

1190 INET Fall 2026 Syllabus

Instructor Contact

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Office Hours: By appointment via Zoom

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Communication Expectations: Use the Canvas Inbox (preferred). I typically respond within one business day, during business hours. A message sent after business hours (8 am – 5 pm) is considered received the next business day.

Course Structure -INET

This course takes place 100% asynchronously online. For information on how to be successful in a remote learning environment, see: [UNT Online](https://online.unt.edu/learn) (<https://online.unt.edu/learn>). Except for Zoom office hours, your interactions with me and your fellow students will take place in Canvas.

All course information and materials is available on Canvas as <https://unt.instructure.com>

The course begins with the first content module in Canvas. I will open subsequent modules about one week before it begins.

In the content modules, you will find lecture notes templates that correspond to instructional videos. The videos will go over content and show examples. Print the fillable lecture notes, in the space provided in the notes you should work through the examples with the aid of the videos. This is how you “attend class.” Completing the notes is the first step to your learning success.

Changes to Syllabus

Changes to Syllabus Changes made to the syllabus will be posted as an Announcement in Canvas. You are responsible for all information posted in Canvas.

Course Description

Differential and integral calculus with emphasis on applications to business.

Course Prerequisites or Other Restrictions

Prerequisite(s): Two years of high school algebra and consent of department; or [MATH 1100](#) or [MATH 1180](#) with a grade of C or better.

Course Learning Objectives

Upon successful completion of this course, learners will be able to:

1. Apply calculus to solve business, economics, and social sciences problems.
2. Apply appropriate differentiation techniques to obtain derivatives of various functions, including logarithmic and exponential functions.

3. Solve optimization problems with emphasis on business and social sciences applications.
4. Determine appropriate technique(s) of integration.
5. Integrate functions using the method of integration by parts or substitution, as appropriate.
6. Solve business, economics, and social sciences applications problems using integration techniques.

Materials

Homework assignments will require accessing Knewton or Canvas “quizzes” through your UNT Canvas account. Log in to Canvas at <https://unt.instructure.com>, read through “Getting started with Knewton”. Additional resources are listed in Canvas. You will have to purchase access to Knewton or continue access if you have used it for Math 1180 or 1190 and purchased the 2-year access within the last two years. This can be done through the Barnes and Noble link or other sellers. You can get two weeks of access for free for up to two weeks. For more information about your homework, please read the Homework section.

No textbook is required.

Teaching Philosophy

I believe all students can thrive in mathematics. My goal is to encourage students and build up their math confidence and help students succeed.

Course Technology & Skills

Minimum Technology Requirements and required skills

- A working computer with speakers and webcam that can reliably access the internet and access Canvas ([minimum requirements](#)) and view lecture videos on YouTube
- Computer or laptop that is compatible with all required apps for the course for home-work.
- Exams and quizzes may be taken on desktop or laptop computers. **IPads are not allowed for exams or quizzes.**
- Ability to download, install and run software including Respondus Lockdown Browser
- *Optional: Microphone are necessary to attend zoom office hours or fully participate in online reviews
- *Optional: Ability to upload a single multipage pdf to Canvas may be required
- Proficiency in using Canvas
- Proficiency in using Knewton (see Getting Started with Knewton in Canvas)
- Proficiency in using LockDown Browser and Respondus Monitor with a webcam
- Proficiency in using email
- Proficiency in using your calculator
- Downloading and installing software

More details are in Canvas at the Technical Requirements and Necessary Skills page in the Start Here module.

Calculator Policy

Many calculators will be sufficient for the exams on this class. Among good options are the TI-30XIIS, TI-83 or TI-84 (or similar Casio, other manufacturer's calculators). Examples of calculators not allowed: TI-Nspires, TI 92's, TI 89's. Any other utility with alphanumeric/CAS capabilities or the ability to connect to the internet, such as a smartphone.

