Instructor:

Norman Dolch, Ph.D.
Adjunct Professor
Telephone: 972-369-2395(C)
Email: please use the Message feature of Blackboard
Campus Office Hours: please use the online office under the Discussion Board in Blackboard

Course Description:

This is a 100 % Internet course. The focus of the course is on identifying and documenting the assets of a community to enhance the quality of life for its residents. The course applies relevant theory and research on asset identification and documentation. Students will have an opportunity to do community mapping for a community of their choice as a service learning experience and this will allow for recognition and application of knowledge and skills from the course.

Books:

There are two text books used in this course as follow:

1.   Gary Paul Green and Anna Haines. 2012. *Asset Building and Community Development, 3rd Edition*. Thousand Oaks, CA: Sage Publications, Inc**.**

Suggested site for purchasing the book:

http://www.sagepub.com/books/Book234549?siteId=sage-us&prodTypes=any&q=Green+and+Hines&fs=1

2.   McLaughlin, Thomas. 2010 Nonprofit Mergers & Alliances, 2nd Edition. San Francisco: Jossey-Bass Publishers.

Suggested site for purchasing the book:

http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Dstripbooks&field-keywords=Nonprofit%20Mergers%20and%20alliances%2C%202nd%20edition

Students who purchase other editions of the book may find themselves at a distinct disadvantage in the course. For example, in the third edition of the book by Green and Hines are two cases of asset assessment not found in earlier editions of the book.

If money is an issue for purchasing the books. Buy the Green and Haines book because it is used in the first two-thirds of the course while the McLaughlin book is used in the last 0ne third of the course.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no pre-requisites or restrictions for this course.

Course Objectives:

A student who has successfully completed the course should be able to:

1. Identify and use theoretical orientations for the exploration of community assets

2. Have knowledge of various data bases for identifying community assets and be able to access them.

3. Understand basic methodological techniques and basic statistics used in community asset research

4. Conduct a community asset study and critique assessments done by others

Student Evaluation Procedures:

Students will be required to do the following in the course as described below:

Discussion Board:

There will be weekly discussion boards in which students participate. These will focus on the texts and Course Documents of Blackboard, and case studies during the last weeks of the course when studying collaboration.

Exercises:

Weekly exercises are assigned when studying community assets and are found at the end of the chapters in the text tiled *Asset Building and Community Development.* These exercises will lead students through the components to produce the Community Assessment which each student is required to produce in the course.

Community Assessment

Students will select a community of their choice and develop a community asset assessment of the community based on the provided outline. This assessment may be shared with selected nonprofits in the community at the conclusion of the course. It is an

example of experiential learning and may also provide a valuable community service.

Professor Discussion Sessions:

Mandatory group telephone conferences with the professor will be held periodically throughout the semester and students will have several time options to participate. Topics discussed will include those listed in the pamphlet "Succeed at UNT" and advice on preparing the community needs assessment which is required of each student.

Collaboration Journal and Reflection:

Students are expected to do 10 hours of volunteer work in a nonprofit organization and keep a journal. A time sheet is required to be signed by the student's supervisor at the nonprofit organization. The Journal and time sheet will be submitted with a reflective essay.

Quizzes and Final Exam:

There will be quizzes as announced throughout the semester and a comprehensive final exam. These will be short answer essay questions.

Course Writing:

All writing must utilize the American Psychological Association (APA) Style Guidelines.
A good resource on APA guidelines is found here:

http://owl.english.purdue.edu/owl/resource/560/01/.

Use these guidelines for writing in the course, especially when citing references.

