

**The University of North Texas  
College of Health and Public Service  
Department of Social Work**

**SOWK 4540 Human Diversity for the Helping Professions  
Accessible Syllabus  
Spring 2026**

### Instructor Contact

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### Communication Expectations:

The primary tools the instructor or TA will use to communicate with students include (1) the inbox available in the Canvas learning management system and the assignment comment and feedback area for assignment submissions (2) school emails. Canvas will be used to address personal concerns or questions and may also be used to contact other students in this course. Students are responsible for ensuring they receive notifications in Canvas regarding course information in a timely manner. The default is the students' UNT email account. Students may choose to add additional email addresses or change their default email to receive notifications of course information (see Canvas Guide).

Contact the instructor and TA regarding your personal concerns or course-related issues. The instructor and/or TA will try to respond to your emails within a reasonable time frame (typically within three business days if possible). Methods used to provide you with feedback include emails, assignment feedback, and grades. We are typically not available on weekends or holidays. Feel free to reach out as needed. Due to the size of this class, students may wait several weeks for feedback on assignments and for grades to be posted.

When sending emails to myself or our TA:

- All emails must be written respectfully and professionally.
- Initial emails must include a greeting
  - Example:
    - *Dear Professor Worley or Good Morning, TA Last Name*
- Please include the course (SOWK 4540) as well as the assignment you are seeking clarification on so that we can quickly ensure we are on the same page.

- Once an email is a continuous email, and is a thread between us, you may be quick and to the point (but still maintain respect and professionalism)

## **Course Description**

This course promotes competence in helping professionals with diverse and vulnerable populations. Focuses on sociopolitical, intrapersonal, and socio-cultural factors affecting the complexities of human experience. Enhances self-awareness and explores systematic processes of oppression. Conditions for culturally relevant change strategies and advocacy in a global society are examined.

## **Course Structure**

This is an online course. There are no mandatory online or face-to-face meetings. The content for this course is structured in a series of 16 Learning Modules that include readings, assignments, activities, and exercises to assist you in achieving the learning objectives. The time it takes to complete these modules varies. Reading assignments are specified in the syllabus/modules, and this material must be read to complete module assignments. All discussion posts are due on Fridays, while all assignments and major projects are due on Sundays. All modules are opened on the first day of class to allow students to get a head start on new modules if desired. Completing assignments early does not change the grading schedule of the TA/Professor.

Please note that although this course is online, you are expected to dedicate at least 10 hours a week. The modules are designed to reflect this time commitment. As this is a University Core Requirement course, it includes a substantial amount of content, including videos, texts, graphics, and PowerPoints, which cannot be altered. I will do my best to assist you in navigating this course and meeting all the requirements set forth by the University.

## **Course Prerequisites or Other Restrictions**

There are no prerequisites or other restrictions for this course. It is open to any major but is focused on the social work field and other helping professions.

## **Competencies and Course Objectives**

This course is based around the textbook objectives of “Providing a framework for examining the history of oppression the perpetuates contemporary social divisions and maintains social injustice. The content promotes personal assessment regarding social work values of appreciating diversity, and it offers pathways for collaboration and capacity building across disciplines and with community citizens to advance change that fosters justice and well-being. (O’Neal, 2018)

By the end of this course, students will be able to:

1. Students will apply and communicate their understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.
2. Students will present themselves as learners and engage clients and constituencies as experts of their own experiences.
3. Students will apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
4. Students will apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
5. Students will engage in practices that advance social, economic, and environmental Justice

The Council on Social Work Education (CSWE) approved the Educational Policy and Accreditation Standards (EPAS) for accredited programs in 2022. This course will emphasize the competencies and objectives as indicated in the following table

Competency	Assessment
Competency 2	Diversity Interview Major Project; Self Discovery Part I, II, and III; Action Plan Assignment, Human Rights and Social Justice Major Project; Discussion Posts
Competency 3	Human Rights and Social Justice Major Project; Action Plan Assignment, Self-Discovery Part I, II and III; Discussion Posts, Privilege Activity, and Social Movement Assignment

## Materials

### Required Textbook:

- O'Neal, G. (2018). *From oppression to inclusion: Social workers advancing change*. Cognella Academic Publishing. ISBN 9781516571673.



### Supplemental Readings:

- Additional readings will be periodically assigned as indicated in the learning modules 'Materials' page. There are also materials available in E-reserves (electronically) through the UNT library. These reading assignments may be accessed by clicking on the link for the reading assignment within the module or from this syllabus. A listing of all the readings is also available on the library's E-reserve site.

Note: You can only access these supplementary readings by signing into the library E-reserve site using these three steps: 1) Enter your own UNT assigned EUID, 2) Enter your own UNT password, and 3) Type in the special password assigned for this course only, which is **"SOWK4540"** (please note that this password is case sensitive; **"SOWK"** should be all capitalized).

