

**College of Liberal Arts and Social Sciences (CLASS)  
Department of Spanish  
SPAN 2040 & SPAN 2050 Accelerated Online  
Intermediate Spanish  
Spring 2021**

### [Instructor Contact Information](#)

Instructor contact information is available in Canvas.

### [Communication Expectations](#)

The primary tools to communicate directly with students will be UNT email and announcements in Canvas. Any personal concerns or questions should be sent to my email. I aim to return your graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

### [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](#)

Spanish 2040 and Spanish 2050 Accelerated Online is a six-hour language course designed to bring students to an intermediate level of proficiency in the Spanish language. The course focuses on Spanish grammar and emphasizes listening, speaking, reading, and writing skills. Students will participate in listening comprehension activities, oral projects, in-depth cultural study, readings, audio and video resources, as well as web-based language interaction. The class will be conducted in Spanish and students are expected to use only Spanish on all assignments.

### [Course Structure](#)

All the content of the course is stored in the main menu in Canvas. Assignments are organized in weekly modules. The **2040 modules cover chapters 1-4** in the textbook and the **2050 modules will cover chapters 5-10**. Each module stores folders with specific information, guidelines and grading rubrics for each assignment as well as quizzes. Exams and study guides are stored in the last module of each chapter.

### Reading and Assignments

Information about weekly readings, pages to study, and assignments are stored in each weekly module in Canvas. It is the student's responsibility to continually consult the class schedule and meet the due dates for all assignments. Work on assignments at your own pace but keep in mind that **all weekly assignments must be turned in before Friday 5:00 pm.** All assignments for the last week of the 2050 course are due earlier. It is highly recommended to work on assignments every day. **Late work will not be accepted.**

### Course Prerequisites or Other Restrictions

This course is designed for students who have passed Spanish 1010 and 1020 or 1030 at UNT or the equivalent. For more information, please contact the Department of Spanish in LANG 101, (940) 565-2404.

### Course Objectives

By the end of 2040, students will be able to:

1. Analyze personal relations, cultural values, traditions, and celebrations
2. Discuss food and eating habits
3. Analyze historical figures, politics, and contemporary society
4. Recall and describe past events
5. Express feelings, opinions, preferences, and desires
6. Recommend or tell others to do something
7. Convey doubt, hope, and uncertainty
8. Explain what activities you and others have done

By the end of 2050, students will be able to:

1. Analyze the contemporary society and social issues
2. Explain what you and others have done
3. Express past events with more accuracy
4. Analyze music, film, books and entertainment of the Hispanic world
5. Discuss topics related to work, finances and social issues
6. Compare and contrast rural and urban life
7. Analyze future plans
8. Analyze what would happen or would have happened under certain circumstances
9. Analyze actions that had happened before other actions in the past
10. Express hypothetical situations as well as unplanned events

## Materials

### Textbook required (digital or paper):

- Blitt/Casas/Copple: Exploraciones Curso Intermedio, **2<sup>nd</sup> edition**.
- ISBN: 9781337612487 (if you rent or buy the textbook at the UNT bookstore) / ISBN: 8220107279136 (if you rent the digital version only)
- You can also purchase the textbook at <https://www.cengage.com/c/mindtap-for-exploraciones-curso-intermedio-2e-blitt/?filterBy=Student>

### Other required materials and/or readings:

- Spanish/English Dictionary

## Course Technology & Skills

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Plug-ins
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

- Navigating Canvas
- Sending and receiving emails
- Sending video recordings using a webcam
- Downloading and installing software
- Using LockDown Browser system (instructions and link to download the one-time application is available in Canvas in “Where to Get Help”). LockDown Browser **is NOT compatible with Chromebooks**.

## 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:** [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)

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8:00 a.m.-9:00 p.m.

**Phone:** 940-565-2324

**Telephone Availability:**

- Sunday - noon-midnight
- Monday through Thursday - 8:00 a.m.-midnight
- Friday - 8:00 a.m.-8:00 p.m.
- Saturday - 9:00 a.m.-5:00 p.m.

**Laptop Checkout:** 8:00 a.m.-7:00 p.m.

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 online or face-to-face, 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.

### Assessment for SPAN 2040

ASSIGNMENTS	FINAL GRADE PERCENTAGE
Participation through: Discussions and comments (written and video)	15%
Homework	25%
Quizzes	20%
Chapter Exams	30%
Final Conversation	10%

### Assessment for SPAN 2050

ASSIGNMENTS	FINAL GRADE PERCENTAGE
Participation through: Discussions and comments (written and video)	15%
Homework	25%
Quizzes	20%
Chapter Exams	30%
Final Conversation	10%

### Grading

A = 90-100%, B = 80-89.4%, C = 70-79.4%, D = 60-69.4%, F = Below 60%

**If you do not receive a passing grade for 2040, you will not be able to proceed to 2050.**

To be successful in the next level of Spanish, it is highly recommended that students pass this course with a final grade of C or above. A minimum grade of C is obligatory for all Spanish majors and minors.

