



**WLLC – FRENCH - SPRING 2022**  
**Syllabus**  
**Course Information and Policies**  
**French 1020 sections**

[FREN1020-001 | Elementary French | MWF 10-10:50am | Lang209](#)

**This is a face-to-face course. This course is not approved for online delivery.**

[Instructor Contact](#)

**Name:** Melanie Switlik

**Pronouns:** she/her

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

**OFFICE HOURS:** with prior request for an appointment.

**Virtual Hours – via Zoom. Link provided with appointment.**

- Wednesday 5-6pm
- And by appointment at other times

**In person – Lang 203 or pre-arranged location in Language building**

- Wednesday 9-10am
- Thursday 10-11am
- And by appointment at other times

**TA:** Elizabeth Cook

**Email:** [ElizabethCook2@my.unt.edu](mailto:ElizabethCook2@my.unt.edu)

**Office Hours:** with prior email request for an appointment

**Virtual Hours – via Zoom. Link provided with appointment.**

- Tuesdays 11a-1p
- For other ZOOM meetings availability contact the instructor

**In Person**

- Tuesdays 11a-1p

## Communication Expectations

While I understand the need to be available as much as possible for each of you, there are limitations on my availability and when I can be reached. Your emails will be read as soon as possible. Do not expect immediate answers. I will make every effort to answer your emails by the end of the following day, except weekend.

Instructors of first- and second-year French (1010 through 2050) require students to use official UNT Mail for all communication. This means that your instructor will only respond to e-mail sent by their students from a UNT Mail address (@my.unt.edu). Likewise, your instructor will only send e-mail to your UNT Mail address. Information about UNT Email can be found at the following Web address: <https://my.unt.edu>

*\*A note on protocol:* If you have a problem with anything related to your course (textbook, instructor, testing, etc.), it is important you discuss the problem **first** with your instructor **before** contacting the Coordinator of Elementary and Intermediate French. Most problems or misunderstandings can be dealt effectively and efficiently if the people most directly involved can discuss the problem and communicate honestly with each other. However if you do not get resolution or are uncomfortable discussing a specific issue with your instructor, do not hesitate to set up an appointment with the Coordinator Mrs. Morton ([sophie.morton@unt.edu](mailto:sophie.morton@unt.edu)) (When emailing the coordinator, make sure to include your First and Last Names, the name of your instructor as well as your class and section number.\*

## Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

## Course Description

This course introduces both the French language and the world cultures and societies where French is spoken. This course is the second of a two-course elementary French language and culture sequence at the University of North Texas. This is a three-credit course.

## Course Structure

This is a face-to-face course. The entire class will meet synchronously with the instructor at time of day indicated on the Registrar's schedule for the duration of the semester. This course is not approved for curriculum online delivery.

## Course Prerequisites

Students must have completed and passed French 1010 or equivalent.

For placement tests information visit: <https://worldlanguages.unt.edu/resources/testing/placement> .

## Course Objectives

### 1020:

By the end of this first-year sequence, you should be able to understand the main ideas of what you hear, see, and read in French. You should also be able to interact successfully on a basic level in both

oral and written contexts. In addition to these linguistic skills, you should have a deeper understanding of the diverse aspects of societies and cultures in francophone areas of the world.

Upon successful completion of this course, learners should be able to accomplish a variety of communicative tasks (written and oral) including (*numbered in order of presentation*):

1. Describing one's family
2. Talking about one's activities and where to go during free time
3. Talking about the future
4. Discussing the weather and activities; what to wear
5. Talking about the past
6. Describing your daily routine
7. Talking about relationships; describing traits and personalities

## Teaching Philosophy

The French teaching team is dedicated to helping you achieve the best in our courses. We will work diligently to deliver quality instruction. For you to reach the course's learning outcomes will require regular work on your part and you are expected to have an active role in the course. Our common goal is your success.

## Materials

**Required for 1010-2040:** *Horizons*. 7<sup>th</sup> edition, 2019, Cengage. (E-Book and MindTap digital learning platform)-

**MindTap** comes with a digital copy of the new textbook (e-book). **The eBook** and the Digital learning platform workbook – **MindTap**– are required. The **textbook** (hard copy **or** rented loose-leaf copy) is optional.

If you buy a (new or used) textbook, it is your own responsibility to make sure **you get access to MindTap**.

Make sure to purchase the correct textbook. If you decide to purchase the IAE (Instructor Annotated Edition) you will be required to purchase the correct edition.

