



University of North Texas
Applied Arts and Sciences BAAS 4100, Canvas
Managing a 21st Century Career

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.

COURSE INFORMATION

Welcome to Managing a 21st Century Career! Please carefully read all the information contained in this syllabus.

- *Course:* BAAS 4100.700, Canvas, 3 Credit Hours
- *Format:* This is an 8-week asynchronous online course delivered in Canvas

Instructor Contact Information

- Dr. Magdalena Grohman, *Clinical Associate Professor, Project Design Analysis (PDA)*
- **Office:** 353 Frisco Landing, UNT at Frisco
- **Email:** magdalena.grohman@unt.edu;
- **Ways to get in touch:**
 - Use [Calendly](#) to schedule a chat with me.
 - Meet me during Weekly Consultations Hour, Thursdays, 5:00 - 6:00 PM, Zoom: <https://unt.zoom.us/j/85386875358>
 - Message me on Teams

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

Required prerequisites for this course include B.A.A.S. 3000; B.A.A.S. 3020; Senior Standing; Declaration of the B.A.A.S. degree as the program of study at UNT.

Course Catalog Description

In this capstone experience, students will integrate knowledge gained through their core courses, technical backgrounds, and advanced focus areas as they develop a plan for engaging as professionals and citizens in a rapidly changing world. Skills in teamwork, social awareness, personal awareness, and critical thinking will be further honed as students make connections between knowledge areas and learn to match their skills to careers, now and in the future. They will work with challenging social and business issues, applying decision-making strategies as they develop effective recommendations for action. Students will explore personal branding as they develop their professional identity. Serves as the capstone course for the B.A.A.S. degree.

Course Structure

This is an 8-week asynchronous online course delivered on Canvas.

Learning Objectives

Having successfully completed this course, students will:

- CO 1. Applying effective analysis and research skills to develop alternative recommendations for action.
- CO 2. Using effective individual and group professional writing and presentation skills.
- CO 3. Articulating a range of methods for leadership and collaboration.
- CO 4. Examining a complex problem and generating proposals.

Required Materials

All materials for this course will be available through Canvas. Course materials include, but are not limited to, e-books, websites, articles, and videos. If needed, contact the instructor for accessible versions.

Being Successful in the Course

- Pay close attention to due dates, deadlines are firm.
- Cite sources, giving credit to where you obtain information.
- Collaborate respectfully with others.
- Make the commitment to spend at least 12 hours a week on the course. Some students may need more time than that to do well in the course.

Teaching Philosophy for BAAS 4100

This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are created, and students are expected to be actively engaged. Students will be expected to actively participate in group learning projects and peer feedback and evaluations. Students will gain practical experience and increase their digital presence through virtual internships, resume building, ePortfolios, virtual interview practice, and a team-based Career Trends Report. As this is an asynchronous course, students will need to use effective time management to complete assignments according to the course schedule.

Course Teaching and Learning Strategies

In this required course within the Bachelor of Applied Arts and Sciences degree program, students will examine how to navigate 21st Century Career expectations and effectively apply this knowledge in the creation of digital media to market themselves long after completion of this course. Teaching and learning strategies will include collaborative learning and discussion, project-based learning, autonomous online reading and viewing of course materials, instructor mini-lectures, quizzes, practice activities, and a group project that applies your learning across the semester. This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are presented and students are expected to be actively engaged. The goals of utilizing these approaches include developing student competencies in the areas of critical thinking and reasoning, written and oral communication, collaboration, and innovation.

TECHNICAL REQUIREMENTS/ASSISTANCE

Minimum Technical Skills Needed

Minimum technical skills include the ability to navigate and use the Canvas learning management system on a regular basis. Students are responsible for all devices (*i.e.*, computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions. Plan ahead and have a back-up plan in place. For technical assistance in Canvas, please contact <https://learner.Canvas.help/hc/en-us>

Computer Skills and Digital Literacy

- Using Canvas
- Using email with attachments
- Using presentation and graphics programs
- Using online discussion forums

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.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri, or Times new Roman and use a size 10 or 12 pt. font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING. • Limit and possibly avoid the use of emoticons like :) or J.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

See these [Online Communication Tips](#) for more information.