Course Grades:
Grades are based on a percentage breakdown of the total points earned in the course as follows:

Evaluation Procedures	Total Points	Percentage of total Points
Discussion Boards (19 worth 10 points each)	190	17%
Exercises (9= 10 points each)	90	8%
Community Assessment	300	27%
Collaboration Journal and Reflection	100	9%
Professor Discussion Sessions	100	9%
Quizzes and Exams (12 quizzes, mid-term, final)	320	30%

Grade equivalents are determined by the percentage of the 1,100 points in the course as follows:

Letter Grade	Percentage of total points	Point Range
A	100-90	1,100-990
B	89-80	989-880
C	79-70	879-770
D	69-60	769-660
F	59 & below	559 & below

TECHNICAL REQUIREMENTS / ASSISTANCE

The following information is provided to assist you in preparation for the technological aspect of the course.

Hardware and software necessary to use Bb Learn: http://www.unt.edu/helpdesk/bblearn/
Browser requirements:
http://kb.blackboard.com/pages/viewpage.action?pageId=84639794
Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
Necessary plug-ins: http://goo.gl/1lsVF Internet Access
with compatible web browser Headset/Microphone (if
required for synchronous chats) Word Processor
[Other related hardware or software necessary for the course]

Minimum Technical Skills Needed:
Examples include:

Using the learning management system
Using email with attachments
Creating and submitting files in commonly used word processing program formats
Copying and pasting
Downloading and installing software
Using spreadsheet programs

ACCESS & NAVIGATION

Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Blackboard Learn. To get started with the course, please go to:

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.

- Blackboard's On Demand Learning Center for Students and Blackboard Help for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.

Being a Successful Online Student

What makes a successful online student**:**
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
Self evaluation for potential online students:
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp
Succeess at UNT :
https://success.unt.edu/succeed-at-unt?

Student Support
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
 In Person: Sage Hall, Room 130
 Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

Course Policies:

This course will be governed by all policies in the current Faculty Handbook and the Student Guidebook of the University of North Texas.

- Students are prohibited from soliciting and /or receiving outside assistance for this class unless they have received prior approval from the instructor.

- Any and all deviations from this syllabus must be obtained from the instructor IN WRITING through the Instructor's Messages in Blackboard.

- Students without acceptable reasons will not be permitted to make-up missed work.

- All students must abide by the Internet Policies and Procedures as outlined in their enrollment agreements. Please note that students may be dropped for non-attendance in this course. In this Internet class non-attendance will mean that a student has not posted any assignments by the 12th day audit or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch the University official "drop" dates.

- A Notice of Unsatisfactory Progress may be sent to students who have either an attendance or grade problem.

- The Syllabus is subject to change by the instructor. Students will be notified by email if this occurs.

Student Conduct

Any student behavior that interferes with an instructor's ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, labs, discussion groups or boards, field trips, and verbal and/or written (including email) communication with the instructor. Examples of unacceptable behavior include, but are not limited to:

- Private conversations with other students during lecture or class discussions;
- Disrespectful treatment of other students such as verbal or written harassment or name-calling;
- Use of profane or other inappropriate language or gestures in class, in written assignments, on discussion boards, or in email communications, with the instructor or other students;
- Disrespectful email communication with the instructor and/or other students;
- Inappropriate use of electronic devices during class, including but not limited to any use of a cell phone. Use of tablets or personal computers for anything other than taking notes or other approved class activities is not allowed.
- Tardiness that disrupts class.

A student engaging in unacceptable behavior may be directed to leave the classroom or other instructional setting. The instructor may also elect to refer the student to the Dean of Students to consider whether his/her conduct violates UNT's Student Code of Conduct. Poor behavior may result in a reduction of a certain number of points up to a full letter grade in the course irrespective

of the student's performance on exams, quizzes, or other assignments. This action may be taken separate and apart from any sanction administered by the Dean of Students.