### Policy on Late Work

Late work will be accepted only in case of an emergency (illness/accident or death in family). The student should contact the instructor as soon as possible and provide documentation supporting the need for any late submission of an assignment. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments.

### Participation (Discussions)

For both 2040 and 2050, the participation portion of your grade will depend on the level and quality of your interaction with other students and your professor. As active participation, and to practice your writing, listening, and speaking skills in Spanish, you will be required to complete **written and oral (video) discussions** in Canvas on specific topics related to the chapter of study. Video discussions will prepare you for the final conversation.

After you post your discussion, you will listen to or read the posts of **two** classmates and you will give each of them a substantial comment (video or written). Full information and grading rubrics are provided in Canvas.

**Written discussions and 2 comments:** must be the student's work and should reflect their writing skills as demonstrated on exams and quizzes. For written discussions to be accepted, **the student must complete the written portion of each exam**. Using translators or outside help for discussions will result in a grade of 0 without the opportunity to redo the work.

**Video discussions and 2 comments:** written or audio comments will not be accepted for video discussions. Reading while making the video will result in a grade of 0 without the opportunity to redo the work. Full information is provided in Canvas. For more information and rules, read the "Course Policies" section.

### Early Discussion Submissions to Earn Extra Points:

Students who **1)** submit their post early (see the assignments schedule), **2)** submit their 2 comments before or by the due date, and **3)** comply with all the rules described below, will **earn 2 points extra credit** added to their discussion score for that week. The purpose of this incentive is to motivate early submission and thereby provide a wider variety of posts for reply commenting by classmates.

### **Rules to receive the 2 extra points:**

a) Post and comments must be substantial and include all vocabulary and grammatical structures required for that discussion. Posts or comments that do not meet all the requirements stated in the grading rubric will not receive the extra points.

b) Students who submit their post early, **but do NOT** submit their 2 comments **will not be eligible** for the extra points because they did not fully complete the assignment.

### Homework

Homework assignments are located in each weekly module in Canvas. Homework will include vocabulary and grammar exercises from the textbook, videos, audios, recording, writing, and reading assignments. Using translators or outside help for written assignments will result in a grade of 0 without the opportunity to redo the work.

### Lockdown Browser System

All quizzes and exams will be using the LockDown Browser System (NOT compatible with Chromebooks). Instructions and the link to download the application to your computer is in the “**Where to get help**” module. To take quizzes and exams, you will need a webcam. If your computer does not have a webcam, you can take the exam in the Language Lab. Check their schedule or call in advance. Take the practice quiz to familiarize yourself with LockDown Browser and how to record your environment correctly.

### Quizzes

For both 2040 and 2050, there will be quizzes assigned in **Canvas**. There is a **practice quiz** that will help you to become familiar with LockDown Browser and the exam format. Quizzes will cover vocabulary and specific grammatical concepts studied during the week of the quiz. All chapter quizzes are timed, and you will be allowed to take each only once.

Take your quizzes and exams as early as possible. In case of computer problems, you will need time to solve them before the exam closes. If you experience technical problems, contact the UNT Help Desk and request a case ticket number; then, contact your professor to report the incident. Make ups for quizzes and exams will not be allowed due to computer problems.

### Chapter exams

To evaluate your listening, reading, writing, vocabulary and grammatical skills, chapter exams will be given in both 2040 and 2050. In 2040, there will be **4 chapter exams** (chapters 1-4). **Exam 4** (chapter 4) **will be your final exam** and will be administered during the last week of 2040. In 2050, there will be **5 chapter exams** (chapters 5-10). **Exam 5** (chapters 9-10) will be your final exam. It will be taken at the end of 2050 on the date scheduled by UNT for online courses’ final examinations. Study guides and complete information with instructions on how to take the exams using LockDown Browser are available in Canvas.

Each exam will be available ONLY on the days and times assigned. Exams will be timed, and you will be logged out of the exam once the time allowed expires. If you take the exam in the Language Lab, plan your time well and arrive at least two hours before the lab closes. You will need to bring your UNT student ID and sign in and out at the front desk. Leave all your belongings, including cell phone, at the front desk.

You must read the folder “**Rules and Regulations for Quizzes and Exams**” in Canvas and follow the rules during each quiz and exam. To take each quiz and exam, you will need your UNT Student ID. If you do not have one, notify your professor immediately.

**Make ups for quizzes and exams will not be allowed.** For due dates consult the Assignments Schedule.

### Final Conversation

At end of both 2040 and 2050 you will have a conversation in Spanish with a classmate or your professor via “Zoom.” The conversations will cover the communicative functions practiced in each class and will be based on topics related to the chapter themes and content presented in each course. The conversation will last **4-5 minutes per group of two students**. This assignment will be graded **individually** on content and detail provided, incorporation of grammatical structures and vocabulary studied in each course, preparation, and use of communication strategies. Students will sign up in advance (in Canvas Calendar) on the day and time provided that best fit their schedule. Grading rubric, topics to study, and guidelines for this assignment are available in the “Final Conversation” module in Canvas.