Knewton is Required

The homework and some course content will be delivered in Knewton, which must be accessed through via Canvas. You will not need a Knerd link as the access is provided directly in Canvas.

Course Evaluation

Homework/Engagement (All)	30%
Midterm Exams (best 3/4)	50%
Final Exam	20%

Late work will not be accepted in this course regardless of the reason.

Grade Assignment:

A: [90%,); B: [80%, 90%); C: [70%, 80%); D: [60%, 70%); F: [0%, 60%).

A grade of C or better is required for this course to serve as prerequisite for any math course.

Note: Any online submitted work will be graded and returned within 7 days.

Course and Grading Policies

Homework:

Each assignment is equally weighted. Most homework will use an online software program called Knewton, though some will be directly in Canvas. All are due at 11:59 pm.

What is Knewton? Knewton is a mastery-based adaptive software and is designed to judge your ability to complete your assignments. You will be able to proceed through Knewton much more quickly if you study and review your notes before starting the assignments. For best results, read through "Getting Started with Knewton" located in Canvas before your first assignment.

Why do Homework? A purpose of homework is to provide you with sufficient opportunities to learn and practice the new content you are learning. Knewton is adaptive and mastery based, which means that the software will provide each student with the sufficient number of questions to judge whether each topics learning objectives have been mastered. This means a student who has prepared well before the assignment may have very short assignments, while a less well-prepared student may take many more questions on each assignment. Again, the more you prepare before starting to attempt the exercises, the less work you will have. For more tips on

how to get the most out of the homework assignments, read through “Getting Started with Knewton”

Get the Most out of Homework

- You should have a dedicated notebook for your math homework. Carefully write out your work, especially noting the questions with which you struggled. This should form a substantial part of your review material prior to the exams.
- Homework is one piece of your learning process in this course, but successful completion of the homework assignments is not sufficient preparation for exams. You must be able to work the exercises on your own, without any aids on exams.

Where is Knewton?

You access your Knewton powered homework in one of two ways through Canvas, they are:

1. At the Syllabus portal. Every assignment for your course is accessible through the Syllabus portal. This portal is very helpful because it lists all assignments in due date order; or
2. At the content module. Select the Modules tab along the left-hand navigation of Canvas. From the Modules select Module 1. The Knewton assignments have a paper and pencil icon to their left.

When are Knewton Homework Assignments due?

Assignment due dates are listed on the calendar and on the syllabus link in Canvas. Knewton assignments are always due at 11:59 PM. To successfully complete the assignments, you must carefully manage your time. I recommend that you plan to complete them well ahead of the due date. Late homework will not be accepted.

Quizzes

There will be Module quizzes. Often, they will be like homework problems, but occasionally they will cover types of problems in the course, but for which the solutions cannot be adequately assessed by an online platform like Knewton.

Examination Policy

There will be 4 midterm exams and a required comprehensive final exam administered with Respondus and Lockdown Browser and Webcam.

Make-up Policy: Make up exams will NOT be given for any reason after the fact. I drop the lowest midterm exam score to cover emergencies which may arise unexpectedly. An exam may be taken prior to the scheduled date if you have a conflict with another obligation and can provide justification and documentation. I require notification a week in advance for this accommodation.

If you miss an exam and you have a [university excused absence](#), according to [06.039 Policy](#), and provide me documentation within 1 business day of the missed exam, then you have one day to make it up. Requires Instructor Approval.

Additional Exam Guidelines

DONT'S:

- **No other people should be in the testing room with you during your exam process. The testing environment should be a quiet room.**
- No taking exams on beds. Must take exams at a table or desk area.
- No notebooks or binders are allowed. Use blank pages to work out problems. Show them to the camera.
- No headphones.
- No sunshades of any type are allowed.
- No hats, hoodies, shower caps, bonnets of any type that covers the head.
- No Dark testing environment (rooms). Though your screen is bright enough for you to see, I need the room light to be able to see your face and environment clearly.
- No red, blue, orange or other colored lights in the test environment.
- Avoid having light coming from windows behind you or ceiling fans - it diminishes the quality of the video.