Academic Dishonesty

Academic dishonesty is a student's failure to do his or her own work in a course. It also includes providing any type of unauthorized assistance to other students, or engaging in activities that prevent other students' success. Academic dishonesty will not be tolerated in any instructional setting including traditional face-to-face classrooms, electronic classrooms (online or blended courses), labs, and discussion groups or boards. Academic dishonesty includes, but is not limited to:

- Cheating: The use of unauthorized assistance in any academic exercise. Specific examples include:
  - *Improper use of phones*: The use of phones during exams administered in traditional face-to-face classes or online classes is expressly prohibited. If a cell phone is in a student's hand or on his or her desk during a face-to-face exam, it will be assumed that the student is cheating and he or she will automatically receive a zero.
  - *Discussion with other students:* Students may not communicate with other students during an exam in either a traditional face-to-face or online class. Any student caught communicating with another student during the administration of an exam will automatically receive a zero irrespective of the content of the communication.
- Plagiarism: The use of another person or organization's thoughts, ideas or words without proper attribution in any academic exercise regardless of intent. Specific examples of plagiarism include:
  - *Copying material verbatim* from websites, articles, books, or another student and failing to cite the source. Directly copied material must be delineated from the student's work through the use of quotation marks.
  - *Passing off the idea of another as your own* by failing to provide credit to the source.
- Forgery: Altering a score or official academic university record or forging the signature of an instructor or other student. A specific example of forgery includes, but is not limited to:
  - Signing an attendance roster for another student or having another student sign for you.
- Fabrication: Falsifying or inventing any information, data or research as part of an academic exercise unless explicitly permitted by the instructor.
- Facilitating academic dishonesty: Helping or assisting another in the commission of academic dishonesty. Specific examples of this type of academic dishonesty include, but are not limited to:
  - Telling another student(s) specific exam questions and/or answers.
  - Taking screen shots of quiz or exam questions in an online course and providing them (or information about them) to another student(s) or utilizing them at a later date.

- o   Making or reviewing an unauthorized copy of all or any portion of a quiz or exam.
- Sabotage: Acting to prevent another student from completing his or her work or willfully disrupting the academic work of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. Moreover, at the instructor's discretion, students suspected of cheating on an exam may be requested to re-take the exam in an alternative form or setting. Students who refuse this request will receive a "zero" on the exam. This applies in any course setting, online or otherwise. Students are encouraged to report suspected academic dishonesty to the instructor. If a student has any question about whether or not conduct constitutes academic dishonesty, the student should consult with the instructor before engaging in that conduct.

Penalties for academic dishonesty range from a verbal or written warning to a grade of "F" in the course. The student may also be reported to UNT's Office for Academic Integrity. Further university issued sanctions may apply to incidents involving major violations.

More about the UNT's academic integrity policies and students' right to appeal may be found at http://vpaa.unt.edu/academic-integrity.htm.

Disability Accommodation

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 the student with an accommodation letter to be delivered to the instructor to begin a private discussion regarding the student's specific needs in the course.

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. Every semester students must obtain a new letter of accommodation, and they must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to request that students discuss such letters during their designated office hours in order to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact that office by phone at 940.565.4323. Specific information on UNT's policies related to disability accommodations is available at http://policy.unt.edu/policy/18-1-14.

Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Professional Etiquette

The college experience is intended to assist in preparing students for professional and career pursuits. That preparation includes learning to use professional etiquette in dealing with people in positions of authority. The appropriate way to address your instructor depends on her/his particular education credentials. These are usually indicated on the course syllabus. If your instructor has a:

- Doctorate (Ph.D. or Ed.D.), you should address them as: Dr. Instructor's last name
- Master's degree (MA, MS, MSW, MSSW) you should address them as: Professor Instructor's last name
- Law degree (J.D.) you should address them as: Professor Instructor's last name

If you are not certain about an instructor's education credentials, you should address them as "Professor." It is not appropriate to call the instructor by his/her first name unless given permission.

Professional etiquette extends to all types of communication with your instructor. Written communication—including email—forms a permanent record and so it is important to use care about how you make requests, ask questions, or express concerns. Slang (*e.g.,* Hey, Yo) and texting abbreviations should be avoided. The use of profanity is not permitted.

Any type of communication—verbal or written—is most likely to achieve the intended result when it is polite or courteous. Please note that communication can be polite even if there is some type of conflict involved. Instructors may choose not to respond to emails or other forms of communication that are perceived as insulting or disrespectful.