## Teaching Philosophy

This course relies heavily on your active engagement in the learning process. Various methods will be used, including readings, activities, simulations, exercises, films, and discussions for the general exchange of ideas. The assigned readings will challenge you to think critically and explore your feelings regarding sensitive and provocative issues. All of these efforts are geared toward helping you develop as future professionals.

## Technical Requirements & Skills

### Minimum Technology Requirements

The following is a list of the minimum technology requirements for students enrolled in this course as follows: (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

- Reliable internet access
- Speakers Canvas Technical Requirements

### Computer Skills & Digital Literacy

The minimum, course-specific technical skills needed for learners in this course are:

- Using Canvas
- Computer skills to create documents, download and upload files, send emails, and use attachment

### 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.

- *I am not Dr., when sending me an email or putting my information on your cover page, you would say Professor Worley*
- 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 Arial, Calibri or Times new Roman and use a size 12-point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- 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 others).
- Do not send confidential information via e-mail

See these [Netiquette Guidelines](http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf) (<http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>) for more information).

### 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 students may not be aware of. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link to or adapt tips from this webpage for students, "[How to Succeed as an Online Student](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online)" (<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. Here at UNT we have a Student Help Desk that you can contact 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>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)
- If you, a peer, or loved one are experiencing a crisis, help is also available through a variety of 24/7 services.

The Suicide and Crisis Lifeline: 988  
The Lifeline offers free services 24/7. Call or Text 988  
Chat [988lifeline.org](https://988lifeline.org)  
TTY users, use your preferred relay service or dial 711 or 988  
Crisis Text Line: 741-741  
The text line offers free services 24/7. Text Help to 741-741  
Trevor Project: Call 866-488-7386 or text 678-678  
The Trevor Project is a resource for the LGBTQ+ community and offers free services 24/7. Anyone can use this crisis resource

#### 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/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

#### Chosen Names/Pronouns

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(<https://registrar.unt.edu/transcripts-and-records/update-your-personalinformation.html>)
- UNT ID Card (<https://studentaccounting.unt.edu/idcards.html>)
- UNT Email Address  
([https://unts.servicenowservices.com/unt?id=sc\\_cat\\_item&sys\\_id=8b0b0f0d1b42fb80ba7c4002dd4bcb29](https://unts.servicenowservices.com/unt?id=sc_cat_item&sys_id=8b0b0f0d1b42fb80ba7c4002dd4bcb29))
- Legal Name (<https://aits.unt.edu/support/name-change.html>) \*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 (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 ask for another person's pronouns?](#)

## Course Policies

### Assignment Policy

You must complete assignments as specified in this syllabus, learning modules, or other informational materials. You are required to read the learning modules and assigned readings to contribute to weekly class activities such as discussions, exercises, activities, or other assignments.

Make every effort to clearly understand the expectations for all assignments and deadlines as located in this syllabus or posted online. Carefully review the syllabus and instructions outlined in each module for official due dates.

Assignments are typically due before midnight on the posted due date and will be closed and locked after this period. However, the learning modules and course content will remain open and available for your ongoing educational needs.

All assignments must be submitted in Canvas during the established timeframes. Always carefully review and follow instructions before submitting assignments. Assignments completed for this course should first be saved on your computer and then submitted in a readable format that is friendly to an online environment. Microsoft Word is the preferred format, as there may be problems converting other formats. Assignments should be submitted using the Canvas Assignment drop box.

### Academic Integrity

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 scholarships. Academic dishonesty includes cheating, plagiarism, forging the signature of the instructor or of another student, fabrication, and/or facilitating or sabotaging the academic dishonesty of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor's discretion upon determination that academic dishonesty has occurred.

*Admonitions and educational assignments are not appealable.*

1. *Admonition.* The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework.* The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment.* The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure.* The instructor may assign a failing grade for the course.

Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process.

<https://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16>

## Generative AI

In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like [ChatGPT, Gemini, etc.] are not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the Student Academic Integrity policy.

Additionally, tools like Grammarly, Paperpal, and Jenni AI are not allowed as they blur authorship and misrepresent your independent work. All work must be your own.

## Course Requirements

This course is graded on a 1,000-point scale.

