



## Study Abroad Summer 2026

5 Week

### BLAW 3430

## Legal and Ethical Environment of Business

Instructor: **Michael P. Gallo, B.Fin, M.Fin, J.D.**

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**Office Hours: I welcome and encourage you to meet with me in person at any time during the trip.**

**Contact: I want to hear from you!** For a prompt response, I recommend contacting me through my UNT email address or Canvas mail. These tools help me keep track of all communications efficiently.

**Educational Tour Provider and UNT Study Abroad:** All contact information, policies, procedures, and other requirements provided by International Education of Students (IES) and the University of North Texas Study Abroad Office are hereby incorporated into this syllabus by reference. In the event of any conflict between the requirements outlined by IES or UNT Study Abroad and the policies in this syllabus, the IES and UNT Study Abroad requirements shall take precedence.

My objective is to provide you with an enjoyable and enriching experience in my class and during our study abroad time together. I encourage you to reach out if you need any assistance, and I am always open to your suggestions for enhancing our class and trip.

**Prerequisite(s):** Must have passed PSCI 2306 and PSCI 2305, or equivalent; PBUS/BUND students may not enroll in this course unless they are assigned to BFND subplan.

**Exceptions will be considered on a case-by-case bases.**

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**STUDENTS WITH ODA NEEDS SHOULD CONTACT THE INSTRUCTOR AT THE BEGINNING OF THE SEMESTER.**

**CONSULT OFFICIAL, CURRENT UNIVERSITY CALENDAR FOR ADD/DROP, WITHDRAW AND OTHER KEY DATES, WHICH IS INCORPORATED HEREIN BY REFERENCE.**

**IN THE SOLE DISCRETION OF THE INSTRUCTOR, THIS SYLLABUS AND ITS CONTENTS ARE SUBJECT TO CHANGE DUE TO THE DYNAMIC NATURE OF A STUDY ABROAD PROGRAM AND TO CORRECT ERRORS.**

## 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 this syllabus.

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### Course Description:

**Description:** Historical, economic, political and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprise.

**Objectives:** Specifically designed for U.S. students studying in London and the UK, the program aims to explore the general principles of law within the context of business enterprises, contracting, sales, and leases. It provides students with a foundational understanding of key legal concepts including:

- The U.S. court system at both the federal and state levels, along with various methods of civil dispute resolution;
- The structure of constitutional government, including the powers and limitations of government;
- The legal frameworks surrounding intentional torts, negligence, and strict liability;
- The dynamics of contract formation, consideration, performance, invalidation, breach, and remedies;
- The structure and function of business entities such as corporations, general partnerships, LLCs, and limited partnerships;
- The specifics of leases and Articles 2, 2A, and 9 of the UCC, with a particular focus on commercial equipment finance and leasing;
- The different types of collateral, methods of perfection, and priorities among competing interests.

**Study Abroad:** By visiting historical landmarks, landmarks and current legal and governmental institutions found in London and the UK ("[Abroad Sites](#)"), students will gain firsthand experience and insights into the practical application of the legal principles they study in class. This direct engagement with the UK's legal system will deepen their understanding and appreciation of the complexities and nuances involved in international law and governance. Students will develop new perspectives on the U.S. legal and court systems and methods of civil dispute resolution through comparative studies with the English legal system, offering a unique historical viewpoint. This comparative approach will enrich their understanding of both legal environments, enhancing their educational experience abroad.

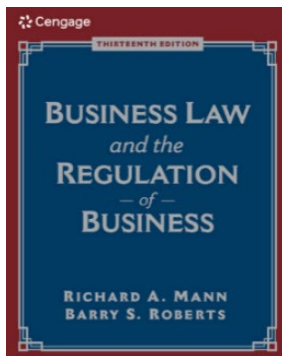
**Teaching style:** While covering the materials, I like to create an atmosphere of open conversation and dialogue. Always feel free to ask a question or to discuss the materials. I will call on students and ask questions during class and activities to draw out a conversation (see Attendance and Participation below).

Abroad Sites: Abroad sites may include, some of the following:

- British Library, Magna Carta (Note: possible onsite lecture)
- Tower of London
- Houses of Parliament (Note: possible Common's debate)
- Lloyds of London
- Holborn District, law quarters
- Inns of Court - ancient legal institutions in London
  - The Honourable Society of Gray's Inn
- The Honourable Society of Lincoln's Inn
- The Honourable Society of the Inner Temple
  - The Honourable Society of the Middle Temple
- Inns of Chancery, "Hospida Cancellarie", including Staple Inn,
- Magistrates Association (Note: Check on question-and-answer session)
- Carey Street, social gathering place for lawyers
- Royal Courts of Justice, "Law Courts"
- Temple Church, historical site of two schools for lawyers
- Central Criminal Court, "Old Bailey"
- Newgate Prison and St Sepulchres Church
- LondonHut
- Speakers' Corner in Hyde Park
- Magistrate's Court at the Courthouse Hotel promotes the integrity of the learning process and embraces the core values of trust and honesty.

