

FREN 5340 French Structures & Stylistics  
Fall 2021  
University of North Texas

## SYLLABUS

### COURSE DESCRIPTION

Comparative analysis of French and English grammatical structures and stylistics with intensive writing practice, including translations.

### COURSE OBJECTIVES

The learning opportunities designed for students will help them to do the following:

- find and organize information gleaned from source material in French;
- describe people, places, and cultural products/practices; and
- analyze discourse by comparing structures in English and French.

### INSTRUCTOR

Lawrence Williams

LANG 405F

(940) 565-2404

[lawrence.williams@unt.edu](mailto:lawrence.williams@unt.edu)

I started working at UNT in 2003, a few weeks after I graduated with a PhD in French and a doctoral minor in Linguistics. My research focuses on a sub-field of sociolinguistics known as linguistic landscape.

### COMMUNICATION

The instructor will reply only to messages received from an official UNT e-mail address.

### REQUIRED TEXTBOOK

There is no required textbook for this course. However, you will find links to required materials and additional readings in Canvas. In each writing assignment, you must include at least 5 quotes from 5 different items provided in the list of additional readings in Canvas.

### CANVAS

We will use Canvas for this course. <https://unt.instructure.com/login/canvas>

- This is an Internet course.
- There are no required classroom meetings.
- There is no final exam.
- All course materials will be available in/through Canvas.
- All assignments can be submitted in Canvas.

Student Help Desk location:

Sage Hall, Room 330

Student Help Desk phone:

(940) 565-2324.

Student Help Desk e-mail:

[helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Student help Desk website:

<https://it.unt.edu/helpdesk>

## **MINIMUM TECHNOLOGY REQUIREMENTS & TECHNOLOGY SKILLS**

Since much of your typing will be in French, you will have to use diacritics (accents and other symbols such as the cedilla and diaeresis). See Appendix A of this syllabus for online resources that explain how to type diacritics. You need to realize that various factors will affect your ability to use one method (Microsoft keyboard shortcuts) or the other (ASCII codes) since one method only might work, or both might work, depending on the computer, the operating system, the program, the web browser, and the version. You should try both methods to see if they both work in Canvas and in Microsoft Word (or whatever word processing program you happen to use). When you try in Canvas, you should test at least two different browsers during the first day or two of the course, just to know which method seems to work best.

Students in this course are expected to be able to use word processing software, audio recording software, and Canvas. See Appendix B of this syllabus for acceptable audio file formats. Since this is an Internet course, you are required to have access to a computer with an Internet connection. In order to watch streaming films, you will need a computer/device with a sound card and speakers (or headphones).

No advanced technology skills are needed for word processing or audio recording. If you use a program like Microsoft Word, you just need to know how to type essays.

## **PREREQUISITES**

Students are expected to be at or above the Advanced-Low proficiency level (American Council on the Teaching of Foreign Languages), as explained below.

## **PROFICIENCY IN FRENCH**

As recommended by the American Council on the Teaching of Foreign Languages, students in a graduate program should be able to perform in French (for writing, speaking, reading, and listening) at the level of [Advanced-Low or above](#).

## **MODULE FORMAT**

- 1) Overview
- 2) Materials (viewing/reading)
- 3) Worksheet
- 4) Summary (Assessment 1: Discussion participation or audio recording)
- 5) Writing Assignment (Assessment 2: essay or translation)
- 6) Next Step

Each module begins with an overview, which includes a list of objectives for the module, and a "to do" list.

In the Materials section of the module, you will find a link to a film or written texts. In some cases, there will be one topic, but in others, there will be several possible topics that you will be able to explore throughout the module. For Modules 1 and 2, you will have access to a feature-

length French-language film, and for Modules 3, 4, and 5, you will be given links to specific articles in *La Presse* (a newspaper published in Canada) or *Le Monde* (a newspaper published in France) or some other news source(s). If you do not regularly read news in French, you might want to become familiar with these two newspaper websites during the first part of the semester for your personal and/or professional development because at some point in your career (especially if you decide to become a teacher or translator), you will most likely need to know what is happening in the francophone world if you want to understand trends in vocabulary (and culture).