Requests for an Incomplete

A grade of incomplete ("I") may be given to a student only during the last quarter of a semester and only if he/she meets all of the following conditions:

- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (*e.g.*, serious illness or military service) for not completing the course on schedule; and
- The student has the approval of his/her instructor and the department chair.

The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the student, instructor, and the department chair.

Course Schedule

- Below you will find the course schedule by week.

- All discussion boards, quizzes and exercises are due on the following Monday by 11:30 p.m.

- Assignment of the Community Assessment Project will be made during the first two weeks of the course through the announcements and assignment features of Blackboard.

- short answer essay quizzes are found under Course Documents in the weekly folder

- Submit your exercises, and the Nonprofit Leadership Journal under "Assignments" in the dark area on the left margin of the course page.

Week 1, January 20-23, 2015

Course Document	Welcome to the Course
Text Reading	Green & Haines Chapter 14
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	None this week
Discussion Board	Week 1a: Self Introduction Week 1b: What is a community assessment?
Quiz (located in weekly course documents)	None this week
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 2, January 26-30, 2015

Course Document	Needs & Assets in Community Mapping
Text Reading	Green & Haines Chapter 1
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 1, Exercise 3, page 20

Discussion Board	Week2a: What community have you selected for your community assessment? Week 2b: For the community selected to produce your community assessment, contrast a community need to an asset.
Quiz (located in weekly course documents)	Submit under assignments as a word document
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 3, February 2-6.2015

Course Document	Organizations and Community Mapping
Text Reading	Green & Haines Chapter 5
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 5 , exercise 2, page 111
Discussion Board	Week 3: Discuss how a nonprofit in your community works to improve quality of life for citizens.
Quiz (located in weekly course documents)	Submit under assignments.
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 4, February 9-13, 2015

Professor available on conference telephone call to answer questions	Dates and times are listed in the announcements. The 16 port UNT telephone number 940-369-7186.
Course Document	Workforce & Community Mapping
Text Reading	Green & Haines Chapter 6
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 6, exercise 2, page 139.
Discussion Board	Week 4: What sources of information do communities need to assess their workforce situation?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 5, February 16-20, 2015

Course Document	Social Capital & Community Mapping
Text Reading	Green & Haines Chapter 7
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 7 , exercise 2, page 155.
Discussion Board	Week 5: What are major criticisms of the concept social capital?
Quiz (located in weekly course documents)	Submit under assignments

Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 6, February 23-27, 2015

Course Document	Physical Capital & Community Mapping
Text Reading	Green & Haines Chapter 8
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 8 , exercise 1, page 182
Discussion Board	Week 6: What can be done about homelessness in the USA?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 7, March 2-6, 2015

Course Document	Financial Capital & community Mapping
Text Reading	Green & Haines Chapter 9
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 9 , exercise 3, page 208
Discussion Board	Week 8: What strategies can communities use to build capital markets?

Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 8, March 9-13, 2015

Professor available on conference telephone call to answer questions	Dates and times are found in the announcements. The16 port UNT telephone number is 940-369-7186.
Course Document	Environmental Capital
Text Reading	Green & Haines Chapter 10
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 10 , exercise 3, page 235.
Discussion Board	Week 8: Why are natural resources or the environment used in conjunction with the term capital?
Quiz (located in weekly course documents)	Submit under assignments
Community Assessment	Select a community of your choice to produce a community assessment. Due in Week 13 on April 13, 2015 at 11:30 pm under the Assignments Area

Week 9, March 16-20, 2015- Spring Break, No Classes

Week 10, March 23-27, 2015

Course Document	Political Capital
Text Reading	Green & Haines Chapter 11

Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 11 , exercise 1, page 251.
Discussion Board	Week 10: Could the concepts community development and community organizing be merged?
Quiz (located in weekly course documents)	Submit under the assignments

