

Math 1180 Online: College Math for Business, Economics and Related Fields Fall 2020

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Please include your Name and Class info (1180 Online) in the title of your emails to me. I strive to reply to emails within 24 hours M-F.

Course Structure: This course is an online only, asynchronous course.

Final Exam date and Time:

Monday, December 7th

In Fall 2020, I will not be using my office, so please contact me via email to “meet” via Zoom.

Course materials and info:

Course description: Topics from algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics and business.

Prerequisite(s): Two years of high school algebra and one year of geometry, and consent of department. Students who feel they acquired solid algebra skills in high school are strongly encouraged to take the mathematics placement exam to see if they may begin in MATH 1190 instead. A grade C or better in MATH 1180 is required when MATH 1180 is a prerequisite for other mathematics courses.

This course will require knowledge of certain skills that are expected to be learned in high school. These include, but are not limited to, factoring trinomials and using the quadratic formula to solve quadratic equations.

Online Materials: This course has no physical textbook. Homework assignments will require accessing Knewton through your UNT Canvas account. Be sure to read through “How Knewton works” before starting your homework.

You will have to purchase access to Knewton or continue access if you have used it for Math 1180 or 1190 and purchased the 2-year access. This can be done through the Barnes and Noble link or other sellers. You can get two weeks of access for free for up to two weeks. For more information about your homework, please read the **Homework** section. The homework assignments account for 15% of your grade.

Calculator Policy: Many calculators will be sufficient for the exams on this class. Among good options are the TI-30XIIS, TI-83 or TI-84 (or similar Casio, other manufacturer’s calculators). Examples of calculators **not** allowed: TI-Nspires, TI 92’s, TI 89’s. Any other utility with alphanumeric/CAS capabilities or the ability to connect to the internet, such as a smartphone. Before your online exams commence, you will be asked to hold your calculator up to the webcam to verify the type.

Note: There are a small number of problems that 83/84-type calculators make easier, but these will only minimally be tested on in-class exams. There is also a scientific calculator that is available in Respondus monitor.

Course Learning Objectives:

- Students will demonstrate an ability to recognize and solve problems involving financial mathematics, including simple interest, compound interest and present and future value of annuities
- Students will demonstrate an ability to understand graphing of equations, operations with lines, solve and interpret solutions of systems of linear equations and linear inequalities, and interpret solutions of standard maximization problems.
- Students will demonstrate skill at using tools from algebra. Students will demonstrate an ability to manipulate, solve, graph, and work with several types of functions.
- Students will demonstrate skill at using tools from probability, including counting, using conditional probability and finding expected values.
- Students will demonstrate skill at using exponential rules, factoring, function composition, interpreting results from rational functions and making and interpreting sign charts

Information about grades:

Evaluation component:	Description	Overall Percent of course grade
Homework	Completed online with Knewton/canvas quizzes.	15
Engagement	Includes discussions, quizzes, and other activities	10
Midterm exams	Five midterm exams will be given. These are in Canvas, require LockDown Browser and Respondus monitor, and are worth 10% each	50
Final exam	Required, comprehensive and on Canvas as other exams are. Must be taken on Monday, December 7th	25

Grade assignment:

A: [90%,); B: [80%, 90%); C: [70%, 80%); D: [60%, 70%); F: [0%, 60%).

Your grade will be based on the criteria listed above, with no other/extra credit. A grade of C or better is required for this course to serve as prerequisite for Math 1190.

Midterm Exams: There will one exam covering each of the Five Modules in the course. Each exam is worth 10% of your overall grade. The exams will consist of 15 - 25 multiple-choice questions and 3-5 workout problems. Module exams are specific to the content of that Unit. The exams are located in the Module they cover. They are administered online with LockDown Browser and Respondus Monitor with a webcam.

Each exam will have a 120 minute time limit. Each exam becomes available at 12:01 AM (a minute after midnight Central time) and is available until 11:59 PM (a minute before midnight Central time) on the day of the exam. Be sure to plan your time so that the exam will be completed before the time it is due. That is, if you start the exam at 11:45PM, then you will only have 14 minutes to complete the exam.