COMMUNICATING WITH YOUR INSTRUCTOR

College is a great opportunity **to learn or refresh few professional communication strategies**, and I do expect you to be respectful and professional. Allow **2 business days** for me to reply to all weekday emails; I do not typically check email between the hours of 6pm and 6am. The earliest I can respond to emails on weekends is **Sunday after 8:30 pm. BUT, I understand that life happens so, if there's an urgent matter, message me in Teams.**

The primary tool for communication in this course is email. If you have questions or concerns, please send them to my UNT email at magdalena.grohman@unt.edu. Make sure to send any emails from your UNT email address. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have, to a non-UNT email address because it violates federal law on student privacy.

Here are a few other tips for e-mail success (and requirements for future success on the job):

- Provide a useful and descriptive subject line (ex: Question about my Reading Discussion score)
- Form: Capitalize and punctuate.
- Begin with a greeting (e.g.: "Dear Dr Grohman") and end with a signature (e.g.: "Sincerely, Student"). Launching straight into the message is bad, but "Hey Prof!" is a disaster. "Hi" is fine, so long as you follow both by a name or title: "Hi Professor" or "Hi Dr Grohman".
- Be clear and concise. Write short messages, make clear requests, get to your point quickly, and offer to provide more information rather than launch into your life story.

Announcements

You will be notified of any changes to the course or other pertinent information via the announcements with the Learning Management System (Canvas). Therefore, it is essential that you have your email notifications set up properly so that you see these announcements in a timely fashion. Notifications are sent to the email address associated with your Canvas account (generally your UNT email).

ASSESSMENTS AND GRADING

Assessment Overview

This course provides various ways for students to learn including team projects, development of electronic portfolios and other digital presence materials, professional technical writing, readings, videos, and lectures. Students who fail to complete any assessment by the due date will receive a zero - no late work is accepted.

Collaboration is essential to the course. You will be asked to share your feedback and work in a team.

Grading: Final grades will be determined through the use of a percentage system. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas. If you believe there is a discrepancy between the grade you are earning on assignments and any information Canvas shows, please contact the professor, and ask him/her to look into the issue. Please remember, all technologies are subject to error. If you notice a discrepancy, notify the instructor. The instructor will evaluate the situation and his/her ruling is final.

If you try to resubmit an assignment after the due date, it will give you a score with a late penalty of 100%

(meaning you would get a zero). It is extremely important to watch for DUE DATES and not submit after a due date.

****A grade of C or higher in BAAS 3000, BAAS 3020, and BAAS 4100 is needed for credit within the Applied Arts and Sciences degree program.****

Percentage	Points	Grade
90-100%	450-500	A
80-89%	400-449	B
70-79%	350-399	C
60-69%	300-349	D
<60%	<300	F

Course Assessments

Below is a brief overview of the assessments in this course. See each assignment for specific details on dates, requirements, and grading. All quizzes are **timed**, and you will not be able to “go backward” to return to a question. Please see Canvas for specific details on dates, requirements, and grading.

Course Assignments and Grade Table

Assignment	Percent of Grade
Course Information Quiz	4%
Weekly Quizzes (6 total)	24%
Elevator Pitch	4%
Interview Questions & Peer Evaluations (2 total)	8%
Virtual Internship	6%

Team Project (Team Contract, Career Trends Report, Team Evaluations)	17%
Resume & Peer Evaluations	6%
ePortfolio	11%
Exams (2 total)	20%
TOTAL	100%

Course Information Quiz

The Course Information Quiz covers the “Getting Started/Course Orientation” module which serves to introduce you to the major goals of the course, the Applied Arts and Sciences program, and UNT as well as how these goals connect to skills important to employers. Please note: Quiz is timed.

Weekly Quizzes

Assignment Purpose: To assess your comprehension of module content. There will be 6 module quizzes administered in Canvas based on the assigned readings, videos, and other content associated with the modules. Please note: quizzes are timed.

Elevator Pitch

Assignment Purpose: To prepare you for an interview. The Elevator Pitch is a short summary of your background, skills, and goals so that another professional can learn essential information about you in a short period of time.