The third part of each module is a worksheet. This is designed to be completed while you are viewing the required film or reading the required (main) article and the supporting materials. Typically, half of the questions will be specific, but you will also be allowed to select some aspects of the discourse of the film that you would like to explain. Even though each worksheet has a limited number of questions, you should keep a personal notebook for important vocabulary included in each required film or required (main) article. In other words, it is especially important for graduate students to go beyond the course requirements in order to develop a higher level of proficiency in French.

The fourth part of each module is a summary. For some modules, the summary is somewhat non-traditional because you will be sharing bits and pieces of information with your classmates in order to create a collective summary of each film. This will allow different members of the class to contribute different types of information to this group summary. Although this is seen as the creation of a collective summary of each film, the Discussion space in Canvas will allow you to exchange ideas and opinions about the film once a basic (collective) summary has been established. This means that if you have not contributed enough posts by the time the summary seems to have been completed, you have other options during the period designated for posting messages to the Discussion. For other modules, your summary will be prepared in the form of an audio recording, which means that these summaries will be individual, not collective. Since this is an Internet course, having some audio summaries will allow the instructor to evaluate your spoken French in addition to your written French. The summary is a type of low-stakes assessment, which means that the total number of possible points for these assignments is relatively low compared to the writing assignments. The purpose of the summary in each module is to get you thinking about the focus of the module, and then you can begin using the vocabulary needed in order to discuss and write about the main topic(s) of the module. Additional details (including information regarding Netiquette) can be found in the *Guidelines and Rubrics* document for this course.

The fifth part of each module is a writing assignment. Since individual writing is the main focus of this course, this is a "high stakes" assessment (i.e., the total number of possible points is relatively higher than the Summary assessment for each module). For some modules, the writing assignment will be in the format of an essay. For other modules, the writing assignment will include a translation (including the cultural/linguistic analysis of specific words, terms, or expressions).

## **REQUIRED ASSIGNMENTS**

Introduction (Discussion provided in Canvas)

- Students introduce themselves to each other and to the instructor.

Practice Audio Recording (in Canvas module "Start Here")

- Students have an opportunity to practice using the Audio Recorder feature in Canvas, or students can upload an audio recording that they have saved on a computer or some other device.

Module 1 (2 weeks during the summer; 3 weeks during a long semester)

- Viewing (film in French)
- Worksheet
- Summary – Online Discussion (5 posts in French, based on the film)
- Writing Assignment 1 (description/analysis of a main character)

Module 2 (2 weeks during the summer; 3 weeks during a long semester)

- Viewing (film in French)
- Worksheet
- Summary – Online Discussion (5 posts in French, based on the film)
- Writing Assignment 2 (description/analysis of 1-2 aspects of a francophone region/country)

Module 3 (2 weeks during the summer; 3 weeks during a long semester)

- Reading (news articles in French about a specific topic)
- Worksheet
- Summary – Audio Recording (5 minutes in French)
- Writing Assignment 3 (translation of selected words, sentences, paragraphs)

Module 4 (2 weeks during the summer; 3 weeks during a long semester)

- Reading (news articles in French about a specific topic)
- Worksheet
- Summary – Audio Recording (5 minutes in French)
- Writing Assignment 4 (translation of selected words, sentences, paragraphs)

Module 5 (2 weeks during the summer; 3 weeks during a long semester)

- Reading (news articles in French about a specific topic)
- Worksheet
- Summary – Audio Recording (5 minutes in French)
- Writing Assignment 5 (translation of selected words, sentences, paragraphs)

## COURSE GRADE

Point Range	Letter Grade
270-300	A
240-269	B
210-239	C
180-209	D
0-179	F

There are no bonus points or extra credit points available in this course.

## GRADES FOR REQUIRED ASSIGNMENTS

The first two assignments (in the "Start Here" module) for this course are Introduction and Practice Audio Recording. If you do not submit both of these assignments by Friday of the first week of the course, 20 points will be deducted from your course grade at the end of the semester.