Unit/Module 1 Exam (Financial math)Friday, September 11th
 Unit/Module 2 Exam (Linear Programming)Friday, October 2nd
 Unit/Module 3 Exam (Algebra)Wednesday, October 28th
 Unit/Module 4 Exam (Probability and Expected Value)Friday, November 13th
 Unit/Module 5 Exam (Additional Algebra topics)Wednesday, December 2nd

On certain problems, I typically provide a formula sheet in face-to-face classes. On all of the possibly relevant problems, I will include the formula sheet as an image as a part of the question. You will not be allowed to include a formula sheet when taking your exams. All you can use are writing implements (e.g. pencil), blank sheets of scratch paper and an approved calculator.

Final Exam: The final exam is on **Monday, December 7th**. The final exam is comprehensive and is worth 25% of the overall course grade.

The format of the final exam will be the same as the format of the module exams and will require the use of LockDown Browser and Respondus Monitor with a webcam.

Engagement: This portion of your grade is determined by your completion of a variety of types of assignments. This will include the following:

- LockDown Browser and Respondus Monitor Quiz (worth 10 points - must be completed or you will not be able to take the exams)Due: Tuesday, August 25th
- Class introduction quiz (worth 10 points)Due: Tuesday, August 25th
- Introduce yourself discussion post (worth 10 points)Due: Thursday, August 27th
- Unit/Module discussion posts (worth 10 points each; 50 points total) ...Due: See calendar for exact dates.

The quizzes require reviewing information that you will need to know to successfully complete the course.

The later discussions cover a variety of module discussion topics, while the first discussion gives you a chance to introduce yourself to your classmates.

Timeline for grading: For each written assignment (e.g. discussion posts, workout portion of the exams, etc.), I will endeavor to grade and post grades within one business day. When circumstances prevent me from meeting this goal, I will always get grades back to you within 1 week.

Homework: The online homework is worth 15% of your overall course grade. Each assignment is equally weighted. Most of the homework will use an online software program called Knewton, but some of the assignments will be directly in Canvas.

What is Knewton? Knewton is a mastery-based adaptive software and is designed to judge your ability to complete your assignments. You will be able to proceed through Knewton much more quickly if you study and review your notes before starting the assignments. For best results, read through “How Knewton Works,” located in Canvas before your first assignment.

Why do Homework? A purpose of homework is to provide you with sufficient opportunities to learn and practice the new content you are learning. Knewton is adaptive and mastery based, which means that the software will provide each student with the sufficient number of questions to judge whether each topics learning objectives have been mastered. This means a student who has prepared well before the assignment may have very short assignments, while a less well prepared student may take many more questions on each assignment. Again, the more you prepare before starting to attempt the exercises, the less work you will have. For more tips on how to get the most out of the homework assignments, read through “How Knewton Works.”

Get the Most out of Homework

- You should have a dedicated notebook for your math homework. Carefully write out your work, especially noting the questions with which you struggled. This should form a substantial part of your review material prior to the exams.
- Homework is one piece of your learning process in this course, but successful completion of the homework assignments is not sufficient preparation for exams. You must be able to work the exercises on your own, without any aids on exams.

Where is Knewton?

You access your Knewton powered homework in one of two ways through Canvas, they are:

1. At the Syllabus portal. Every assignment for your course is accessible through the Syllabus portal. This portal is very helpful because it lists all assignments in due date order; or
2. At the content module. Select the Modules tab along the left-hand navigation of Canvas. From the Modules select Module 1. The Knewton assignments have a paper and pencil icon to their left.

When are Knewton Homework Assignments due?

Assignment due dates are listed on the calendar and on the syllabus link in Canvas. Knewton assignments are always due at 11:59 PM. To successfully complete the assignments, you must carefully manage your time. I recommend that you plan to complete them well ahead of the due date. Late homework will not be accepted. At the end of the semester, two (2) lowest grades will be dropped from the calculation of the homework average. In Canvas, the two dropped grades will not be correctly calculated until the very end of the semester.