Interview Questions & Peer Evaluations

Assignment Purpose: To practice commonly asked interview questions. You will be recording a reply to an interview prompt, submitting it for feedback and then supplying feedback for your peer's interview questions.

Virtual Internship

Assignment Purpose: To gain skills and confidence that will set you up for success as you move from the world of study to the world of work. Additionally, you will gain a completion certificate to add to your resume and ePortfolio. This is all done virtually and is not considered employment.

Team Project

Assignment Purpose: To apply analysis to the career marketplace, your team will work together to create a report on the current and projected state of 21st Century Careers. In this report, your team will examine labor statistics for industry and occupation trends, employment statistics, and wage rates. Additionally, your team will explore the role of technology in the ever-changing marketplace and how this relates to job skills.

You will write a Team Contract, Career Trends Report, and conduct peer-evaluations on the quantity and quality of your teammate's contributions.

Lack of Participation Policy: If a member of a team is not contributing sufficiently to the work of the team, the other members have the right to:

- Notify the team member by writing a formal email to that person documenting the specific problems, copying the professor and all other team mates on that email message (using UNT email addresses).

The email must document the exact efforts the team has made to communicate the problems to the affected team members and what has been done to attempt to solve the problems.

- Give the team member 7 days to improve and update the professor on the status.
- If the contribution has not improved sufficiently, the member may be removed from the team which will result in a score of zero on the Business Project assignments moving forward.

Resume & Peer Evaluations

Assignment Purpose: To develop and critically evaluate your resume. You will develop a professional resume, critique other resumes of classmates, and polish your resume.

ePortfolio

Assignment Purpose: To develop an online reservoir of professional work to highlight you as a job candidate. Students will develop an online professional presence to highlight and showcase your work that will be a tool for you to market yourself as you begin your career.

Exams

Assignment Purpose: To demonstrate understanding of the course material. Two exams will be administered. Please note: Exams will be evaluated for AI and plagiarism.

Course Evaluation

Student feedback is an essential component to improving the Applied Arts and Sciences program unifying courses. Students will be notified prior to the course evaluation date via an email from UNT SPOT. The professor will also post an announcement in Canvas. More information is provided on the UNT course evaluation process in the UNT policies portion of this syllabus.

COURSE POLICIES

Attendance Policy

Attendance in the asynchronous online course will relate to the turning in of assignment on-time and working with your Teams on team assignments. There will not be any required "live" events required for this course. Please refer to the UNT Attendance Policy, which applies to all modes of course delivery.

Class Participation Policy

Students are expected to turn in assignments on time and work within their assigned teams for projects.

Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. All assignments will be submitted via Canvas. Official due dates can be found on the course schedule and within Canvas. Written work will be submitted using a plagiarism detection software program. You can see the “similarity score” when you submit the assignment. If your submission shows a high mark for possible overlap with other work, please look it over carefully to be sure you have used proper citation and are following the spirit of the assignment. A high mark does not necessarily mean you plagiarized, but it is an indication to take time to look things over. If you need help understanding plagiarism and learning how to cite sources properly, please contact the professor for assistance.

Look for details on how to submit assignments on the Canvas class site. ***If you have any technical difficulty with Canvas, please contact:*** <https://learner.Canvas.help/hc/en-us>. Students will not be allowed to retake any assessment due to on student technical difficulties. Please check compatibility in advance. Specifications are posted in the Getting Started module.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected **university** server outage the instructor will extend the time windows and provide appropriate accommodation based on the situation. Any problems should be reported to the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. Please notify the instructor as well.

Individual technical issues are the responsibility of the student. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. **Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions.** Plan ahead to ensure you have reliable internet service and have addressed any Canvas compatibility issues.

Using Artificial Intelligence (AI) Tools

Throughout the semester, you may use specific Generative AI (GenAI) tools for some assignments, if you follow responsible use guidelines presented below. These guidelines will help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI oriented workforce.

Assignments in this course are designed to assess your ability to think critically, make meaningful connections, develop ideas, and to express your thinking in writing. These are skills worthy of developing. Challenging yourself will help you grow more than “googling the answer.” Be aware that use of AI tools may stifle your own independent thinking and creativity.

