SPDA 3030.510 • Applied Design Principles and Practices • Spring 2023

Course Syllabus

Meeting Times, Modality, Location

Tuesdays & Thursdays, 2:30 PM – 3:50 PM | Face-to-Face | FRLD 234, second floor by the open lounge

Instructor Information

- **Dr. Magdalena G. Grohman| Clinical Associate Professor| She/her**
  When referring to me in person or in email correspondence, please use “Dr. Grohman/Professor Grohman/Professor”. My preferred pronouns are “she/her/hers”, but I prefer that in social situations and within shared physical space (e.g. classroom), my name and title is used over the pronoun. I know it is a bit strange, but this preference is part of my Polish background. So, for example, if you want to refer to my statement or observation, or opinion during the class, please use “Dr. Grohman/Professor Grohman/Professor…”.
- **Office location:** Frisco Landing, #353
  My office is located on the 3rd floor of the Frisco Landing building, in an office suite by the staircase and opposite to Student Services. Please note that this is not a private office, but an open workspace. If you would like to meet to discuss issues requiring privacy, please let me know and we will find a suitable space.
- **Office hours:** Walk-ins MW 2:00 PM to 3:00 PM or by appointment (see “How to Succeed” section below)
- **Office phone number:** 972-668-7358
- **Email:** Magdalena.Grohman@unt.edu

Course Description, Structure, and Learning Objectives

Good design expresses insight into human behavior, psychology, perception, and meaning making. This course balances a scholarly understanding of design with practical execution of design. The course surveys design principles applicable to nearly every design profession. You will gain foundational understanding of universal laws of design, human factors, and design methodologies that you may use throughout your education and career pursuits.

I must confess something to you right at the start... I do not do lectures. I prefer to engage my students in thinking and doing through discussions, demonstrations, and small-scale class projects. Although I may from time to time throw in a mini lecture, you can expect this course to be highly interactive. And if I go all in, I expect you to go all in as well by doing your best, actively participating, and staying engaged in learning.

The course will be divided into weekly units, each consisting of a unit presentation (A in the calendar) and application workshops (B in the calendar). Such structure will help you to reinforce what you have learned, apply it to the class and course projects, and integrate with other classes.

Upon successful completion of this course, you will:
- Identify principles of design in digital and analog objects
- Create artifacts using design principles
- Explain and effectively execute a design process (application)
- Demonstrate ability to critique designs using design principles rather than opinions
Required/Recommended Materials

Required reading materials
- Supplemental required reading materials will be posted on Canvas and/or available in the Course Reserves in the Library (this is in progress).

Required course materials
- An unlined sketchbook
- A sharpie
- An ultra-fine point marker
- Technology requirements for courses with digital materials:
- This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

How to Succeed in this Course

One important way to succeed in this course is to take responsibility for asking questions, seeking clarification, and participating in discussions. While I will make every effort to communicate my expectations and to explain assignments clearly, I will depend on you to request clarifications. I encourage you to reach out to me via email or come to see me during my office hours.

Emailing and messaging
When communicating with me via email, please keep in mind that during busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.
NOTE: The fastest and best way to reach me is through email or MS Teams chat function. For emails, please use your UNT email account.
I also advise you to do the following:
- Be polite and respectful. Refer to your instructor according to how they want to be referred to.
- Pause before hitting “reply to all” if what you want to send is only for me to see.
- In group correspondence/messages, make sure you do not send anything personal about you or others.
- Be clear in subject lines. If the email is critical and needs my immediate attention, please include *important* within the subject line.
- Include your name and course in all correspondence.
- Do not send any sensitive information via e-mail, such as your date of birth, grades, IDs, etc.
- Do not ask me to share grades with you via email.
For tips on effective online communication, please refer to these Online Communication Tips.
Office hours
My goal is for you is to become a successful student and a learner for life. And this course is designed in a way to give you multiple opportunities to succeed. These opportunities will only pay off if you work hard on managing your learning process. If you start putting things off, time will run out! But life can happen to anyone, and office hours offer you an opportunity to ask for clarification or find support with understanding class material. So, here are a few pro-tips:

• I can help you if you ask me “what can I do to improve my grade” early in the semester, but not on the last day.
• Visit me during office hours, especially if you have a question or observation that you did not get to make in class. Visit me even if you don’t have questions, but want to connect and share your interests.
• Visit me during office hours after each assignment to discuss your grades and to figure out how you can improve.
• If you are having difficulties (in life, class, etc.) talk to me before you get too far in a hole. Everyone has a tough semester.
• Know where my office is and when I have my office hours.

There’s one important thing to consider when visiting with me during my office hours. New College faculty share a common workspace that may work fine for a chat about your interests, questions regarding coursework, book recommendations, and so on. But it is not a space where we can have a conversation, in which we will share confidential information, for example your grades. Therefore, I propose you consider the following options while planning a meeting with me:

• “Walk-in” – If you just want to touch base, say hi, get a book recommendation, and the like, you do not have to do anything, just swing by during my office hours.

For the following meetings, please email me ahead of time, so I can book a space for us to meet or create a meeting on MS Teams. In the subject line use the type of meeting, e.g., “General Advising”.

• “General Advising” – for questions related to your learning, progress or well-being.
• “Graded Assignments Feedback” – for comments, feedback, and advice on any graded assignments.
• “Course Project” – for comments, feedback and advice on your course project.
• “Teamwork Feedback” – for Teams to discuss any questions or issues pertaining to their teamwork.

ADA accommodation statement
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.
Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. I also encourage you to review UNT’s student code of conduct so that we can all start with the same baseline civility understanding (Code of Student Conduct) (https://deanofstudents.unt.edu/conduct). We are all learning together!

Course Requirements

The design of this course gives you multiple opportunities to succeed. As you read through the assignments, you will notice that their structure allows you to assume full control over your learning process through choosing the number of weekly assignments you would like to submit. But having such choice and leeway requires careful planning! So, please be careful that you do not fall into the trap of putting things off, because time will run out. Apart from addressing the learning objectives, assignments in this course will help you develop the following marketable skills:

- Time management
- Writing fluency and proficiency
- Communication and interpersonal skills
- Effective learning strategies
- Creative thinking and problem solving

**Attendance and Participation (max 150 pts., capped at 140 pts.)**

Class attendance and participation are crucial components of learning process. When you behave professionally and you attend and actively engage in class activities, you process new information in at least four ways: you listen, you take notes, you ask questions, and while discussing a given subject, you paraphrase what you have just heard. All the above increase the odds of understanding and remembering the material covered in class. Thus, to help you accomplish your learning goals, most of the teaching and learning in this course is achieved through structured discussions and in-class activities. In particular, the in-class activities and discussions will:

- Give you a way to earn credit by participating in discussions and checking your understanding of key concepts.
  - Reward you for planning your time to engage in active learning.
  - Reward you for demonstrating dependability.
  - Give you a chance to explore major course ideas in context, connecting ideas and central themes of the discipline.
  - Self-evaluate your input in class activities and discussions.

At the end of each class period, you will respond to a rubric like the one below and mark your points on a provided class handout. You are expected to evaluate your input fairly and realistically. It will be tricky at first, as some students tend to overestimate their input, while the others will underestimate it. After a while, though, you will get a good handle of it. If at any point, I will have questions about your evaluations, I will reach out to you. As I said before, the discussions and in-class activities are an important aspect of this course, and I expect your attendance and participation.
Example of Self-Evaluation Rubric
1 = Did not read/did not do in-class activity and did not participate in class discussion
2 = Did not read/did not do in-class activity and made one contribution to class discussion
3 = Read/did the in-class activity and made one contribution to class discussion
4 = Read/did the in-class activity and made more than one contribution to class discussion
5 = Read/did the in-class activity and made more than one contribution to class discussion and made certain that every member of my group participated in discussion

Weekly Assignments (max 150 pts., capped at 120 pts.)
To master your understanding and application of the design principles, you will work on short weekly assignments: 9 card deck sketches and 6 design challenges. Each assignment will be worth 10 pts. I reserve the right here to add or subtract weekly assignments.