DO'S:

- Show your index card with notes/formulas to the webcam if you are using one. Show front and back.
- **Proper attire (clothing) must be worn during entire exam. This means that shirts and bottoms must be worn during the exam process.**
- Show student ID to WebCam - make sure the ID is close and focused to the camera for identification purposes.
- Slowly, show turning off your phone to the WebCam.
- Slowly, scan your test environment during pre-check steps.
- **Slowly scan your entire desk area during pre-check steps.**
- **Record the entire exam process: your body, from the waist to the top of your head should be in the camera during the entire exam process and recorded.**
- Do a 360 degree scan of the entire room and desk area and show your blank pages to the camera..
- The video needs to be clear for viewing.
- **Your body (from the waist up to the top of your head) needs to be visible to the webcam - all should be in the frame of the webcam during the entire exam process. Adjust your laptop/computer to show that.**
- **Show all your completed pages/work to the camera making sure they are in focus and clear and legible.**

Final Exam:

The final exam is comprehensive and is 25% of the course grade. The format of the final exam will be the same as the format of the module exams and will require the use of LockDown Browser and Respondus Monitor with a webcam. You will have 120 minutes to complete the exam. See the [Registrar's website](#) or the calendar for the due date.

Exam Protocol

- Exams may be taken on desktop or laptop computers. **IPads are not allowed for exams.**
- Read How to Take Exam with Respondus module in Canvas.
- Clear your test-taking environment.
- No phones or *any* electronic messaging devices. This includes smart watches.
- Once opened you have 60 minutes (midterm exams) and 120 minutes (Final Exam) to complete the exam.
- Show clean desk surface to webcam.
- Do not open the exam unless you are prepared to work, and your technology is ready, and in working order.
- Extra time nor re-do's will not be granted to account for technical difficulties and work will not be accepted through email.
- You will be required to complete the problems on your own paper and show your work to the webcam screen. No valid work, no credit and no exceptions.
- No noise or watching TV during any exams. Failure to comply with all exam protocols will result in a zero for that exam.

Late Work

The best way to ensure you pass this course is to work consistently throughout the semester. In mathematics courses topics always build one upon the other making it very difficult to catch up later if you fall behind. If you need to pass this course because it is your last semester, your financial aid depends on it, your scholarship depends on it, or your parent/guardian has threatened you in some manner then do yourself a favor and start studying right away. I will not entertain any pleas for extra credit or offers to do additional work at the end of the semester. Late work will not be accepted in this course regardless of the reason.

Attendance

Attendance is important and required. In this class, this means working through the lecture notes with the aid of the instructional videos. It is assumed you will do this. The instructor will not repeat whole lectures or offer personal lessons in office hours, zoom sessions or email. These venues are for specific questions/problems.

Academic Dishonesty

Cheating will not be tolerated. Any student found cheating on will receive no credit on the assignment; and may receive an F for the course for cheating on an exam. If a student receives a zero on an exam for cheating, this grade will not be dropped per the regular course policy of dropping the lowest midterm grade at the end of the semester. A report will be filed with the Office of Academic Integrity. Cheating includes, but is not limited to, discussing exam items with any student currently enrolled in this course; posting exam items and/or exam-related questions on messaging apps; accessing notes, textbook, or ANY source of help during a test AND providing help as well. I reserve the right to test you on problems that are generalizations of material covered in the class and/or in the text. In short, the problems may not look exactly like the ones in the book. Everything that is covered in the course content is fair game for exam material. You will be responsible for everything unless I advise you to the contrary.

Unauthorized Aids During Examinations and Assessments

Students may use only those materials and resources that are expressly authorized by the instructor for a particular examination or assessment. Touching, holding, or accessing any unauthorized aid during the examination period constitutes a violation of the Student Code of Conduct, regardless of whether the aid is used.

