-technologies/canvas/requirements): <https://clear.unt.edu/supported-technologies/canvas/requirements>
- [Computer and Internet Literacy](http://clt.odu.edu/oso/index.php?src=pe_comp_lit): http://clt.odu.edu/oso/index.php?src=pe_comp_lit

What to do if Canvas fails

Canvas is online technology, and therefore, can crash. If this happens to you, EMAIL ME IMMEDIATELY. I will be able to access the system, review your Canvas attempt, and reset your

assessment. However, I will not check my email between 5:00 pm and 8:00am Central Time, or on weekends, so I highly recommend that you complete and submit your work in advance.

Software

- Microsoft Word or another word processor such as Google Documents
- PowerPoint or another presentation processor such as Google Slides
- Adobe Reader or another .pdf document reader

Minimum Technical Skills Needed

- *Using Canvas*
- *Using email with attachments*
- *Creating and submitting files in commonly used word processing program formats*
- *Downloading and installing software*
- *Ability to follow and apply the lessons taught through various mediums including*
 - *live lecture*
 - *in-class group simulations*
 - *guest speaker presentations*
 - *reading and streaming media assignments*

Student Academic Support Services

- [Academic Resources](#): where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Accommodation](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
 - Dr. Hope Garcia will be available on the UNT-Frisco campus to assist with accommodation paperwork and approved needs
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
 - Counselors and Career Advisors will be available on the UNT-Frisco campus
- [UNT Libraries](#): library services
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

Communicating with Dr. Manriquez

I love to help my students! Therefore, please reach out. E-mail is the best way to contact me, rather than phoning my office. My email address is Lisa.Manriquez@unt.edu. I will answer emails sent from your official unt.edu student email account within 24 hours except on Saturdays and Sundays. I will be glad to call you if you e-mail me and request me to do so. Include your phone number in the email. **When emailing me, include your first name, last name, and 3530 Online in the subject header.** This needs to be specific because I have over 250 students this semester, across two courses, which will be difficult to keep track of. Write the email using a professional format and professional language. Emails without this information and professionalism will not be answered.

Course Communication and Messaging Forums Policy

As students who are strongly encouraged to form friendships and study groups, I understand that you might develop and join messaging forums to discuss course material. This can result in misinformation or

disinformation about course content or requirements. Your right to free speech and my requirements to abide by FERPA and security policies require that I not acknowledge, become involved in, or be held responsible for any communication that occurs or is sent by anyone other than my team of TAs and myself outside of any other medium than UNT Canvas, UNT Zoom, or UNT Outlook. Therefore, any misinformation that you, are delivered by or, personally deliver to, other students concerning any aspect of this class is not under my control.

All course requirements and contents are my intellectual property and thus, will be strictly contained within Canvas and the classroom. As a result, communication with me and my educational team about course content, assessments, and deadlines will only be delivered by me and my team in the following modalities: UNT Outlook, UNT Zoom, UNT Canvas, and the classroom. You are ultimately responsible for knowing course requirements as they are depicted in the syllabus. If you believe the syllabus, course requirements, or course content is erroneous, communicate with us directly and we will address the error. Any grade or deadline disputes must be individually delivered to me and my educational team no later than 7 calendar days after the grade has been entered or the deadline has passed.

Getting Course Materials

- Syllabus: Click “Syllabus” in the Canvas menu. You will see a brief discussion about the course and a hyperlinked document for this syllabus.
- Course lectures: These will be organized in Chapters by Modules. To access chapter lectures, go to “Modules” then click on the Week corresponding to the chapter/topic you need. Generally, “Modules” will have lecture presentations that help explain more difficult material, or perhaps supplementary material not covered by your book such as videos and case studies. I will post chapter lectures in .pptx format. Other files in Modules will be in .pdf or .docx format so they should download easily.
- Technical Difficulties: *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 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. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.*

ASSESSMENTS AND GRADING

All assignments are due by the end of class on the scheduled calendar day with the exception of Exams.

Activities

Individual activities will be provided via Canvas as either case studies that you complete as an individual or as a group discussion board. They are intended to provide you with insight about your own unique perspectives toward the criminal justice system and expose you to the opinions of others.