	<b>Total Due</b>	<b>Total Points to Earn</b>
<b>Assignments (Due on Sundays)</b>	<b>11</b>	<b>550 points</b>
Mosaic Assignment		
Social Identity Assignment		
Self-Discovery Part I Assignment		
Social Movement Assignment		
Exploring Poverty Assignment		
Self-Discovery Part II Assignment		
Service-Learning Assignment **		
Action Plan Assignment		
Culturagram Assignment		
Venn Diagram Assignment		
Letter to Editor Assignment		
<b>Major Projects</b>	<b>3</b>	<b>300 points</b>
Self-Discovery **		
Human Rights & Social Justice**		
Diversity Interview **		
<b>Exams</b>	<b>2</b>	<b>100 points</b>
Mid Term		
Final		
<b>Discussion Posts (Due on Fridays)</b>	<b>10</b>	<b>50 points</b>
<i>The Big Question</i>		
<i>Social Identity Discussion</i>		
<i>Current Oppression</i>		
<i>Social Movements and Helping Professionals</i>		
<i>Classism Discussion</i>		
<i>Identity Discussion</i>		

	<b>Total Due</b>	<b>Total Points to Earn</b>
<i>Racism Discussion</i>		
<i>Gender &amp; Sexuality Discussion</i>		
<i>Human Rights Discussion</i>		
<i>Competence Confidence Discussion</i>		
<b>Total Points Possible</b>		<b>1000 points</b>

**\*\*UNIVERSITY CORE ASSIGNMENT, DO NOT ALTER OR REMOVE FROM SYLLABUS\*\***

### Grading

Include the grading scale (A-F) along with the point of totals/percentages you will use to calculate the final grade. For example:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

### Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

### Course Policies

#### Assignment Policy

Due dates are published in Canvas, please ensure your canvas notifications are turned on so that you get reminders when due dates are approaching. You can find a list of all graded assignments under the 'Assignments' tab in Canvas. Likewise, all graded assignments are under the weekly modules under the 'Weekly To Do' section. No google documents are allowed to be submitted, your UNT SharePoint provides you access to the entire Microsoft Suite. Please contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 if you are unsure how to access your student SharePoint.

Turnitin will be utilized for all assignments in the course and this course adheres to the University policy on plagiarism and AI generated content. These assignments should all reflect your personal experience and opinions so using AI will be easily identified, don't risk it.

AI-generated papers are not accepted, and if a student is found to have violated UNT's Academic Integrity policy, then a violation report will be sent to the Academic Integrity Office and will be filed in UNT's academic integrity database.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Examination Policy

Both exams are open-book, with no time limit, and allow only one submission. Due to the fast-paced nature of this course, make-up exams are not provided. Exams will open on Mondays of exam week and close on Friday of exam week at 11:59 pm.

### Instructor Responsibilities and Feedback

My role as your instructor is to help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide grading rubrics, and update course materials as needed. A TA will be used for grading assistance and has been trained on my standards of compliance. Please reach out to the TA first regarding questions about grades and they will direct you to me if needed. Please reach out early and often if you have questions regarding assignment instructions, discussions, or course expectations. Waiting until after a due date has passed or hours before the due date is not acceptable. We are typically unavailable on weekends, so please read ahead and ensure you understand assignments prior to due dates.

### Late Work

Late work is not accepted in this course, as you have the entire course open from the beginning of the semester to plan ahead and ensure compliance.

### Attendance Policy

A set date to 'log on' for attendance is not required for the course. Office hours will be made available as needed; however, failure to 'log on' and engage in the course actively, as well as communicate as needed with your peers and instructor, will result in a poor grade for the course.

### Class Participation

Class participation is expected in this course to increase knowledge regarding learning

objectives. You will be assigned a peer group at the beginning of the semester. This group will be who you respond to for discussion posts every time, and you will also identify a partner from this group who will be the subject of your diversity interview. This has been built into the course to provide you with, at least, one other student to turn to for clarification on assignments, as well as encourage relationships with someone you may not have typically spoken to in a normal classroom setting. Throughout the course, this will provide you with the opportunity to see how diversity presents itself in others.

### Syllabus Change Policy

This syllabus is subject to change at the discretion of the instructor. Any changes to the syllabus after the beginning of the semester will be communicated to all students via 'Announcements' so please make sure to read them when they are published.

### 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.

#### 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/).

#### 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.

#### 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 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 records; however, information about student 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 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).

#### 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 based on sex and therefore prohibit sexual misconduct. If you or someone you know is a survivor of relational or sexual violence, there is support. There are on- and off-campus resources available to survivors at no cost.

Counseling and Testing Services can provide confidential mental health counseling. They are in Chestnut Hall 311. You may also call (940) 565-2741 to schedule an appointment. Denton County Friends of the Family is a community agency that offers free counseling and 24/7 crisis hotline services to survivors. Contact them at (940) 387-5131. The UNT Survivor advocate can assist in reporting options, arrange for academic and housing accommodations, schedule appointments, and help connect students to UNT and other community resources. They are in Union 409 and can be contacted at (940) 565-2648 or by emailing [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu)

To report sexual misconduct to Equal Opportunity & Title IX, visit [report.unt.edu](http://report.unt.edu). The UNT Police Department can be contacted at (940) 565-3000.

### 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) they create 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 optional Q&A class sessions. Students may occasionally appear on video.

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.