The assignment Introduction is simply one Discussion posting to introduce yourself to the students and the instructor. It is up to you to choose what you want everyone to know about you. There is no rubric for this because this is simply a completion grade.

For the Practice Audio Recording assignment, you must submit an audio file of yourself reading the first stanza (four lines) of « Demain, dès l'aube . . . » (a famous poem by Victor Hugo). The text of the first stanza can be found in the "Start Here" module in Canvas.

The other assignments all have specific maximum point values associated with them, as shown in the table below.

Assignment	Maximum Points
Worksheet 1	10
Summary 1 (Discussion in Canvas)	20
Writing Assignment 1 (Essay)	30
Worksheet 2	10
Summary 2 (Discussion in Canvas)	20
Writing Assignment 2 (Essay)	30
Worksheet 3	10
Summary 3 (Discussion in Canvas)	20

Writing Assignment 3 (Essay)	30
Worksheet 4	10
Summary 4 (Audio recording)	20
Writing Assignment 4 (Translation)	30
Worksheet 5	10
Summary 5 (Audio recording)	20
Writing Assignment 5 (Translation)	30

#### **FEEDBACK ON ASSIGNMENTS**

- Canvas Discussion postings will be graded (with comments, as needed) the day after the end of the period designated for posting comments to each Discussion.
- Audio recordings will be graded (with comments, as needed) soon after the due date. Since students may submit a revised version of an audio recording prior to the due date, no audio recordings will be graded early.
- Writing assignments will usually be graded (with comments, as needed) within 48-72 hours after the due date. Students are allowed to re-submit a revised version of any writing assignment that was originally submitted on time and complete. Partial assignments and/or assignments submitted late (without a valid excuse) are not eligible to be re-submitted.

#### **ASSIGNMENTS NOT SUBMITTED ON TIME**

The italicized information in this section regarding excused absences has been reproduced directly from UNT [Policy 06.039](#). Please note part F of number IV, which explains that you should contact the [Dean of Students](#) office if you have a verifiable illness. Since this is an Internet course, an "excused absence" is the same as a valid excuse for not being able to submit an assignment on time. If your absence (on the date when an assignment is due) is not excused, you will not be able to submit the assignment late. The most important thing to remember is to communicate with me if you are having a problem because students who do not communicate with instructors often complicate the situation by not trying to find a solution early.

#### *IV. Excused Absences.*

##### *A. 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; and*
- 6. when the University is officially closed.*

*B. A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate excused absence and*

*delivering the request personally to the faculty member assigned to the course for which the student will be absent.*

*C. When an absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete an assignment or examination missed.*

*D. Faculty members are required to find a fair resolution if a student missed an examination or assignment on days when the university is officially closed.*

*E. A student will not be penalized for an excused absence and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.*

*F. A student needing assistance verifying absences due to illness or extenuating circumstances for all courses should contact the Dean of Students office. The Dean of Students office will verify the student's documentation and advocate on the student's behalf, as appropriate, to instructors for excused absences.*

## **WEEKLY SCHEDULE**

This schedule indicates which items in each module must be completed during each week. The list of materials provided by the instructor is only a starting point for exploring and learning about the main topic(s) of each module. Students in our graduate program are expected to identify additional sources that can help to inform them about any given topic. This is a model for what you will need to do whether you choose the Thesis Option (writing and defending a thesis) or the Non-Thesis Option (comprehensive exams) in our master's program. You will notice in the *Guidelines and Rubrics* document that you are required to provide a bibliography of at least 10 additional resources consulted for each writing assignment, and a minimum of 2 of these must be included in each writing assignment, either as a footnote to provide a clarification or by using a direct quote. This course emphasizes the quality of work over the number of required assignments, which is why you are given plenty of time to consult with the instructor by e-mail. Since you will not see the instructor in a classroom, you are encouraged to contact him on a regular basis with your ideas and questions, especially during the weeks when you are working on a writing assignment.