Discussion boards will have two different due dates, each with their own points. Pay close attention to those due dates, and program them into your personal calendar. The Oops Pass (explained below) can only be used to extend the due date for one of the deadlines in a discussion board. For example, if you forgot to do an entire discussion board, you can use your one-time Oops Pass to extend the due date for the first part of that activity.

ACES Certification

The Adverse Childhood Experiences (ACES) Certificate is an online training that you can complete at your own pace. The due date is listed in the syllabus calendar.

Many victims are children who eventually become adults. These adults may or may not become offenders, so it is important we cultivate a better understanding of what happened to people that contributed to their behaviors, thoughts, and emotions. Cultivating a better understanding also helps us to be more empathetic to those who have experienced trauma. An ACES Certification is a great addition to any resume for employment that involves law enforcement, therapy, health care, teaching, non-profit leadership, rehabilitation, corrections, education, and many more.

Exams & Quizzes

There will be individual tests, individual reading quizzes, and team activities during the course of the semester. The exams and quizzes will be handled on Canvas. Individual tests and quizzes will be based on lecture material, guest speakers, film, and assigned readings.

Exams

You are required to take 3 exams. These exams will be taken on Canvas. Exams will consist of approximately 55 multiple choice questions, each worth 2 points. The exam will be counted out of a possible 100 points, but you can score more than 100 points. In other words, each test will have at least 10 bonus points available. You should expect most of the questions to be “application.” That is, most questions will have an example of a concept, and ask you to identify the example (in contrast to having you identify a definition.) You will have 1 hour and 15 minutes to take each exam. Most students will not need the entire time. Questions will appear one-at-a-time, with only forward progression allowed, so you must answer the question on the screen as it is presented. Exams are due by 11:59 PM CST on the date listed in the Course Calendar.

Missed Exam

If you miss, fail, or simply don't like a grade on an exam, you can take the **Optional Cumulative Final** during Final's Week. The final will replace your lowest exam grade **ONLY IF** the final exam grade is higher than your lowest grade. If it is not higher than your lowest exam grade, then the final exam grade will be ignored. Exams are open book and notes. They are **NOT** open Internet, and any student caught cheating will be subject to the Professional Conduct Policy described below. I highly recommend that you **NOT use your phone or tablet to take an exam.**

Reading Quizzes

Reading Quizzes are individual assignments, and will cover the materials specified in this syllabus. Each quiz is worth 10 points and may be taken from home. I highly recommend that you **NOT use your phone or tablet to take a quiz.** The Canvas app frequently fails, so if you think you can successfully take a quiz while away from a computer, you have been warned.

- Quizzes will have a time limit, so completing the quiz while looking up the answers for every question will be impossible.
- I highly suggest that you read the assigned pages for the designated quiz before you take it. The quizzes can be accessed by clicking on the “Quizzes” link in the Canvas menu. From there, a list of available quizzes will appear. Simply click on the Reading Quiz you want to take. There are two possible attempts for quizzes. If you choose to take the second attempt, your two quiz scores will be averaged for a final quiz grade.

- If you are unhappy with your performance on a quiz, there is hope! There are more quizzes available than required. Thus, if you miss or fail a quiz, don't worry! You have an additional opportunity to help your grade.
- Once the due date has passed for the quiz, it will be removed from Canvas. I will not allow any student to take a late quiz! Therefore, **be mindful of the quiz due dates located in your syllabus.**
- To give you some experience in taking quizzes on Canvas, you may take a Practice Quiz. The Practice Quiz will be set up just like a Reading Quiz on Canvas. You can take the Practice Quiz from any computer. To access this quiz, Click Practice Quiz. When the quiz appears, you will have directions to follow. You may take the quiz as many times as you want. It does NOT COUNT for a grade. All quiz scores will be removed.

Quiz and Exam Prep

This text has a wonderful [student resource website](https://edge.sagepub.com/bartol5e) located at <https://edge.sagepub.com/bartol5e>. Take their practice quizzes and frequent the flashcards for a personal review on material.