This textbook and MindTap digital learning platform will be used for **the first 3 semesters of French: 1010-2040**. French 1010 covers Chapters Préliminaire – 3; French 1020 covers chapters 4-7; French 2040 covers chapters 8-11. There are no textbooks required for French 2050.

### Optional:

Access to online resources such as:

<http://www.laits.utexas.edu/fi/> ; <https://www.duolingo.com/register>

<https://www.wordreference.com/>

## Course Technology & Skills

### Minimum Technology Requirements

- Computer
  - Reliable internet access
  - Speakers
  - Microphone
  - Webcam
  - Plug-ins
  - Microsoft Office Suite (specifically Power Point and Word)
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) <https://clear.unt.edu/supported-technologies/canvas/requirements>

For help downloading Microsoft Office 365 to your personal computer using your UNT credentials, please visit the following site: <https://it.unt.edu/installoffice365> (Links to an external site.)

### Computer Skills & Digital Literacy

- Using Canvas (including Recording and uploading files to Canvas)
- Using email (with or without attachments)
- Using presentation programs
- Downloading and installing software

### Technical Assistance

Part of working in with 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:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<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>)

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication face-to-face or online, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## Course Requirements

### Course Activities and Assessments 1020

| ASSESSMENTS                                                                                                  | Percentage of Final Grade |
|--------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Formative</b>                                                                                             |                           |
| Weekly MINDTAP Activities                                                                                    | 25%                       |
| Weekly Module Activities [Recordings, Reading Comprehension (RC), Pre-exam assessment (PEA), CANVAS quizzes] | 15%                       |
| Participation (In class, Discussion Forums, etc.)                                                            | 10%                       |
| <b>Summative</b>                                                                                             |                           |
| Exams (3) and in class quizzes                                                                               | 30%                       |
| Presentation                                                                                                 | 7%                        |
| Final Exam                                                                                                   | 13%                       |
| <b>Total Points Possible</b>                                                                                 | <b>100%</b>               |

## Grading Scale

Your grade will be calculated according to the following scale. Please note grades are not curved. There is no extra credit awarded in this course.

| Percentage  | Letter Grade |
|-------------|--------------|
| 90 – 100 %  | A            |
| 80 – 89.9 % | B            |

|             |   |
|-------------|---|
| 70 – 79.9 % | C |
| 60 – 69.9 % | D |
| 0 – 59.9 %  | F |

## Course Policies

### Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

### Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

### Attendance Policy Non COVID-Related Absences

Regular and punctual class attendance is paramount for success in this course. Attendance is recorded in CANVAS. Any unauthorized absence may result in loss of points. Upon justification of absence(s), instructor will “excuse” the absence.

Based on **Policy 06- 039** (see link below), an absence may be excused for the following reasons:

1. religious holy day, including travel for that purpose.
2. active military service, including travel for that purpose.
3. participation in an official university function.
4. illness or other extenuating circumstances.
5. pregnancy and parenting under Title IX.
6. when the University is officially closed by the President.

For details about student attendance and authorized absences please visit the [University of North Texas’ Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more.

### Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone (see

Technology Requirements p. 4) to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

## Grade-Related Policies

### Class Participation

Since regular oral practice is essential for improving proficiency in a foreign language, attendance and **active** participation are necessary for your success in this course (Be sure to see attendance policy.) Your instructor will evaluate your oral coursework regularly during the semester, based on the quality of your regular participation. You will receive at least one participation grade for each unit /chapter. Thus, for the purposes of grading participation, preparedness, and oral class work, the semester will be divided into four (4) grading periods.

Each time your participation and oral classwork are evaluated, the same rubric (on CANVAS) will be used to establish a grade based on a scale of 100 possible points. Preparation refers to completion of assignments (i.e. reading lesson before class), in-class exercises and other tasks.

### Examination Policy

Exams are closed-book exams: students are not allowed any outside help / use of resources. Failure to abide may result in a grade of zero for the assignment and an F in the course.

**\*\* Make-up exams:** If you must miss an exam, you must contact your instructor **immediately** and provide appropriate documentation regarding authorized absence upon return to class. Only those individuals whose absences are approved by the instructor and / or the Coordinator of Elementary and Intermediate French will be eligible to take a make-up exam over the material missed.