Final Conversations will not be conducted on weekends. It is the student’s responsibility to make the necessary arrangements to have the conversation on the day schedule. If there is a time conflict, contact your instructor immediately to reschedule.

ODA students need to contact their professor the first week of class if reasonable accommodations for this assignment are needed.

### 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. For the date when SPOT becomes available, consult the UNT schedule.

## Course Policies

### Assignment Policy

All due dates for assignments can be found in the Assignments Schedule available in Canvas. Instructions for each specific assignment are available in Canvas. Assignments will not be accepted via email.

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

- Each exam will be available ONLY on the day and time assigned.
- Exams will be timed, and students will be logged out once the time expires.
- Exams must be taken **alone** and no communication with other individuals is allowed. **The use of electronic translators is prohibited.** As a UNT student, academic integrity and honesty are expected. Infringements on this policy will result in a grade of 0.
- It is the student's responsibility to read in full and follow all the rules and regulations for taking exams and quizzes. Rules are available in Canvas in the "Rules and Regulations for Exams and Quizzes" folder. **Failure to follow the rules may result in a grade of 0 on your exam or quiz with no opportunity to retake it.**
- Take your exam as early as possible. In case of a technical issue with your computer, you need time to solve the issue and take the exam before it closes.
- Make sure your laptop computer is fully charged before beginning the exam. **Make up for exams will not be allowed due to computer problems.**
- To take each exam, you will need your **UNT Student ID**. If you do not have one, notify your professor immediately.
- You need to have reliable internet access. If you lose internet connection during an exam, contact the Student Helpdesk and document the remedy ticket number before contacting your professor.

### Instructor Responsibilities and Feedback

**As the instructor in this course, I am responsible for**

- providing guidance and course materials that will assist and enhance your achievement of the stated course goals
- providing timely and helpful feedback within the stated guidelines
- assisting in maintaining a positive learning environment for everyone

- responding to emails as soon as possible within my working schedule hours

### **As a student in this course, you are responsible for**

- reading all the information in the “Instructional Modules” and this syllabus before Friday of the first week of class
- familiarizing yourself with the assignments calendar
- turning in all the assignments on time
- working to remain attentive and engaged in the course and interacting with your fellow classmates
- assisting in maintaining a positive learning environment for everyone
- knowing and following the rules for taking all exams and quizzes (available in the folder “Rules and Regulations for Exams and Quizzes”)

### **Attendance Policy**

Student attendance for this online course is defined by submitting assignments on time. Students are required to log in to the course by the first day of class. As a component of attendance, student email and course announcements must be checked daily. The student is solely responsible for checking updates related to the course. Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of an assignment.

### **Excused Absences**

An absence may be excused for the following reasons:

1. religious holiday, 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

The student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate excused absence, and delivering the request personally to the faculty member assigned to the course for which the student will be absent.

### **Syllabus Change Policy**

Changes to the syllabus and assignment due dates would be done only under extreme circumstances and after the approval of the coordinator of second year of Spanish online courses.

## Student and Instructor Communication Policy

**Student issues with instructors: during this pandemic, all communication between persons must be only through Zoom (or email where appropriate).**

1. When a student has an issue in class with her/his instructor, she/he must first speak with the instructor (emails do not count).
2. If the student is not satisfied with the outcome of the conversation with her/his instructor, then she/he will talk with one of the following faculty members as per the class level:
  - i. First-year language: Mr. Steve Sheppard (coordinator) ([Steve.Sheppard@unt.edu](mailto:Steve.Sheppard@unt.edu))
  - ii. Second-year language: Dr. María Carpio-Manickam (coordinator) ([Maria.Carpio@unt.edu](mailto:Maria.Carpio@unt.edu))
  - iii. Advanced classes (3000 and 4000 levels): Dr. Pierina Beckman (associate chair) ([Pierina.Beckman@unt.edu](mailto:Pierina.Beckman@unt.edu))
3. If the first or second-year student is still not satisfied with the outcome after speaking with Mr. Sheppard or Dr. Carpio-Manickam, then she/he may contact Dr. Beckman to discuss this issue. If the issue is still not resolved to the student's satisfaction, then she/he should make an appointment to talk to the chair of the department, Dr. Samuel Manickam ([manickam@unt.edu](mailto:manickam@unt.edu)), who will listen to the student and instructor in question to resolve the issue to the satisfaction of both parties.
4. If the third or fourth-year student is still not satisfied with the outcome after speaking with Dr. Beckman, then she/he may contact the department chair, Dr. Samuel Manickam ([manickam@unt.edu](mailto:manickam@unt.edu)), who will listen to the student and instructor in question to resolve the issue to the satisfaction of both parties. If Dr. Manickam is the student's instructor, then this step is skipped.
5. If still not satisfied with the resolution of the issue, the student may talk to the dean of the College of Liberal Arts & Social Sciences.

## UNT Policies

### 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. **Cheating, plagiarism, and other examples of academic misconduct defined by University Policy will result in a zero on the assignment or assessment in question and may be reported to the Dean of Students.**

### ODA 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 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 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.

## 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.

## Student & Academic Support 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 eulIDs 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/>)