Makeup Policy: This course is intended for students who are able to work hard to stay ahead and master the material. As such, no late work, makeups or extra credit of any sort will be given. Assignments begun online and not completed by the due date receive credit for only portions submitted by the due date. However, you may take any exam prior to the scheduled date. To do so, email me from your UNT email account and make you request. Give me as much advance notice as possible, preferably at least one week. In the event of a schedule conflict, be sure to take your exam early. All Canvas and Knewton assignments are due at 11:59 PM Central Time. Be sure that you give yourself sufficient time to work through all of the material due. To encourage consistent work throughout the semester toward the overall goal of excelling on the Final Exam, the final exam grade can replace one midterm Exam grade. That is, if your final exam score is higher than one of your midterm exam scores, then the lowest midterm exam grade will be replaced with final exam grade. If you miss an midterm exam, a zero will be recorded for that exam grade and your final exam score will replace that one zero. If you receive a zero for academic dishonesty on an exam, the final exam score will NOT replace that zero. In all cases, your final exam score will count at least 25.

Attendance policy: Students are expected to participate asynchronously in a timely manner to complete all assignments. There are many due dates for many assignments, most of which can be worked through ahead of time. If you are absent for a reason that is university excused, please contact me as soon as possible.

Other ways to get help for this course:

What office hours are for: Office hours provide a dedicated time for students to get one-on-one, or small group, time with an instructor. **Attending Virtual office hours:** Virtual office hours will be held using Zoom. Email me to schedule a time. I have availability throughout the week.

The learning center offers several tutoring options: Drop-In Tutoring, One-on-One Tutoring, Group Tutoring and Online Tutoring using a company called UpSwing. See <http://learningcenter.unt.edu/tutoring>.

Math 1180 Helpdesk: In Fall 2020, the Math department will have additional availability for you to ask for and receive help. In your canvas course, you can find a link to a HelpDesk Page in the Start Here module with more details.

Math Lab (SAGE 130): See <https://learningcenter.unt.edu/math-lab>

Other course related information:

Recommended Steps to Succeed:

- Learning math requires a great deal of time and honest effort along with regular and consistent work.
- Watch the videos to help you complete the notes. If you have questions, ask immediately.
- Actively read through all recommended readings.
- Use the time you spend on your Knewton assignments to learn the material that is covered.
- Prior to the exams, complete the Exam reviews
- Form a study group with your classmates. As you are taking an online course, set up online groups.
- Make use of the tutoring options available to you: the Math Lab, the Learning Center and your instructor's office hours.
- Work on the assignments consistently well ahead of due date. Waiting until the last minute is a horrible idea.
- Math is not a spectator sport. You must try the problems, finish problems, ask questions, correct your mistakes, put concepts in your own words, and practice, practice, practice. You learn math by doing, not by watching others.
- Contact your instructor immediately if you are having problems.

Course Requirements: As a general rule, average college students are expected to spend three hours per week for each one hour of class working on the course to be able to successfully learn the content. If you are an "average" college-level learner, you should spend about nine hours per week if you expect to successfully complete this course. As this is an average, many students require more than this.

Online Etiquette: A good list of rules to follow online are including at

<http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/>

In general, don't say things you would be uncomfortable saying to someone in person and be careful to work hard to communicate clearly. Online interaction makes some common discussions harder because of the need to be very explicit in your meaning due to the lack of other common social cues. Work to assume good intent on behalf of others and work to be clear in your communication and most other issues will take care of themselves.

Keys to success?: I'm hopeful this advice will be helpful for you. It consists of my observations in time I've been teaching about what causes students to be successful. The two primary necessities for success are maturity and spending the time necessary to succeed. Learning is hard and takes time. Learning requires working hard consistently and when you don't want to which requires maturity

One last thought: As an adult, you need to be a self-advocate. If you are having problems, you are expected to seek help. Most of you, at some point in your college career you will run into problems and need to ask for help.