### Assignments Policy

#### Time Table

#### WEEKLY AGENDA – FRENCH 1020

- ✚ READ MATERIALS BEFORE COMING TO CLASS -Prepare homework activities as assigned
- ✚ QUIZZES WILL TAKE PLACE IN THE CLASSROOM AND/OR IN CANVAS. DUE DATES ARE AT INSTRUCTOR'S DISCRETION
- ✚ CANVAS HOMEWORK: DUE DATE **FRIDAY BY 11:59 PM** EXCEPT WHEN SPECIFIED OTHERWISE

| DATE                      | CLASS ACTIVITIES                                                                                                                                                                                                                                       | TO DO BEFORE CLASS                                                |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Week 1<br>1/18 to<br>1/21 | <b>Introduction: Syllabus, Canvas,<br/>Textbook – E-Book<br/>REVIEW</b> <ul style="list-style-type: none"><li>• Verb <i>Etre</i> Ch. 1 Comp 1</li><li>• Verb <i>Avoir</i> Ch. 3 Comp 2</li><li>• Present Tense Ch. 2 Comp 2</li></ul> <b>Chapter 4</b> | <b>Get MindTap account/textbook</b><br><br><b>Start Here Quiz</b> |

|                                                                                                   |                                                                      |                                                                               |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------|
|                                                                                                   | P 148-151                                                            |                                                                               |
| Week 2<br>1/24 to<br>1/28                                                                         | P 152-155<br>P 156-157<br>P 158-159                                  | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Discussion Forum 1                   |
| Week 3<br>1/31 to 2/4                                                                             | P 160-163<br>P 164-165                                               | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>RC 1                                 |
| Week 4<br>2/7 to 2/11                                                                             | P 166-169<br>P 170-173<br>P 174-175<br>Approfondissement             | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Recording 1<br>Pre-exam assessment 1 |
| <b>EXAM 1 WINDOW OPENS</b><br><b>Saturday 2/12 at 8:00 am and closes Tuesday 2/15 at 11:59 pm</b> |                                                                      |                                                                               |
| Week 5<br>2/14 to<br>2/18                                                                         | <b>Chapter 5</b><br>P 186-189<br>P 190-193<br>P 194-195              | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Discussion Forum 2                   |
| Week 6<br>2/21 to<br>2/25                                                                         | P 196-199<br>P 200-201<br>P 203-207                                  | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>RC 2                                 |
| Week 7<br>2/28 to 3/4                                                                             | P 208-209<br>P 210-213 (Reading)<br>P 214-215<br>Approfondissement   | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Recording 2<br>Pre-exam assessment 2 |
| <b>EXAM 2 WINDOW OPENS</b><br><b>Saturday 3/5 at 8:00 am and closes Tuesday 3/8 at 11:59 pm</b>   |                                                                      |                                                                               |
| Week 8<br>3/7 to 3/11                                                                             | <b>Chapter 6</b><br>P 230-233<br>P 234-237<br>P 238-239<br>P 240-243 | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Discussion Forum 3                   |
| <b>3/14 to 3/18 Spring Break</b>                                                                  |                                                                      |                                                                               |
| Week 9<br>3/21 to<br>3/25                                                                         | P 244-245<br>P 246-249<br>P 250-251                                  | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>RC 3                                 |
| Week 10<br>3/28 to 4/1                                                                            | P 252-255<br>P 256-257<br>Approfondissement                          | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Recording 3<br>Pre-exam assessment 3 |
| <b>EXAM 3 WINDOW OPENS</b><br><b>Saturday 4/2 at 8:00 am and closes Tuesday 4/5 at 11:59 pm</b>   |                                                                      |                                                                               |
| Week 11<br>4/4 to 4/8                                                                             | <b>Chapter 7</b><br>P 268-271<br>P 272-277<br>P 278-279              | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Discussion Forum 4                   |
| Week 12<br>4/11 to<br>4/15                                                                        | P 280-285<br>P 286-287                                               | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>RC 4                                 |
| Week 13                                                                                           | <b>Oral Presentations</b>                                            | <b>Due FRIDAY 11:59 pm</b>                                                    |



|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      |                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 4/18 to<br>4/22                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      | MINDTAP                                                               |
| Week 14<br>4/25 to<br>4/29                                                                                                                                                                                                                                                                                                                                                                            | P 288-291<br>P 292-297<br>P 298-299                                  | <b>Due FRIDAY 11:59 pm</b><br>MINDTAP<br>Recording 4                  |
| Week 15<br>5/2 to 5/6                                                                                                                                                                                                                                                                                                                                                                                 | <b>REVIEW</b><br><b>No classes on Friday May 6 –<br/>Reading Day</b> | <b>Due TUESDAY** 11:59 pm</b><br>MINDTAP and Pre-exam<br>assessment 4 |
| <b>Final exam administered on line via CANVAS. Students in French 1020 have the entire Final Week to complete all portions of their final exam.</b><br><b>Final Exams opening window starts on Saturday May 7 at 8 a.m. and ends of Thursday May 12 at 5 p.m.</b> <a href="https://registrar.unt.edu/exams/final-exam-schedule/spring">https://registrar.unt.edu/exams/final-exam-schedule/spring</a> |                                                                      |                                                                       |