Any item that may be considered an unauthorized aid must be kept out of view and in a closed container (e.g. zipped backpack, buttoned purse, etc.) during the entirety of the examination or assessment.

Unless specifically authorized in writing by the instructor, prohibited aids include, but are not limited to:

- Mobile phones and smartphones
- Smartwatches and fitness trackers with communication, recording, or internet capabilities
- Tablets, laptops, and other computing devices
- Earbuds, headphones, and other audio devices
- Smart glasses, cameras, recording devices, and wearable technology
- Artificial intelligence (AI) tools, chatbots, and other generative AI technologies
- Notes, textbooks, study guides, formula sheets, or reference materials
- Any other device, material, or resource not expressly permitted by the instructor

Students are responsible for clarifying any questions about permitted materials before the examination begins.

AI Use Policy

- I put the following: AI is not allowed on exams. There are many avenues you can use to get help on homework - my office hours, email, the Math Lab, - all of which should be able to help you in the process of learning the material. AI is unlikely to be beneficial to you in learning math and sometimes will produce errors that are difficult to decode.

Recommended Steps to Succeed

- Learning math requires a great deal of time and honest effort along with regular and consistent work.

- After class review your notes. If you have questions, ask immediately.
- Actively read through all recommended readings.
- Use the time you spend on your Knewton assignments to learn the material that is covered rather than just getting through the homework as fast as possible.
- Prior to the exams, complete the Exam reviews.
- Form a study group with your classmates. As you are taking an online course, set up online groups.
- Make use of the tutoring options available to you: the Math Lab, the Learning Center and your instructor's tutoring hours.
- Work on the assignments consistently well ahead of due date. Waiting until the last minute is a horrible idea.
- Math is not a spectator sport. You must try the problems, finish problems, ask questions, correct your mistakes, put concepts in your own words, and practice, practice, practice. You learn math by doing, not by watching others.
- Get help in the Math Lab See <https://learningcenter.unt.edu/math-lab> The learning center offers several tutoring options: Drop-In Tutoring, One-on-One Tutoring, Group Tutoring and Online Tutoring. See <http://learningcenter.unt.edu/tutoring>.
- Contact your instructor immediately if you are having problems.

Course requirements:

As a general rule, average college students are expected to spend three hours per week for each one hour of class working on the course to be able to successfully learn the content. If you are an “average” college-level learner, you should spend about nine hours per week if you expect to successfully complete this course. As this is an average, many students require more than this. If you are struggling and not yet putting in the appropriate amount of time, doing this should be your first step.

Keys to success: I'm hopeful this advice will be helpful for you. It consists of my observations in time I've been teaching about what causes students to be successful. The two primary necessities for success are maturity and spending the time necessary to succeed. Learning is hard and takes time. Learning requires working hard consistently and when you don't want to which requires maturity. One last thought: As an adult, you need to be a self-advocate. If you are having problems, you are expected to seek help. Most of you, at some point in your college career you will run into problems and need to ask for help – don't wait, reach out as soon as you realize you have an issue.

Instructor Responsibilities and Feedback

My goal is to provide students with the help they need to succeed. I will work hard to be available during my tutoring/office hours, via email or via Zoom. I welcome questions about any portion of the course and am happy to clarify any issues if they come up. Most homework

assignments are automatically graded and you can review your work on the Canvas assignments the day after they are due.

Drop/Withdrawal Policy

If the student is unable to complete this course, it is his/her responsibility to formally withdraw from the course. Please contact the [Registrar's Office](#) for further questions.

Online Etiquette

A good list of rules to follow online are including at <http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/>

In general, don't say things you would be uncomfortable saying to someone in person and be careful to work hard to communicate clearly. Online interaction makes some common discussions harder because of the need to be very explicit in your meaning due to the lack of other common social cues. Work to assume good intent on behalf of others and work to be clear in your communication and most other issues will take care of themselves.