**Pre-trip Meeting:** There will be at least one mandatory pre-trip planning meeting held prior to departure. Time to be determined.

Text:



**BUSINESS LAW AND THE REGULATION OF BUSINESS - 13TH Ed; MANN, ROBERTS**

**To be provided compliments of the publisher.**

**Legal Reflections Journal:** (15% of total class grade)

**Title:** *Legal Reflections in the United Kingdom: A Cross-System Perspective*

**Due Date:** **June 16 at 11:59 PM** (submitted via email as a Microsoft Word document)

**Assignment Description:**

Each student will maintain a **reflective journal** during the study abroad experience in London. The purpose of this assignment is to explore how legal and business environments abroad intersect with the U.S. legal principles studied in class. Journals should reflect meaningful observations, intellectual curiosity, and thoughtful cross-cultural comparisons.

Entries should focus on experiences at locations such as Parliament, the Inns of Court, the Tower of London, museums, or any culturally or legally significant events. Students will be expected to connect those experiences to relevant legal concepts discussed throughout the course.

In addition to submitting the final journal, each student will be asked to **share one or two brief entries informally with the group during the trip**. These moments are intended to foster discussion and help reinforce learning through peer insight.

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### Assignment Requirements:

- Submit a **Microsoft Word document** by email no later than **June 16 at 11:59 PM**.
  - The journal should include **multiple dated or thematically organized entries**, totaling at least **3 – 4 pages**.
  - Each entry must:
    - Identify and discuss a relevant **legal or regulatory concept**.
    - Reference a **specific site, observation, or cultural experience** from the trip.
    - Provide **analysis and personal reflection**, especially in comparison to the U.S. legal or business context.
  - Writing should be clear and professional, though a **conversational tone** is acceptable.
  - Optional: Students may include **photos or brief descriptions** to enhance the journal.
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### Late Submission Policy:

Submissions after the deadline will be accepted with a **20% deduction**, unless prior approval is granted. No credit will be given after **June 17 at 11:59 PM**.

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### Grading Criteria (100-point rubric):

<u>Criterion</u>	<u>Description</u>
<b>Timeliness</b>	Submitted by the June 16 deadline.
<b>Engagement</b>	Demonstrates meaningful connection between course concepts and travel experiences.
<b>Insight</b>	Reflects critical thinking and thoughtful cross-cultural analysis.
<b>Clarity</b>	Writing is organized, well-structured, and free of major grammatical issues.
<b>Consistency</b>	Journal shows a coherent flow across entries, with logical structure.
<b>Length Compliance</b>	Meets the minimum 3 – 4-page requirement.
<b>Completeness</b>	Includes multiple entries that reflect a full and well-developed engagement with the assignment.
<b>Participation in Group Sharing</b>	Student shared 1–2 thoughtful journal entries during the trip and contributed meaningfully to group reflections.

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## **Exams:** (75% of total class grade – 25.00% per exam)

There will be three (3) exams, including one non-cumulative final exam. The exams will be administered remotely and in class, as appropriate, and will be a combination of approximately 40 – 50 multiple-choice, true-false questions, and/or an essay component. You will have 120 minutes within a 12-hour period to complete each exam, additional time for university approved disabilities.

The exams are designed to coverage the materials presented in the text, lectures materials and cultural sites. Content presented in the assigned text will not always be presented on the exams to the same extent, order or manner.

**Make-up exams:** (1) will be allowed only for Excused Absences and (2) may include some or all essay questions.

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## **Attendance, Punctuality, and Conduct:**

**Attendance:** Regular and punctual attendance is expected for all scheduled classes, excursions, and group activities throughout the study abroad program. Many program activities are time-sensitive and tied to fixed reservations or guided experiences (e.g., site visits, walking tours, museum access, or scheduled speakers). **Being on time for departures and arriving promptly at designated locations is essential** not only for your individual success but also for maintaining group cohesion and respecting partner organizations abroad.

This portion of your grade is based not only on timely attendance at all scheduled activities but also on professional and respectful conduct toward classmates, instructors, guides, and hosts.