Introduction (Discussion in Canvas) – Week 1

Module 1 – Weeks 1, 2, and 3 (Film, worksheet, discussion, and writing assignment)

Module 2 – Weeks 4, 5, and 6 (Film, worksheet, discussion, and writing assignment)

Module 3 – Weeks 7, 8, and 9 (News, worksheet, audio recording, and writing assignment)

Module 4 – Weeks 10, 11, and 12 (News, worksheet, audio recording, and writing assignment)

Module 5 – Weeks 13, 14, and 15 (News, worksheet, audio recording, and writing assignment)

## NETIQUETTE

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

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

For additional details, please consult the guidelines provided by the University of Florida:

<http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

## SUCCESS IN AN ONLINE COURSE

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that you may not be aware of. Please read How to Succeed as an Online Student, which can be found at the following address:

<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>.

## GETTING HELP

### *Technical Assistance*

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

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

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm



For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)  
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

#### *Student Support Services*

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)

#### *Academic Support Services*

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

### UNT Policies

#### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

#### ADA Policy

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

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

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

#### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

#### Retention of Student Records

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

#### Acceptable Student Behavior

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

#### Access to Information - Eagle Connect

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

#### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] 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](mailto: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](mailto: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](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

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

##### **Federal Regulation**

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

The paragraph reads:

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

##### **University of North Texas Compliance**

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

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

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

#### Student Verification

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

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

#### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all 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.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

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

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

#### *Chosen Names*

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

- [UNT Records](#)
- [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) (https://registrar.unt.edu)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

#### *Academic Support Services*

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

## Appendix A

### Typing International Characters

There are many resources on line that explain how to type letters that include symbols that are not used in English. A few of these resources have been provided below for your convenience; however, you may prefer to use different online resources, and that is your choice.

In the field of Linguistics, international characters are called diacritics, even people often refer to them as *accents* or *accent marks*. French diacritics include 3 accents and 2 other symbols.

#### FRENCH DIACRITICS

Example	Name (in English)	Name (in French)
é	acute accent	<a href="#">l'accent aigu</a>
è	grave accent	<a href="#">l'accent grave</a>
ê	circumflex accent	<a href="#">l'accent circonflexe</a>
ë	diaeresis	<a href="#">le tréma</a>
ç	cedilla	<a href="#">la cédille</a>

#### ONLINE RESOURCES

Microsoft Office Support - [International Characters](#)

Muhlenberg University - [Typing Guide for Accents](#)

University of Manitoba - [How to Type Accents](#)

## Appendix B

### Acceptable File Formats\*

\*If your preferred audio file format does not appear on this list, please send me a test file (with a very short message) as an e-mail attachment so that I can try to open it, then I will let you know if it is an acceptable audio format.

.ASX	Advanced Stream Redirector
.DTS	Digital Theater Systems Audio File
.GXF	General eXchange Format
.M3U	MP3 Uniform Resource Locator
.MXF	Material eXchange Format
.OGM	Ogg Multimedia Container File
.PLS	Playlist
.BUP	DVD Information File
.A52	Dolby Digital AC-3 Compressed Audio File
.AAC	Advanced Audio Coding Compressed Audio File
.B4S	Winamp 3+ Playlist
.CUE	Cue Sheet
.OMA	OpenMG Audio File
.SPX	Ogg Speex Audio File
.TS	DVD Video
.VLC	VLC Media Player Data
.VOB	DVD Video Object
.XSPF	XML Shareable Playlist Format
.IFO	DVD Information File
.PART	Partially Downloaded File
.FLAC	Free Lossless Audio Codec Compressed Audio File
.M4A	MPEG-4 Audio File
.MP1	MPEG-1 Audio Layer I
.OGG	Ogg Multimedia Container File
.WAV	Waveform Audio
.XM	Extended Module Audio File
.SRT	DVD Subtitles File
.AC3	Dolby Digital AC-3 Compressed Audio File
.MOD	MOD Audio File
.MP2	MPEG-1 Audio Layer II
.MP3	MPEG-1 Audio Layer 3
.MP4	MPEG-4 Part 14 Multimedia Container
.WMA	Windows Media Audio File
.MKA	Matroska Audio Stream
.M4P	Protected AAC File