Week 11, March 30-April 3, 2015

Course Document	Cultural Capital
Text Reading	Green & Haines Chapter 12
Exercise (found in Green & Haines Chapter. Submit under Assignments in the dark field on the left margin of the course	Green and Haines, Chapter 12 , exercise 3, page 268.
Discussion Board	Week 11: Why is the Portland case On page 261 of the text so important?
Quiz (located in weekly course documents)	Submit under assignments

Week 12, April 6-10, 2015- **The only work in the course this week is your community assessment due in Week 13 on April 13, 2013 at 11:30 pm Under the assignments area.**

Week 13, April 13=17, 2015

Professor available on conference telephone call to answer questions	Dates and times are listed in the announcements. The 16 port UNT telephone number 940-369-7186.

Course Document	Understanding collaboration
Text Reading	McLaughlin, Chapters 1-4
Case Study	Collaboration Case 1 in course documents
Discussion Board	Week 13: What do you consider most the most important key to collaboration? Week 13: How did case 1 help you understand collaboration?
Quiz (located in weekly course documents)	Submit under assignments

Week 14, April 20-24, 2015

Course Document	Starting a collaboration
Text Reading	McLaughlin Chapters 5-7
Case Study	Collaboration Case 2 in course documents
Discussion Board	Week 14: What do you consider the 2 or 3 most important factors for starting a collaboration? Week 14: How did Case 2 help you understand starting a
Quiz (located in weekly course	Submit under assignments

Week 15, April 27-May 1, 2015

Course Document	Building collaboration
Text Reading	McLaughlin Chapters 8-11
Case study	Collaborative Case 3 in Course Documents
Discussion Board	Week 15: What do you consider most challenging in building collaboration? Week 15: How does Case 3 help you understand building collaboration?
Quiz (located in weekly course documents)	Submit under Assignments.
Reflective Journal on Collaboration	Submit under Assignments by April 30, 2014 at 11:30 pm.

Week 16, May 4-8, 2015

Course Document	Maintaining the Collaboration Momentum
Text Reading	McLaughlin Chapters 12-14
Case Study	Case 4 in Course Documents

Discussion Board	Week 16: Identify and discuss 2 key considerations for maintaining a collaboration.
	Week 16: How does collaborative Case 4 help you maintain a collaboration?
Final Exam Available	The final Exam will be available on April 28, 2013 at 12:30 a.m. and is due on May 5 at 11:30 pm

Week 17, May 9-15 , 2014- Final Exams

Course Document	Final course Lesson
Final Exam	Assigned April 28,2012 at 12:30 a.m. and due May 11, 2015 at 11:30 p.m.

May 11, Graduate Commencement
May 10- Undergraduate Commencement

UNT POLICIES

Student Conduct and Discipline: *Student Handbook*.
Please refer to the UNT Faculty Handbook or your department regarding the Student Code of Conduct Policy.

Academic Honesty Policy
Please refer to the UNT Faculty Handbook or your department regarding the Academic Policy. A sample statement may include the following:
"You are encouraged to become familiar with the University's Policy of Academic dishonesty found in the *Student Handbook*. The content of the Handbook applies to this course. Additionally, the following specific requirements will be expected in this class: (enter specific requirements). If you are in doubt regarding the requirements, please consult with me before you

complete any requirements of the course."

ADA Policy

As per the Office of Disability Accommodation, a syllabus for a course SHALL include the following statement:

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

Add/Drop Policy
Please refer to the UNT Faculty Handbook or your department regarding the Add/Drop Policy.

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://www.oea.gov/index.php/links/electronic-code-of-federal-regulations. 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://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml

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.

RESOURCES

UNT Portal: http://my.unt.edu

UNT Blackboard Learn Student Resources: Technical Support: http://www.unt.edu/helpdesk/

UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students

UNT Academic Resources for Students: http://www.unt.edu/academics.htm

Computer Labs: *[provide information if departmental labs are available for use to students]*. General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/