You are required to attend and participate in all course-related activities unless you have a **university-recognized excused absence**, such as active military service, a religious holy day, or participation in an official university function, as defined by UNT’s Student Attendance and Authorized Absences Policy (“Excused Absences”):

[https://policy.unt.edu/sites/default/files/06.039\\_StudAttnandAuthAbsence.Pub2\\_.19.pdf](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf)

## **Grading Policy – Attendance, Punctuality, and Conduct – 10% of Final Grade**

Your attendance and punctuality are essential to the success of this faculty-led program and will account for 10% of your final course grade. This portion of your grade is based on both presence, timeliness, and conduct at all scheduled class sessions, site visits, and group activities. The follow grading policy shall be administered at instructor’s sole discretion.

<b><u>Attendance, Punctuality, and Conduct</u></b>	<b><u>Points Earned (out of 15%)</u></b>
Attends all activities on time and demonstrates respectful conduct	10%
1 unexcused absence or 1–2 late arrivals, or minor conduct issue.	0%–9%
2+ unexcused absences or repeated lateness	A letter grade reduction of your final class grade for each subsequent violation.
Serious or repeated behavioral issues	Will result in a full letter grade reduction and will be referred to the appropriate University Officials for disciplinary action.

**Important:** Unexcused absences or habitual tardiness may also impact your participation in on-site discussions and group activities, which are tied to other graded components. Please communicate early if issues arise that may impact your attendance or punctuality so we can try to make accommodations where appropriate.

If you are unable to attend a scheduled class, excursion, or group activity due to an **Excused Absences** or an unforeseen issue (e.g., illness, safety concern, or travel delay), please notify me as soon as possible by email at [Michael.Gallo@unt.edu](mailto:Michael.Gallo@unt.edu), by text, or as otherwise instructed by IES. Given the nature of this program and our movement across locations, real-time communication is especially important.

**Your health, safety, and overall well-being are a top priority.** If you experience any issue that could impact your health, safety, or participation in the program, your first point of contact should be IES. Please follow their established procedures and instructions, and also notify me as soon as possible.

### Student Evaluation:

Grades will be determined according to the following percentage allocation:

Exam 1	=	25.00%
Exam 2	=	25.00%
Exam 3	=	25.00%
Legal Reflections Journal	=	15.00%
Attendance, Punctuality, and Conduct	=	10.00%
Total		100.00%

The following grading scale will be used:

90–100%	=	A
80–89%	=	B
70–79%	=	C
60–69%	=	D
Below 60%	=	F

Other extra credit opportunities may be provided during the semester, at my discretion.

(Note, points referred to in this Syllabus are on a 1000-point scale.)

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**Class, Travel, and Exam Schedule:** To be provided prior to start of summer school  
(Open air discussions and classrooms)

**NOTE, please refer to the IES Schedule for final times and dates of events.**

## BLAW 3430 (Summer 2026 – 5 Week Faculty Led Study Abroad)

Note: All times are approximate and subject to change due to the dynamic nature of a study abroad program.

Week	Date	Location	Chapter	Topics / Activities
1	May 18	Class / Remote 10AM – 12:30PM BLB 250	1	<ul style="list-style-type: none"> <li>- Introduction to Course <b>(2.0)</b></li> <li>- Overview of travel calendar and logistics</li> <li>- Review syllabus and class schedule</li> <li>- Discuss Legal Reflections Journal</li> <li>- Cengage Representative</li> <li>- Introduction to Law <b>(.5)</b></li> </ul> <p style="text-align: right;"><b>(2.5)</b></p>
	May 19	Class / Remote 10AM – 12:30PM BLB 250	2 4	<ul style="list-style-type: none"> <li>- Business Ethics <b>(1.0)</b></li> <li>- Constitutional Law <b>(1.0)</b></li> <li>- Discuss Legal Reflections Journal <b>(0.5)</b></li> </ul> <p style="text-align: right;"><b>(2.5)</b></p>
	May 21	Class / Remote 10AM – 12:30PM BLB 250	4	<ul style="list-style-type: none"> <li>- Constitutional Law <b>(2.0)</b></li> <li>- Legal Reflections Journal <b>(0.5)</b></li> </ul> <p style="text-align: right;"><b>(2.5)</b></p>
2	May 26	Class / Remote 10AM – 12:30PM BLB 250	3	<ul style="list-style-type: none"> <li>- Civil Disputes <b>(2.0)</b></li> <li>- Legal Reflections Journal <b>(0.5)</b></li> </ul> <p style="text-align: right;"><b>(2.5)</b></p>
	May 27	Class / Remote 10AM – 12:30PM BLB 250	3	<ul style="list-style-type: none"> <li>- Civil Disputes <b>(2.0)</b></li> <li>- Legal Reflections Journal <b>(0.5)</b></li> </ul> <p style="text-align: right;"><b>(2.5)</b></p>
	May 28	Class / Remote 10AM – 12PM BLB 250		Flex-day – to be used as needed.
	May 29	Remote		<b>Exam 1</b> <span style="float: right;"><b>(2.0)</b></span> <b>Chapters: 1, 2, 3, 4</b> <span style="background-color: yellow; padding: 2px;"><b>(Pre-departure contact hours = 14.5)</b></span>
<b>June 1</b>		USA		<b>Depart for London, England from various locations</b>
<b>June 2</b>		London		<b>Arrive in London, England</b> (Airport transfer – Taxis)
3	June 2	London		<ul style="list-style-type: none"> <li>- Check in at The Stay Club</li> <li>- Welcome lunch at Stay Club</li> <li>- Housing orientation at The Stay Club</li> <li>- Health and Safety orientation at The Stay Club</li> <li>- <b>Professor review of London-based learning; summary of materials; expectations; and lecture at The Stay Club</b> <span style="float: right;"><b>(1.0)</b></span></li> <li>- 4:00, Student free time for the rest of the day.</li> </ul>
	June 3	London	7	- Travel time 9:15 – 10:00