Note: Assignments for which using GenAI tools is prohibited include special instructions in the assignment instructions.

Permitted GenAI Use for Planning and Pre-tasks Activities

- You may use Generative AI programs (e.g., ChatGPT, Co-Pilot, Claude, BAI, Gemini, image generators in Adobe and Canva) for planning, brainstorming, outlining, idea development, and research or when you need to better understand the course content. However, your final submission should show how you have developed and refined these ideas.

GenAI Responsible Use Guidelines

- **Google Docs/OneDrive/Word Doc with enabled revision history.** For transparency, we will use Google Docs for written assignments with the revision history available to the instructor.

- **Document AI on a Works Cited or References page.** If you choose to use GenAI tools to help with planning and pre-task activities, I expect you to add the GenAI tool to the references/works cited.
- **Required GenAI disclosure.** I use GenAI to enhance materials, generate prompts, and create class activities. I will always disclose how I use GenAI, and I expect the same from you. Whenever you use GenAI, even if it is to generate an image or polish your writing with Grammarly, you are required to disclose the usage. To cite GenAI according to APA formatting style (and other styles too), visit this UNT Library Resource: Artificial Intelligence, Citing AI.
- **Share your “conversations” with GenAI.** If you choose to use GenAI to help with brainstorming ideas or with synthesizing research, I expect you to share your prompts and GenAI’s responses.

Unauthorized GenAI Use

In accordance with the UNT Honor Code, any form of plagiarism (e. g. recycling work that you’ve used in other courses or in prior assignments), including unauthorized use of GenAI tools is prohibited. Using GenAI content without disclosure substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

- **Your submitted written work for any written assignment IS NOT 100% your own.** Your submitted written work for any written assignment, even if planned or drafted with the help of GenAI tools, must eventually be 100% your own. Meaning, I expect that you will demonstrate how the initial AI generated outlines and drafts are developed as 100% your own.
- **Your submitted written work includes AI-generated citations and materials.** You should not include even cited AI-generated materials but look up the original sources and include them in text and in a list of references. Beware of GenAI hallucinating sources and always check the source, its credibility and quality.

Failure to write your own work, or presenting others’ work (even, AI “others”) as your own is plagiarism and will be treated as AI Policy violation.

Restorative Practice for Unauthorized AI Use.

To check for AI-generated text, I will use an AI detection tool built into Turnitin. In addition to that, I will use other detectors available online. Recognizing that current AI detection tools are imperfect, often resulting in false positives, I will use these tools with caution and adhere to the following protocol.

First Violation

- If your written work raises flags and the detection tools show more than 25% of text as AI generated and/or plagiarized, I will send an email asking for an in-person meeting to clarify how the assignment was written. In advance of the meeting, I will ask you to prepare evidence of your own work in the form of drafts and/or the metadata of the file you submitted.
- If the evidence is inconclusive, I will transform the written assignment into a verbal, in-person “assignment defense”, during which you will be asked to demonstrate your ability to understand and apply of the course concepts included in the written assignment.
- You will be asked to write a short reflection on your GenAI use.

Second Violation

- Regardless of the portion of the detected AI generated and/or plagiarized text, you will be asked to rewrite the assignment.

- You will be asked to write a short reflection on your GenAI use.
- The grade will be reduced based on the severity of GenAI & plagiarism (e.g., if 50% of text is plagiarized and/or AI generated, the grade will be reduced by 50%).

Multiple Violations

- In case of multiple violations, the course grade will be reduced and violations reported to the Office of Academic Integrity will be made. The incident may result in an official disciplinary record for the students.

Instructor Responsibilities and Feedback

The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve problem solving abilities, and build collaboration skills. All assignment information, grading rubrics, quizzes, and exams are provided on Canvas. Written feedback on assignments will be provided through the grading rubrics in Canvas. Students can expect written projects and assessments to be graded and posted on Canvas within 2 weeks of the assessment due date. Email responses will be sent to questions within 2 business days.

Late Assignments/Make-up Policy

No late assignments will be accepted in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation with 48 hours of the missed deadline.