Other ways to get help for this course:

What tutoring/office hours are for: Office hours provide a dedicated time for students to get one-on-one, or small group, time with an instructor. Come get help!! Email me to set up a time on Zoom.

Math Lab (SAGE 130): See <https://learningcenter.unt.edu/math-lab>

The learning center offers several tutoring options: Drop-In Tutoring, One-on-One Tutoring, Group Tutoring and Online Tutoring. See <http://learningcenter.unt.edu/tutoring>.

Summary of Key Dates

Date	Importance of Date
Aug 17	Classes Begin
Aug 21	Last day to add a class or swap sections.
Aug 28	Last day to drop a class section without a W.
Sept 25	Last day to change to pass/no pass grade option (undergrads).
Nov 6	Last day for a student to drop a course or all courses with a grade of W.
Nov 7	Beginning this date, a student may request a grade of "I", incomplete, a non-punitive grade given only if a student (1) is passing, (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to complete the work.
Dec 7 - 11	Final examinations. Term ends.

Incomplete

Beginning 11/7, a student that qualifies may request a grade of "I", incomplete. An "I" is a non-punitive grade given only if ALL three of the following criteria are satisfied. They are:

- The student is passing the course.

- The student has a justifiable (and verifiable) reason why the work cannot be completed as scheduled.
- The student arranges with the instructor to complete the work within one academic year.

Course Schedule

I reserve the right to change this schedule as necessary throughout the semester. You are still responsible for being aware of any changes I announce in course announcements.

MATH 1190 INET Course Calendar

Week #	Day	Due Date	Material to Cover/Read	Item Due: CANVAS or KNEWTON
1	Mon.	17-Aug	Watch instructor 'Introduction' video - located on Home Page.	
			Review Welcome Page, Syllabus, Course Calendar.	
			Read Canvas Modules: 'Start Here', 'How to Take Exams with Respondus', and 'Unit 1: Exam 1' material.	
	Tues.	18-Aug	Set up LockDown Browser on your computer/device. Requires a Webcam.	Note: IPads are not allowed for quizzes and exams.
	Wed.	19-Aug	1.0 Rational Inequalities: Sign charts and factoring	
	Thurs.	20-Aug	1.1 Limits from a Graph or Table	
2	Mon.	24-Aug	HOMEWORK DUE	Attendance Check Quiz, Intro Quiz, Discussion: Introduce Yourself
			HOMEWORK DUE	Knewton Sec 1.0
	Tues.	25-Aug	1.1 Limits from a Graph or Table (cont'd.)	
	Thurs.	27-Aug	1.2 Limit Properties & Limits of Piecewise Functions	
3	Mon.	31-Aug	HOMEWORK DUE	Knewton Sec 1.1, 1.2
	Tues.	1-Sep	1.3 Continuity & Intermediate Value Theorem	
	Thurs.	3-Sep	1.4 Limits at Infinity and Infinite Limits	
4	Mon.	7-Sep	Labor Day	
	Tues.	8-Sep	1.5 Average rate of change, tangent lines by graphing and secant lines	
	Wed.	9-Sep	HOMEWORK DUE	Knewton Sec 1.3, 1.4
	Thurs.	10-Sep	1.6 Definition of the Derivative	
5	Mon.	14-Sep	HOMEWORK DUE	Knewton Sec 1.5 parts 1 & 2, 1.6, Unit 1 Wrapup
	Tues.	15-Sep	Exam 1	Exam 1 Online