				<ul style="list-style-type: none"> <li>- <b>10:00 – 1:00: Course Event No. 1 – Guided walking tour of London</b> with guide Tim Maddison starting in Westminster and ending at Borough Market <span style="float: right;">(3/1.5)</span></li> <li>- 1:00 – 2:00 Lunch break</li> <li>- Travel time 2:00 – 2:30</li> <li>- <b>2:30 – 4:00 Lecture at IES</b> <span style="float: right;">(1.5)</span></li> <li>- 4:00, Student free time for the rest of the day.</li> </ul> <p style="text-align: right;"><b>(3.0)</b></p>
	June 4	London	7/8	<ul style="list-style-type: none"> <li>- Travel time 9:00 – 9:45</li> <li>- Tour of IES facilities</li> <li>- <b>10:30 – 12:30 Lecture at IES – Lauren Suding, Barrister</b> <span style="float: right;">(2.0)</span></li> <li>- 12:30 – 1:30 Lunch break</li> <li>- Travel time 1:30 – 2:00</li> <li>- <b>2:00 - 5:00: Course Event No. 2 - Tower of London w/Lecture</b> <span style="float: right;">(3/1.5;1 = 2.5)</span></li> <li>- 5:00, Student free time for the rest of the day.</li> </ul> <p style="text-align: right;"><b>(4.5)</b></p>
	June 5	London	8	<ul style="list-style-type: none"> <li>- Travel time 9:15 – 10:00</li> <li>- <b>10:00 – 12:00: Course Event No. 3 – Guided Walking Tour Inns of Court</b> <span style="float: right;">(2/1)</span></li> <li>- 12:00 – 1:00 Lunch break (Stay near Inns of Court)</li> <li>- <b>1:00 – 3:00 Lecture at IES</b> <span style="float: right;">(2.0)</span></li> <li>- 3:00, Student free time for the rest of the day.</li> </ul> <p style="text-align: right;"><b>(3.0)</b></p>
	June 6		47/48	<ul style="list-style-type: none"> <li>- Travel time 9:15 – 10:00</li> <li>- <b>10:00 – 1:00: Course Event No. 4 Houses of Parliament, Cromwell Green Entrance, (group entrance near the statue of Oliver Cromwell) w/ Lecture</b> <span style="float: right;">(2; 1; 1 = 2 Total)</span></li> <li>- 1:00, Student free time for the rest of the day.</li> </ul> <p style="text-align: right;"><b>(2.0)</b></p> <p style="text-align: right; background-color: yellow;"><b>Week 2 Contact hours: (13.5)</b></p>
	June 7			Free Day
	June 8			Free Day
4	June 9	London	Exam Review	<ul style="list-style-type: none"> <li>- Travel time 8:15 – 9:00</li> <li>- <b>9:00 - 12:00: Course Event No. 5 – Commons Debate</b> <span style="float: right;">(3/1.5)</span></li> <li>- 12:00 – 1:30 Lunch break / travel time to IES</li> <li>- <b>1:30 – 3:30 Lecture at IES Center</b> <span style="float: right;">(2.0)</span></li> <li>- 3:30, Student free time for the rest of the day.</li> </ul> <p style="text-align: right;"><b>(3.5)</b></p>
	June 10	London	Exam 2	<ul style="list-style-type: none"> <li>- <b>9:00– 11:00 Exam 2, Stay Club Classroom building Chapters 7, 8, 47, 48</b> <span style="float: right;">(2.0)</span></li> <li>- 11:00 – 12:00 Lunch break / Travel</li> <li>- <b>12:00– 2:00 Course Event No. 6 – Lloyds of London</b> <span style="float: right;">(2/1)</span></li> <li>- 2:00, Student free time until departure for the play; use this time to get dressed and ready.</li> <li>- Travel time 5:45 – 6:30</li> <li>- <b>7:00 – 9:00: Course Event No. 7 – Play “Matilda” at The Cambridge Theatre</b> <span style="float: right;">(2/1.0)</span></li> </ul> <p style="text-align: right;"><b>(4.0)</b></p>
	June 11	Cambridge	9/11	<ul style="list-style-type: none"> <li>- <b>7:40 – 6:00 Cambridge Day Trip</b></li> <li>- 7:50 Meet in lobby to board coach and travel to Cambridge</li> </ul>