Weekly Quizzes (max 160 pts., capped at 120 pts.)
Starting with the second week of instruction, we will have weekly quizzes based on the assigned readings. In all, we will have 8 short, low stake quizzes, each worth 20 pts. Each quiz will consist of open-ended and/or multiple-choice questions. The quizzes will be available on Canvas. The total points you can earn is 120 pts, which means that you can skip two quizzes with no penalty, for any reason. Instead of skipping two quizzes, you can also drop two lowest quiz grades. After you earn 120 pts., you cannot earn any additional points by completing quizzes.
Here are a few things to consider about the quizzes:
- If you need help with the course content, please schedule a meeting with me. You can come alone or with your classmates.
- Make sure you take the full advantage of the weekly review discussion board. The best way to utilize the review discussion board is to upload your questions for others to answer!
- Preparing for a quiz is an important part of the learning process—it takes systematic preparation, in which time is devoted to practicing retrieval. Try to avoid cramming the material an hour before the quiz. Quiz yourself often!
- If you would like to understand where your grade comes from (e. g. why it is lower than expected), request a meeting with me, during which we can identify what went wrong and discuss how you should prepare differently in the future.
- The format of the quizzes will include multiple choice questions and/or short answer open-ended questions.

Team Course Project (max. 150 pts. No cap!)
Designers have a series of repeatable steps and procedures that make them true professionals. Out processes determine the quality of our products. The semester project is your opportunity to follow a design process from start to finish and demonstrate your understanding of design principles by redesigning... we will talk about it at an appropriate time! The course project will be divided into two four project phases. Phases 1 and 2 will be worth 85 pts., and phases 3 and 4 – 65 pts.

Extra credit
The participation, weekly assignments and quizzes will give you plenty of opportunity for extra credit. If you think you need to improve your grade, you can choose to submit more assignments or quizzes or do your best to keep up with the participation and in class activities. Below is the breakdown of course assignments, their max. points and caps, and max. extra credit points you can earn.
Assessing Your Work

Grades are based on mastery of the content. As a rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to find opportunities to learn with and through others. Explore Navigate’s Study Buddy (https://navigate.unt.edu) tool to join study groups. Maximize your learning with our coaching staff at the Learning Center. Focus on areas where you are struggling in this course by attending scheduled study group sessions with me the week before each exam. Forward together!

### Points % of final grade

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
<th>% of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Project</td>
<td>150</td>
<td>28%</td>
</tr>
<tr>
<td>Participation (28 out of 30 class periods @ 5 pts. each)</td>
<td>140</td>
<td>26%</td>
</tr>
<tr>
<td>Weekly Assignments (12 out 15 assignments @ 10 pts. each)</td>
<td>120</td>
<td>23%</td>
</tr>
<tr>
<td>Quizzes (6 out 8 quizzes @ 20 pts. each)</td>
<td>120</td>
<td>23%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>530</td>
<td>100%</td>
</tr>
</tbody>
</table>

Assignment of letter grades is as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Percent</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>477 - 530</td>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>424 - 476</td>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>371 - 423</td>
<td>70% - 79%</td>
<td>C</td>
</tr>
<tr>
<td>318 - 370</td>
<td>60% - 69%</td>
<td>D</td>
</tr>
<tr>
<td>265 - 317</td>
<td>50% - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>
# Tentative Course Schedule