About the attached calendar: The pages that follow include a tentative calendar. Several dates are fixed, especially the homework and Exam due dates. Other dates are intended to give you a guide for your progress. For instance, the “due” dates for the lecture notes will not be graded, but should give you a sense of how to plan your time to complete all of the material. I’ll add that the homework can always be worked ahead, so the due dates could be much sooner than those listed.

This course is online, but not intended to be self paced. The exams are expected to taken at the listed times. If this will cause you a problem, please contact me as soon as possible.

Day by Day Calendar:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<div>Aug 24th</div> <div>1</div> <p>Material to cover: Introduction to class: Completely review Start Here Module and Syllabus review</p>	<div>Aug 25th</div> <div>2</div> <p>Due in Canvas: Class introduction quiz LockDown Browser and Respondus Monitor Quiz</p>	<div>Aug 26th</div> <div>3</div> <p>Material to cover: 1.1: Solving linear equations, 1.2: Simple interest Due in Canvas: *Introduce yourself Discussion posts</p>	<div>Aug 27th</div> <div>4</div> <p>Due in Canvas: Introduce yourself Discussion posts</p>	<div>Aug 28th</div> <div>5</div> <p>Material to cover: 1.3: Exponential basics and Logarithmic basics Knewton Due: 1,3 Due in Canvas: 2. More on Linear equations</p>
<div>Aug 31st</div> <div>6</div> <p>Material to cover: 1.4: Compound interest Knewton Due: 4</p>	<div>Sep 1st</div> <div>7</div>	<div>Sep 2nd</div> <div>8</div> <p>Material to cover: 1.5: Future Value of an Annuity Knewton Due: 5</p>	<div>Sep 3rd</div> <div>9</div>	<div>Sep 4th</div> <div>10</div> <p>Material to cover: 1.6: Present Value of an Annuity Knewton Due: 6,7</p>
<div>Sep 7th</div> <div>11</div> <p>Labor Day</p>	<div>Sep 8th</div> <div>12</div> <p>Due in Canvas: Unit 1 Discussion posts</p>	<div>Sep 9th</div> <div>13</div> <p>Knewton Due: 8</p>	<div>Sep 10th</div> <div>14</div> <p>Material to cover: Review Due in Canvas: 9. Unit 1 Wrapup</p>	<div>Sep 11th</div> <div>15</div> <p>Due in Canvas: Exam 1</p>
<div>Sep 14th</div> <div>16</div> <p>Material to cover: 2.1: Graphing, generally; 2.2: All about lines</p>	<div>Sep 15th</div> <div>17</div>	<div>Sep 16th</div> <div>18</div> <p>Material to cover: 2.3: Finding points of intersection for two lines Knewton Due: 10,11,12</p>	<div>Sep 17th</div> <div>19</div>	<div>Sep 18th</div> <div>20</div> <p>Material to cover: 2.4: Systems of linear equations Knewton Due: 13 Due in Canvas: 14. Linear Regression</p>
<div>Sep 21st</div> <div>21</div> <p>Material to cover: 2.5: Linear Inequalities; Systems of linear inequalities Knewton Due: 15,16</p>	<div>Sep 22nd</div> <div>22</div>	<div>Sep 23rd</div> <div>23</div> <p>Material to cover: 2.6: Linear programming, graphically Knewton Due: 17,18</p>	<div>Sep 24th</div> <div>24</div>	<div>Sep 25th</div> <div>25</div> <p>Material to cover: 2.7: Standard Maximization problem; variable definitions. Knewton Due: 19,20</p>