MATH 1190 INET Course Calendar

5	Wed.	16-Sep	2.1 Basic Derivatives	
Cont'd.	Thurs.	17-Sep	2.2 Product and Quotient Rules	
6	Mon.	21-Sep	HOMEWORK DUE	Knewton Sec 2.1, 2.2
	Tue.	22-Sep	2.3 Chain Rule (Part 1)	
	Thurs.	24-Sep	2.3 Product Rule & Quotient Rules (Part 2)	
7	Mon.	28-Sep	HOMEWORK DUE	Knewton Sec 2.3 Part 1, 2
	Tues.	29-Sep	2.4 Derivatives of Exp. & Log Functions	
	Wed.	30-Sep	HOMEWORK DUE	Unit 2 Wrapup
	Thurs.	1-Oct	Exam 2	Exam 2 Online
8	Mon.	5-Oct	3.1 Marginal Analysis	
	Thurs.	8-Oct	3.2 Elasticity of Demand	
9	Mon.	12-Oct	HOMEWORK DUE	Knewton Sec 3.1 Part 1, 3.2
	Tues.	13-Oct	3.3 First Derivative and Graphing	
	Thurs.	15-Oct	3.4 The Second Derivative & Concavity	
10	Mon.	19-Oct	HOMEWORK DUE	Knewton Sec 3.3 Part 1, 2, 3.4
	Tues.	20-Oct	3.5 Absolute Extrema and Extreme Value Theorem	
	Thurs.	22-Oct	3.6 Optimization	
11	Mon.	26-Oct	HOMEWORK DUE	Knewton Sec 3.5, 3.6, Unit 3 Wrapup
	Tues.	27-Oct	Exam 3	Exam 3 Online

MATH 1190 INET Course Calendar

11	Thurs.	29-Oct	4.1 Antiderivatives	
Cont'd.				
12	Mon.	2-Nov	HOMEWORK DUE	Knewton Sec 4.1
	Tues.	3-Nov	4.2 Integration by Substitution	
	Thurs.	5-Nov	4.3 Riemann Sums	
13	Mon.	9-Nov	HOMEWORK DUE	Knewton Sec 4.2, 4.3
	Tues.	10-Nov	4.4 Properties of the Definite Integral	
	Thurs.	12-Nov	4.5 Fundamental Theorem of Calculus	
14	Mon.	16-Nov	HOMEWORK DUE	Knewton Sec 4.4 Parts 1 & 2, 4.5 Parts 1 & 2
	Tues.	17-Nov	4.6 Area between Curves: Gini Index	
	Thurs.	19-Nov	4.7 Applications of Integration	
			Thanksgiving Break: Nov. 23 - Nov. 27	
15	Mon.	30-Nov	HOMEWORK DUE	Knewton Sec 4.6 Parts 1 & 2, 4.7 Parts 1 & 2
	Tue.	1-Dec	HOMEWORK DUE	Unit 4 Wrapup
	Wed.	2-Dec	Exam 4	Exam 4 Online
16	Mon.	7-Dec	Final Exam (Comprehensive and Required)	Final Exam Online

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Online Course System

The University is committed to providing a reliable online course system to all users. However, 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.

UNT Help Desk: [UIT Student Help Desk site](https://www.unt.edu/helpdesk) (https://www.unt.edu/helpdesk)

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>)

UNT Policies

Academic Integrity Standard 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.

ADA Accommodation Statement

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 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 see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety

emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 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.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship

violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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.

Class Recordings & Student Likenesses

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

Academic Support & Student Services

Mental Health

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

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

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- Registrar (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu) (<https://financialaid.unt.edu>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://careercenter.unt.edu) (<https://careercenter.unt.edu>)
- [Multicultural Center](https://idea.unt.edu/multicultural-center) (<https://idea.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://idea.unt.edu/pridealliance) (<https://idea.unt.edu/pridealliance>)
- [UNT Food Pantry](https://studentaffairs.unt.edu/food-pantry) (<https://studentaffairs.unt.edu/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 Center](https://writingcenter.unt.edu) (<https://writingcenter.unt.edu>)
- [Math Lab](https://learningcenter.unt.edu/math-lab) (<https://learningcenter.unt.edu/math-lab>)

Emergency Notification and 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.