Due dates and instructions will be in CANVAS. Assessments have been organized to follow a pattern and facilitate your planning. It is the student's responsibility to check due dates in CANVAS and in the MindTap system. Deadline for all unit/chapter assignments is set before exam window opens. There is no late work accepted. (See Late Work section)

- MindTap activities (online workbook exercises) are due weekly by 11:59 pm on Fridays.
- Reading Comprehension (RC), Recordings, Pre-exam assessments, Discussion forums, are due in CANVAS by 11:59 pm on Fridays. Activities in this category are released five (5) days before due dates.
- Quizzes may take place in the classroom and/or in CANVAS. CANVAS Quizzes' due dates are at instructor's discretion (these assignments will be opened at least 24 hrs.).
- Presentation will take place in class week 13. If the University were to go to remote instruction, further instructions will be given.
- Exams are scheduled at the end of each chapter. All Exams will be delivered via CANVAS. You will have a 4 day-window to take the unit exams (from Saturday 8:00 am to Tuesday 11:59 pm).
- \*\* It is your responsibility to check compatibility with CANVAS in advance. Make sure to look at the "getting started module". If you encounter technical difficulties with CANVAS, please contact the Student Helpline immediately at (940) 5652324 or at [helpdesk@unt.edu](mailto:helpdesk@unt.edu). **Technical difficulties will not be considered an excuse for missing deadlines, non-completion, or incomplete assignments etc.** Students will not be allowed to submit late work or retake any assignment based on technical difficulties.
- 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.

Pre final period: May 4 & 5, 2022: no new material introduction. Reading Day: No class May 6, 2022.

## 1020 Exams and Presentation Schedule

**Exam 1:** opening window from Saturday February 12, 2022 8:00 am to Tuesday February 15, 2022 11:59 pm

**Exam 2:** opening window from Saturday March 5, 2022 8:00 am to Tuesday March 8, 2022 11:59 pm

**Exam 3:** opening window from Saturday April 2, 2022 8:00 am to Tuesday April 5, 2022 11:59 pm

**Presentation:** during regular class time, week 13

**Final Exam:** opening window from Saturday May 7, 2022, 8:00 am to Thursday May 12, 2022 at 5:00 pm

### Late Work

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence \(Links to an external site.\)](#) and provides documentation with 48 hours of the missed deadline. At the end of the semester (by May 3) your instructor will drop the **two lowest grades of the Weekly Module Activities category, and the nine (9) lowest exercise grades of the Weekly MINDTAP activities.**

### Instructor Responsibilities and Feedback

Many assignments will be partially or fully auto graded. My goal is to grade your other work in a timely manner - within 1 week of the due date (when the activity /assessment is not auto graded).

I will make every effort to answer your emails by the end of the following day, except weekend.

### Grade Disputes

If you would like to discuss a grade on a specific assignment or your overall grade, email me to set up a meeting (either in-person or via ZOOM). I will not discuss grades over email. You will need to have your video feed / camera on for any ZOOM one-on-one meeting with the instructor. You should come to the meeting with specific questions and /or examples that demonstrate why you should have earned a different grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within 5 (five) days of receiving your grade, you also forfeit your right to a grade dispute. If you wish to appeal the decision made at the instructor's level, you can contact the Coordinator of Elementary and Intermediate French Mrs. Morton: [sophie.morton@unt.edu](mailto:sophie.morton@unt.edu)

### Extra Credit

There are no extra credit opportunities in this course. NO EXCEPTION.

### Syllabus Change Policy

All changes to the syllabus, course information, due dates will be announced in class and via CANVAS.

## UNT Policies

### Academic Integrity Policy

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

### ADA Policy

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

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

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

### Emergency Notification & Procedures

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

### Retention of Student Records

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

### Acceptable Student Behavior

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

### Access to Information - Eagle Connect

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

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [April 18, 2022– May 5, 2022] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email on April 18 (12:01 a.m.) from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

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

#### **Federal Regulation**

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

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not

require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

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

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

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

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

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

### **Student Verification**

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

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

### **Use of Student Work**

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

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

### **Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### Class Recordings & 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. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

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

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)

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

#### *Chosen Names*

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

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

#### *Additional Student Support Services*

- [Registrar](https://registrar.unt.edu/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)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

#### *Academic Support Services*

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)

- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)