<div>Sep 28th</div> <div>26</div> <p>Material to cover: 2.8: Simplex Method Knewton Due: 21</p>	<div>Sep 29th</div> <div>27</div> <p>Due in Canvas: Unit 2 Discussion posts</p>	<div>Sep 30th</div> <div>28</div> <p>Knewton Due: 22</p>	<div>Oct 1st</div> <div>29</div> <p>Material to cover: Review Due in Canvas: 23. Unit 2 wrapup</p>	<div>Oct 2nd</div> <div>30</div> <p>Due in Canvas: Exam 2</p>
<div>Oct 5th</div> <div>31</div> <p>Material to cover: 3.1: Functions</p>	<div>Oct 6th</div> <div>32</div>	<div>Oct 7th</div> <div>33</div> <p>Material to cover: 3.2: More about Functions Knewton Due: 24,25</p>	<div>Oct 8th</div> <div>34</div>	<div>Oct 9th</div> <div>35</div> <p>Material to cover: 3.3: Transformations of functions Knewton Due: 26,27,28</p>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<div>Oct 12th36</div> Material to cover: 3.4: Quadratic functions, briefly Knewton Due: 29	<div>Oct 13th37</div>	<div>Oct 14th38</div> Material to cover: 3.4: Quadratic functions, briefly cont., 3.5: Polynomial functions Knewton Due: 30,31	<div>Oct 15th39</div>	<div>Oct 16th40</div> Material to cover: 3.5: Polynomial functions, cont. Knewton Due: 32,33
<div>Oct 19th41</div> Material to cover: 3.6: Rational functions Knewton Due: 34,35	<div>Oct 20th42</div>	<div>Oct 21st43</div> Material to cover: 3.7: Exponential functions Knewton Due: 36,37	<div>Oct 22nd44</div>	<div>Oct 23rd45</div> Material to cover: 3.8: Logarithmic functions Knewton Due: 38,39
<div>Oct 26th46</div> Due in Canvas: Unit 3 Discussion posts	<div>Oct 27th47</div> Material to cover: Review Knewton Due: 40 Due in Canvas: 41. Unit 3 wrapup	<div>Oct 28th48</div> Due in Canvas: Exam 3	<div>Oct 29th49</div>	<div>Oct 30th50</div> Material to cover: 4.1: Sets Knewton Due: 42
<div>Nov 2nd51</div> Last day to drop is 11/2. Material to cover: 4.2: Counting Techniques Knewton Due: 43	<div>Nov 3rd52</div>	<div>Nov 4th53</div> Material to cover: 4.3: Probability Knewton Due: 44	<div>Nov 5th54</div>	<div>Nov 6th55</div> Material to cover: 4.4: Expected Value Knewton Due: 45,46
<div>Nov 9th56</div> First day to request an I. Material to cover: 4.5: Conditional Probability and Independence Knewton Due: 47	<div>Nov 10th57</div> Due in Canvas: Unit 4 Discussion posts	<div>Nov 11th58</div> Knewton Due: 48	<div>Nov 12th59</div> Material to cover: Review Due in Canvas: 49. Unit 4 wrapup	<div>Nov 13th60</div> Due in Canvas: Exam 4
<div>Nov 16th61</div> Material to cover: 5.1: More Exponential rules	<div>Nov 17th62</div>	<div>Nov 18th63</div> Material to cover: 5.2: Factoring review Knewton Due: 50	<div>Nov 19th64</div>	<div>Nov 20th65</div> Last day to withdraw from all classes is 11/20. Material to cover: 5.3: Function composition and decomposition Due in Canvas: 51. More exponent simplification problems