				- 8:00 – 10:30 Travel with Reflections Journal discussion (1) - 10:30 – 12:30 Course Event No. 8 – Guided tour of Cambridge (2/1) - 1:00 – 2:00 Course Event No. 9 Lunch at Westminster College (1/0.5) - 2:00 – 3:00 Free time - 3:00 – 4:00 Course Event No. 10 Punting River Activity (1/0.5) - 4:00 – 6:30 Travel with Reflections Journal discussion (1) <b>(4.0)</b>
	June 12	London	15/30	- 11:00 – 2:00 – Course Event No. 11 Tower Bridge w/ Lecture (3/1.5; 1 = 2.5) - 2:00 Student free time for the rest of the day. <b>(2.5)</b>
	<b>June 13</b>			<b>Free Day</b>
	<b>June 14</b>			<b>Free Day</b>
5	June 15	London	32/33	- 10:30 – 12:30 Lecture at Stay Club (2.0) - 12:30 – 2:00 Lunch and travel time - 2:00 – 4:00 Course Event No. 12 – British Library guided Tour (2 groups) (2/1) - 4:00, Student free time for the rest of the day. <b>(3.0)</b>
	June 16	London	Exam Review	Travel time 9:15 – 10:00 - 10:30 – 12:30 Lecture, IES Classroom building (2.0) - 12:45 – 2:45: Course Event No. 13 – Farewell meal at Gray's Inn Hall. (2/1) - 2:45 Student free time for the rest of the day. <b>Reflective Journal Due June 16 @11:59PM (3.0)</b>
	June 17			<b>Depart for U.S. or other destinations</b>
	June 18	Remote		<b>Exam 3 Remote Due June 18 @11:59PM (2)</b> - Chap 9, 11, 15, 30, 32, 33  <b>(Note: Week 5 total contact hours = 8.0)</b> <b>(Total course contact hours = 50.0)</b>
	June 22			<b>Grades Due</b>
Additional or alternative readings and assignments may be assigned. Class and exam schedule are subject to change.				

### Contact Hours:

- Will consist of 45-48 contact hours, to include Pre-travel class sessions (within the term).
- Non-lecture instructional contact hours (fieldwork, excursions, walking tours, site visits, service, learning activities, etc.) may be counted toward the required number of instructional contact hours if the faculty leader

satisfactorily explains how these activities contribute to the learning objectives of the course(s) at a 2:1 ratio (i.e., 2 hours of activity time equals 1 instructional contact hour).

- Travel time and non-academic program orientation may not be counted towards the required number of instructional contact hours.

For more emergency information and what to do in a specific emergency situation, refer to the [UNT Emergency Guidelines on www.emergency.unt.edu](#) or the Mean Green Ready App. **Call 911 in an emergency!**

## UNT POLICIES

### Academic Integrity Statement and Policy

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

### 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 <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

### 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. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

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

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](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>).

### 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 SPOT survey will be made available beginning

April 17<sup>th</sup> to provide you with an opportunity to evaluate how this course is taught. For this semester you will receive an email on from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at [www.vpaa.unt.edu/spot](http://www.vpaa.unt.edu/spot) 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 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](mailto: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](mailto:oeo@unt.edu) or at (940) 565 2759.

## 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>).

## 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.

## Mental Health

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

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- 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>)

### Additional Student Support Services

- 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>)

### 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/>)
- Writing Lab (<http://writingcenter.unt.edu/>)
- MathLab (<https://math.unt.edu/mathlab>)

### 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.

### 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.