Your learning is my principal focus and concern, therefore this course is always “in the making”. Throughout the semester, I may choose to change the descriptions, readings, timelines, and policies contained in this syllabus to improving the quality of the course. Adequate notice will be provided for any changes. This table provides only general breakdown of topics. A more detailed schedule with assignments and due dates will uploaded to canvas. Topics designated as “A” will serve as introduction to course concepts; topics with “B” –hands on activities.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
</table>
| Week 1 – Jan 17 Introduction | 1A: Course Introduction, Syllabus  
1B: What is Design? |
| Week 2 – Jan 24 Less is More Design Process | 2A: Review of Less is More principles  
2B: Workshops (class activities, challenges) |
| Week 3 – Jan 31 Design Process | 3A: Review of design process that allows you to interpret and intentionally address a problem,  
3B: Workshops (class activities, challenges) |
| Week 4 – Feb 7 Aesthetic Bias | 4A: Review of Aesthetic Bias principles; natural bias toward beauty and order  
4B: Workshops (class activities, challenges) |
| Week 5 – Feb 14 Dimensional Perception Preferences | 5A: Review Dimensional Perception Preferences principles; perceiving 3D space  
5B: Workshops (class activities, challenges) |
| Week 6 – Feb 21 Aesthetic Toolbox | 6A: Review of Aesthetic Toolbox principles used to compose designs, displaying information, and creating interfaces  
6B: Workshops (class activities, challenges) |
| Week 7 – Feb 27 Psychology of Aesthetics | 7A: Review of principles governed by Psychology of Aesthetics and limits to what are able to perceive  
7B: Workshops (class activities, challenges) |
| Week 8 – Mar 7 Human Factors | 8A: Review of principles focused on Human Factors  
8B: Workshops (class activities, challenges) |
| Week 9 – Mar 14 | Spring Break – No Classes |
| Week 10 – March 21 Information Architecture | 10A: Review of principles focused on Information Architecture useful for organizing and structuring information  
10B: Workshops (class activities, challenges) |
| Week 11 – March 28 Human Appeal | 11A: Review of principles focused on Human Appeal and our innate animal magnetism  
11B: Workshops (class activities, challenges) |
| Week 12 – Apr 4 Project Update | Present your cognitive teardown of the object you are redesigning to your classmates to obtain feedback |
| Week 13 – Apr 11 Prototype Explorations | Explore various approaches to your redesign and obtain user feedback |
| Week 14 – Apr 18 Prototyping | High-fidelity prototyping. Explore simple methods to create high-fidelity prototyping |
| Week 15 – Apr 25 Feedback | Workshops. Obtain feedback on your semester project before presenting |
| Week 16 – May 2 Presentations | Final Project presentations |
Course and UNT Policies

Attendance, Participation, and Tardiness
A central part of this course is a discussion, during which you have an opportunity to clarify, expand upon, apply, and challenge what you have read in the assigned texts. We will also frequently cover content not found in the textbook and other reading materials. Class time will be divided into lecture, discussion, and other structured activities, so contributing to class activities and discussions is crucial and highly beneficial. If it helps, think about your class participation as an important indication of your commitment and professionalism—skills that professors can, and often do, comment on in their letters of recommendations. Attendance and class participation are also critical parts of your success in this course. Because participation will be assessed using small group activities, you must come to class on time and be prepared to discuss the day’s topics. Avoiding participation by not attending classes or not completing the class activities handouts will result in losing participation points.

There are no excused absences, because the course structure allows for flexibility in the event of illness, religious holiday, etc. Thus, if you miss one or two classes for any reason, your overall grade is unlikely to be affected. But, if you miss three or more classes for any reason, your overall grade will be affected. Note, that if you miss five or more classes, no points for participation may be earned.

Make-up Exams

As you have read earlier (the section on Quizzes), you have a total of 8 quizzes with the option to skip 2 with potential max points of 120 pts. Because there is an option to skip two quizzes for any reason, make-up quizzes will not be given.

Late Work

I encourage you to turn in your assignments on time. This way I guarantee you timely feedback and time for revisions. Everybody in class will have a chance to submit late work TWICE during the semester, but I will not accept ANY late work past the last chance day, which is every Saturday of each instruction week at 11:59 PM.