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<div>Nov 23rd66</div> Material to cover: 5.4: Other Algebra topics Due in Canvas: 52. Function composition and decomposition, 53. More on sign charts	<div>Nov 24th67</div>	<div>Nov 25th68</div> Material to cover: Review Knewton Due: 54	<div>Nov 26th69</div> Thanksgiving	<div>Nov 27th70</div> Thanksgiving
<div>Nov 30th71</div> Material to cover: Review Due in Canvas: 55. Additional Algebra problems	<div>Dec 1st72</div> Due in Canvas: 56. Unit 5 wrapup	<div>Dec 2nd73</div> Due in Canvas: Exam 5	<div>Dec 3rd74</div> Material to cover: Review	<div>Dec 4th75</div> Reading Day
<div>Dec 7th76</div> Due in Canvas: Final Exam	<div>Dec 8th77</div> Have	<div>Dec 9th78</div> A	<div>Dec 10th79</div> Great	<div>Dec 11th80</div> Break

Final Exam is:
 Monday, December 7th, is worth 25% of your overall grade, and is comprehensive.

Course and University Policies and other important information:

COVID-19 Impact on Attendance:

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (see the list of symptoms here) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction

The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional 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 device with a webcam that will work with Respondus monitor 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>.

Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

ADA Accommodation Statement 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 at disability.unt.edu.

Student Perceptions of Teaching (SPOT): 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 toward the end of the semester to provide you with an opportunity to evaluate how this course is taught. 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.spot.unt.edu or email spot@unt.edu.

Drop Policy: If the student is unable to complete this course, it is his/her responsibility to formally withdraw from the course. NOTE: Substantial changes were announced for Fall 2018. Prior to Sun., Sept. 6th, students may drop a course from their student portal on my.unt.edu (and depending on the date, may be eligible for at least a partial refund). From Sun., Sept. 6th to Mon., Nov. 2nd, students may drop a course by completing the Request to Drop form at https://registrar.unt.edu/sites/default/files/drop_request_fillable_1.pdf. The last date to withdraw from all of your classes is Fri., Nov. 20th. If the student does not properly withdraw from the course but stops attending, s/he will receive a performance grade, usually an F. If you are considering dropping, it is strongly recommended that you discuss the matter with me as soon as possible.

Changes to the University's policy may affect this. Please contact the Registrar for further questions.

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 on final exams, on in-class tests, or on quizzes is a serious breach of academic standards and will be punished severely and generally result in a student failing the course. At a minimum a 0 will be recorded for the grade and it will not be able to be improved. Students who violate this policy will be reported to the appropriate university authorities.

Incomplete, the Grade of: Beginning Mon., Nov. 9th, a student that qualifies may request a grade of “I”, incomplete. An “I” is a non-punitive grade given only if ALL three of the following criteria are satisfied. They are: 1) The student is passing the course; 2) The student has a justifiable (and verifiable) reason why the work cannot be completed as scheduled; and 3) The student arranges with the instructor to complete the work within one academic year.

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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct

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 at <http://ecfr.gpoaccess.gov>. The specific portion concerning distance education courses is located at “Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)” and can be found buried within this document:

<http://frwebgate.access.gpo.gov/cgi-bin/getcfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT>

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) to get clarification before the one-week deadline.

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.

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>)
- **Email:** helpdesk@unt.edu
- **Phone:** 940-565-2324
- **In Person:** Sage Hall, Room 130
- **Walk-In Availability:** 8am-9pm
- **Telephone Availability:**
 - Sunday: noon-midnight
 - Monday-Thursday: 8am-midnight
 - Friday: 8am-8pm
 - Saturday: 9am-5pm
 - Laptop Checkout: 8am-7pm

Sexual Assault Prevention

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 or by calling the Dean of Students Office at 940-565-2648. Visit Title IX Student Information for more resources.

Undocumented Students

Please see UNT'S Resources for DACA Students web page for more information.

Web Accessibility & Privacy

Please find the web accessibility and privacy statements for UNT, Canvas, and all CLEAR supported technologies below.

UNT

- Web Accessibility Policy
- Privacy Statement

Canvas/Instructure

- Accessibility Statement
- Privacy Policy

CLEAR Supported Technologies

- See CLEAR's Supported Technologies web page for links to Accessibility Statements and Privacy Policies.

Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the UNT Policy Office or Copyright.gov.

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
- Counseling and Testing Services
- UNT Care Team
- UNT Psychiatric 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 EUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc. Below is a list of additional resources regarding pronouns and their usage:

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

Additional Student Support Services

- Registrar
- Financial Aid
- Student Legal Services
- Career Center
- Multicultural Center
- Counseling and Testing Services
- Pride Alliance
- UNT Food Pantry

Academic Support Services

- Academic Resource Center
- Academic Success Center
- UNT Libraries
- Writing Lab
- Math Lab