Checking Your Grade

You can check your earned points anytime in Canvas by clicking on the "Grades" button. Be careful! I use a point system, and offer more opportunities to earn those points than necessary. **Therefore, attend to the number of points you earn since your final grade will be based on those total points, and where they fall on the grading scale located below.**

Grade Disputes

You have 7 days to dispute a graded assignment from the time it has been entered into Canvas. Once 7 days have passed, the dispute resolution window has closed. Therefore, if I accidentally missed one of your assignments, or did not enter the right grade, or you feel like you provided a response that should get you more points, tell me within 7 days so I can fix it!

Grading Scale

Table 1. Grading Scale Point System

Assignment	Points
Reading Quizzes (choose 9 x 10 points each) <i>*do all 10 and keep the extra points!</i>	90 points
Syllabus Reading Quiz	10 points
Activities (7 x 50 points each) <i>*Individual Activity #1 has 2 parts at 25 points each</i>	350 points
ACES Certification	100 points
Exams (3 x 100 points each) <i>*Optional Cumulative Exam is provided to replace a missed or lowest exam grade</i>	300 points
Total Points	850 points

Table 2. Point Scale to Letter Grade

POINT RANGE	LETTER GRADE
850 to 764.5	A
764.4 to 679.5	B
679.4 to 594.5	C
594.4 to 509.5	D
409.4 and below	F

CLASS PARTICIPATION AND STUDENT CONDUCT

I will make class an intellectually stimulating and enjoyable experience. Students who ask questions and participate learn more, understand more, and have more fun than students who do not participate in class. In addition, your peers will assess your team performance at the end of the semester. This peer assessment will be a portion of your grade and impact the percentage of points you can earn for the final project.

Professional Conduct is REQUIRED

- **Cheating:** I will not tolerate dishonesty. All students are expected to complete assignments on their own. If you are caught cheating, you will receive an automatic zero for the assignment and be reported to the Dean of Students.
 - [Student Code of Conduct](https://policy.unt.edu/policy/07-012): <https://policy.unt.edu/policy/07-012>
- **Plagiarism:** You are NOT allowed to plagiarize. All submitted assignments should reflect a combination of your experiences and the course material. Obviously, I expect that you use your text book and assigned materials. Make sure you provide quotes and a page number for anything you quote directly from sources and a citation for ideas, definitions, or examples you did not invent yourself. Any reflection videos that are basically shortened versions of other people's work (like a replication of a documentary or interview from Humans of New York) will receive a grade of 0. Application to your experiences and your perspectives are KEY!

The Oops Pass

We all make mistakes. I certainly do. There will be days when you have so much going on that you completely space an assignment or put the wrong due date in your calendar. For those moments there's the Oops Pass. An Oops Pass provides students with the opportunity to submit ONLY ONE assignment 48 hours later than the due date with a 10% reduction in points. **Exams are NOT included with the Oops Pass.** Each student gets one Oops Pass for an individual assignment. The use of an Oops Pass requires a 12-hour notice starting at the time the assignment was due. The notice must be provided to [Dr. Manriquez via email](mailto:Dr.Manriquez@unt.edu) at Lisa.Manriquez@unt.edu. Students who do not provide this 12-hour notice do NOT get to use the Oops pass for that occasion.

CALENDAR

All module assignments are due by 11:59pm on their designated due date

Week 1 Jan. 16- 22

- Read the Syllabus

- Activity #1: Legal Attitudes Survey Part I (due Jan 22nd)
- Think ahead! Read Introduction to Forensic Psychology

Week 2 Jan. 23-29

- Syllabus Quiz due
- PowerPoint Lecture: Introduction to Forensic Psychology
- Reading Quiz #1: Introduction to Forensic Psychology due
- Think ahead! Read the chapter, Development of Delinquent Behavior and Begin Activity #2

Week 3 Jan. 30 – Feb 5

- PowerPoint Lecture: The Development of Delinquent and Criminal Behavior
- Reading Quiz #2: Development of Delinquent and Criminal Behavior due
- Activity #2: What is Evil? Discussion Board
 - Part I Due Feb. 1st
- Listen to the assigned podcast available in Canvas
 - Closed Captioning Provided
- Activity #2: What is Evil? Discussion Board
 - Part II Due Feb. 5th
- Think ahead! Read the chapter, Psychology of Violence and Intimidation