Please be sure to verify that every assignment you submit can be viewed in Canvas. I recommend that you plan to complete each assignment well in advance of the due date. This is a valuable habit for everyone to develop—a sign of commitment and professionalism. Planning to complete assignments just in time for a due date does not give you flexibility if a crisis arises. Life happens to all of us, so planning to complete assignments ahead of time allows you to adapt to unexpected circumstances and make it far more likely that you will be successful.

Classroom expectations

You are expected to have read the assignments before class, and it would be to your benefit to also read them again after class. You are expected to bring a copy of assigned readings for each day’s class and have them available to refer to. You are expected to listen respectfully to the professor and your fellow students and participate in class discussions and activities. You are expected to listen to and interact with each other in a respectful manner. Malicious racism, sexism, homophobia, classism, ageism, and other forms of bigotry are inappropriate to express in class. Because this class is very diverse, you will have different values, beliefs, and opinions from each other. You are expected to maintain open minds to differences among yourselves. You may argue with others who hold opinions different from your own, but you must always maintain respect for all students. This pertains to all forms of communication in our course: discussions in the classroom, discussion boards, and chats. Clear failure to abide by these expectations will result in you being asked to leave the classroom and being counted absent for the day.

I would like to emphasize one more time that I expect your active engagement and participation in our classes. For you to learn anything in this class, you have to be actively engaged and participate in class discussions and activities. If something is getting in the way of you participating in class, please let me know.

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. Students are responsible for authenticating any assignments submitted to an instructor. If asked, you must be able to produce proof that the assignments you submitted are your work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of your work on assignments and papers, and save work and drafts on a disk or cd. The inability to authenticate your work, should an instructor request it, is sufficient grounds for
failing the assignment. In addition to requiring a student to authenticate their work, the instructor may employ various other means of ascertaining authenticity through engaging in internet searches, creating quizzes based on student work, requiring students to explain their work and process orally. Academic Integrity Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

ADA Policy
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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, refer to the Office of Disability Access website at https://studentaffairs.unt.edu/office-disability-access. You may also contact ODA by phone at (940) 565-4323. If you need temporary accommodations for illness or extended situations, below is the link for the SOS (Seeking Options And Solutions) team at Student Services: https://cm.maxient.com/reportingform.php?UnivofNorthTexas&layout_id=23

You can also go to the Dean of Student Services page: https://studentaffairs.unt.edu/dean-of-students, then scroll down to the “Quick Link” for “SOS.”

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 Blackboard for contingency plans for covering course materials. II. Optional Statements.

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 notified verbally or in writing and may be directed to leave the classroom. Additionally, 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 Student Conduct can be found on the UNT Policy Page.

Access to Information
Students’ access point for business and academic services at UNT is located at: http://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.

**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.

**Additional Online Delivery Policies**
**Important Notice for F-1 Students taking Distance Education Courses**
(link to policy)
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, they 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**
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 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.

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.

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.

**Class Recordings, Sharing Course Content & Student Likenesses**
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, nor may students record any portion of the class without written ODA accommodations or professor express permission. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**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. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**Frisco:** call main # 972.668.7100 and ask to be transferred to IT.

**UIT Help Desk:**
http://www.unt.edu/helpdesk/index.htm

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)

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

Other student support services offered by UNT include
- Registrar
(https://registrar.unt.edu/registration)
- Financial Aid
(https://financialaid.unt.edu/)
- Student Legal Services
(https://studentaffairs.unt.edu/student-legal-services)
- Career Center
(https://studentaffairs.unt.edu/career-center)
- Multicultural Center
(https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services
(https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance
(https://edo.unt.edu/pridealliance)
- UNT Food Pantry
(https://deanofstudents.unt.edu/resources/food-pantry)

Frisco has some of these groups and services, too. Check with me.

**Academic Support Services**
- Academic Resource Center
  (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center
  (https://success.unt.edu/asc)
- UNT Libraries
  (https://library.unt.edu/)

**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?