Assignments and exams are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Students are already given more than one day (usually 7 days) to complete all assignments, including exams, to allow students to schedule around their professional and personal responsibilities.

Therefore, regardless of the circumstances, students who miss assessments will not be allowed to make them up. Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible.

Examination Policy

Exams are open book on Canvas and are to be taken without assistance from anyone else. If you do not submit your exam on the due date, a zero will be recorded. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Should you lose your Internet connection or experience server unavailability or other technical difficulties, notify the instructor by email immediately. 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 window and provide an appropriate accommodation based on the situation. Students should report any issue to the instructor.

Grade Appeals

If you have a question about a grade on an assignment, please arrange to meet with the instructor via phone or email. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If

you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the Applied Arts and Sciences program grade appeal policy, which you can obtain from the instructor or from the department's administrative assistant. This policy is based directly on the UNT policy but gives some specifics about who to send things to and when to send them.

Requests for an Incomplete

Students may request a grade of incomplete ("I") only if they meet all of the following conditions:

- The request occurs on or after (see list of important dates in the syllabus).
- The student is passing the course at the time of the request.
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule.
- The student has the approval of the instructor/faculty director (one and the same for this course); and
- The student and instructor have signed the Request for Grade of Incomplete form.

Students meeting these criteria may finish the course at a later date (no longer than 12 months after the I grade was reported) by completing the specific requirements outlined by the instructor and agreed upon by the student. These requirements must be listed on a "Request for Grade of Incomplete" form signed by the instructor, student, and faculty director. More information on UNT's incomplete grade policy is available at: [UNT's Office of the Registrar](#).

Dropping the Class

The Applied Arts and Sciences faculty all want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at: [UNT's Office of the Registrar](#). If you absolutely have to drop the course, you may do so through your MyUNT student portal. See list of important dates in the syllabus for the last date to drop a class with an automatic grade of "W."

Syllabus Change Policy

Due dates for assignments can be found on Canvas and in the course schedule. In the rare cases that there is a date change for an assignment, exam or any other syllabus change, the instructor will notify students through an announcement on Canvas. Details on assignments later in the term may be altered by the instructor as the time for those activities nears – based on formative feedback from students and changing learning needs as determined by the instructor. Therefore, the syllabus may be updated during the semester. The instructor will update the posted syllabus in Canvas and update assignments in the modules, as needed.

UNT POLICIES

Academic Integrity Policy

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full

learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.

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 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 at the [Office of Disability Access](#).

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.

Course Safety Procedures

Students enrolled in BAAS 4100 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

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. 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.

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. The Code of Conduct can be found at [Student Conduct and Community Standards](#).

Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located on the myUNT portal. 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.

Student Perceptions of Teaching Effectiveness (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available toward the end of the semester 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 at [SPOT](#) or email spot@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.

Sexual Assault Prevention

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

available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Mandatory Reporting

In accordance with UNT Policy, state and federal law, your instructor is a mandated reporter and must therefore report to the Title IX or Deputy Title IX Coordinator instances of sexual misconduct (*e.g.*, sexual assault, stalking, dating violence, domestic violence, and sexual harassment) by or against a student enrolled at the university, about which they become aware during this course through first-hand observation, writing, discussion, or personal disclosure. More information can be found at [Dean of Students](#) including confidential resources available on campus. The University of North Texas is committed to maintaining work and educational environments free from sexual misconduct and retaliation. The University will not tolerate conduct that is inconsistent with this commitment at any of its locations, programs, or other activities. If students, faculty, or staff would like assistance or have questions, they can email TitleIX@unt.edu or visit the [Dean of Student website](#).

Campus Carry

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at: [UNT Campus Carry](#).

IMPORTANT DATES

For a list of important dates such as withdraws, changing to pass/no pass grade, and dropping a course can be found here: <https://registrar.unt.edu/regISTRATION-guides-by-semester.html>

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/>). 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.

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](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric 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.

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
- Financial Aid
- Student Legal Services
- Career Center
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Food Pantry
- Office of Disability Access

Academic Support Services

- Academic Resource Center
- Academic Success Center
- UNT Libraries
- Writing Lab
- UNT Learning Center
- Code of Student Conduct