Week 4 Feb. 6-12

- PowerPoint Lecture: Psychology of Violence and Intimidation
- Reading Quiz #3: Psychology of Violence and Intimidation due
 - Activity #3: Death Penalty Case due
 - Submit via Canvas by 11:59 PM
- Watch to the assigned film available in Canvas
 - Closed Captioning Provided
- Study for Exam 1

Week 5 Feb. 13-19

- **Exam I DUE via Canvas by 11:59 PM**
 - **Covers assigned materials from Weeks 1-4**
 - **If possible, do NOT take the exam from a tablet or smartphone. A computer wired to the Internet is your best option.**
- Begin working on ACES Certification
 - Link to training available via Canvas
 - Think ahead! Read the chapter, Psychology of Sexual Assault

Week 6 Feb. 20-26

- PowerPoint Lecture: Psychology of Sexual Assault
- View the assigned film available in Canvas
 - Closed Captioning Provided
- Reading Quiz #4: Psychology of Sexual Assault due
 - Think ahead! Read the chapter, Family Violence and Child Victimization

Week 7 Feb. 27- Mar. 4

- PowerPoint Lecture: Family Violence and Child Victimization

- Reading Quiz #5: Family Violence and Child Victimization due
- **ACES Certification due by 11:59 PM**
 - **Closed Captioning Provided**
- Think ahead! Read the chapter, Family Law and Other Forms of Civil Litigation

Week 8 Mar. 5-11

- PowerPoint Lecture: Psychology of Investigations
- Reading Quiz #6: Psychology of Investigations due
- Activity #4: Plea Bargaining: What Would You Do? Discussion Board
- View the assigned film available in Canvas
 - Closed Captioning Provided
- Study for Exam 2

March 11-17th No Classes for Fall Break

Week 9 Mar. 18-25

- **Exam 2 DUE via Canvas by 11:59 PM**
 - **Covers assigned materials from Weeks 6-8**
 - **If possible, do NOT take the exam from a tablet or smartphone. A computer that is wired to the Internet is your best option.**
- Think ahead! Read the chapter, Family Law and Other Forms of Civil Litigation

Week 10 Mar. 26- Apr. 1

- PowerPoint Lecture: Family Law and Other Forms of Civil Litigation
- Reading Quiz #7: Family Law and Other Forms of Civil Litigation due
- Activity #5: Medical Malpractice or Good Doctor? Discussion Board
 - View the assigned film available in Canvas
 - Closed Captioning Provided
- Think Ahead! Read the chapter, Correctional Psychology in Adult Settings

Week 11 Apr. 2-8

- PowerPoint Lecture: Correctional Psychology in Adult Settings
- Reading Quiz #8: Correctional Psychology in Adult Settings due
- Think Ahead! Read the chapter, Correctional Psychology in Adult Settings

Week 12 Apr. 9-15

- PowerPoint Lecture: Consulting with Criminal Courts on Insanity and Competency
- Activity #6: Not Guilty by Reason of Insanity? Discussion Board
- View from home the assigned film available in Canvas
 - Closed Captioning Provided
- Reading Quiz #9: Consulting with Criminal Courts on Insanity and Competency
- Think ahead! Read the chapters on Death Penalty Trials and Appeals
 - Located in the Canvas module

Week 13 Apr. 16-22

- PowerPoint Lecture: Death Penalty Trials and Appeals
- Activity #7: Death Penalty Reflection
- Reading Quiz #10: Death Penalty Trials and Appeals due

- View from home the assigned film available in Canvas
 - Closed Captioning Provided
- Think ahead! Study for Exam 3

Week 14 Apr. 23-29

- **Exam 3 DUE via Canvas by 11:59 PM**
 - **Covers assigned materials from Week 10-13**
 - **If possible, do NOT take the exam from a phone or tablet. A computer hard wired to the Internet is your best option.**

Week 15 Apr. 30- May 2

- Activity #1: Legal Attitudes Survey Part II and Reflection due
- Study Week for Final Exams

Week 16 May 7-8

- **OPTIONAL CUMULATIVE DUE via Canvas by 11:59 PM**
 - **Covers ALL assigned materials**
 - **Available from May 7th at 8:00 AM until May 8th at 11:59 PM**

Note: Syllabus Change Policy

Any changes to this syllabus will be outlined in a Canvas Announcement and email.

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.

The use of Artificial Intelligence (AI)-generated information, such as ChatGPT content, requires that you include the following in your assignment submission:

- properly cite that information in APA format;
- submit a document in .pdf format that contains the references in APA format and screenshot(s) of the generated content including the date of the generated material, your prompt, and the AI program's response
- No more than 20% of AI-generated information is allowed in any assignment.

You are responsible for the integrity and correctness of what you submit in your assignments. AI is known to fabricate information and sources, so use AI with caution as any information present in your work is your responsibility.

Attendance, Illness, Withdrawal, and Incomplete Coursework

The last day to withdraw from this course with a grade of W is April 5th, 2024. If you miss more than three weeks of class, you need to schedule a meeting with me to discuss steps to take to withdraw from the course or receive an [Incomplete grade](#). A grade of Incomplete is only an option if you meet [university and](#)

[departmental guidelines](#), including the completion of at least 60% of the course assignments and performance equivalent to a C or better when the Incomplete is requested. A grade of Incomplete is not to be used to extend due dates to help boost your current grade, serve as an alternative to a Course Withdrawal, or to provide additional time to complete coursework that you could have completed with proper time management. If you do not meet the requirements for an Incomplete grade, you may meet the requirements for [a Late Course Withdrawal](#) due to medical or personal reasons beyond your control. However, you must speak with me or the Dean of Students about an Incomplete or Late Course Withdrawal no later than the first Monday of the week before finals. For example, if finals begin on Monday, May 6th, discussions pertaining to Incomplete Grades or Late Course Withdrawal must occur by Monday, April 30th.

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 contact Dr. Hope Garcia of UNT-Frisco and see the ODA website at disability.unt.edu.

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 and Grade Appeals

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 except those assignments and exams that were graded and returned to you. Please retain all graded and returned assignments and exams until you are certain that you are satisfied with how your course performance was scored, documented, and submitted to the UNT system. Coursework completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about 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.

If you believe the final grade submitted to the UNT system is not reflective of your performance, you can begin the formal [UNT Grade Appeal](#) process. Students can appeal a grade using this process if at least one of the following is met:

- grade was based on unfair treatment;
- instructor departed from standards set out in the course syllabus without a rational academic reason; or

- an error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination.

If the student believes that the grade was assigned due to discrimination or sexual harassment, the student must report this belief to the Office of Equal Opportunity. That allegation must be resolved through the UNT Resolution Procedures for Complaints of Discrimination, Harassment, or Retaliation, before the appeal can proceed. Change of a grade due to violations of academic integrity cannot be appealed through this process.

The first step is to communicate with me, the professor, about your concerns. If, after that conversation, we do not agree about your final grade, you can move forward in the appeal process by meeting with the Department Chair, followed by an academic committee, and finally, the Dean. In those reviews, your performance as documented in Canvas and our correspondence throughout the semester will be submitted as evidence for an academic decision.

Access to Information - Eagle Connect

[Students' access point for business and academic services](#) at UNT is located at the website my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. Be sure to select the option that also connects you to UNT-Frisco. For more information, please visit the website that explains [Eagle Connect](#) and how to forward e-mail at <http://eagleconnect.unt.edu/>

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 the methodologies and effectiveness of my pedagogy. 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](#) at <http://spot.unt.edu/> or [email](mailto:spot@unt.edu) spot@unt.edu.

Sexual Assault Prevention

UNT and I are 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. If you use me, Dr. Manriquez, as a resource, please know that I CANNOT keep your information confidential if you report to me a case of sexual assault or if I believe you are in danger. Therefore, if you desire a confidential source, you can ask me for resources and I will gladly help you! Remember, [the UNT CARE Team](#) is always ready to assist. Their website is located at <http://studentaffairs.unt.edu/care>. [UNT CARE has an email address](#), which is careteam@unt.edu. UNT's Survivor Advocates can also 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 via email](#) 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 via email](#) at oeo@unt.edu or at (940)-565-2759.