ADES 3630/Space Planning II

Section 501 – T/Tr 11:00pm to 1:50pm, Room: 255, Art Building
Section 502 – T/TR 2:00 – 4:50, Room 255, Art Building

Instructor Contact

Name: Natalie Ellis, PhD, IIDA, LEED BD+C
Office Location: ART 256A
Office Hours: T/Tr 1:50pm-2:30pm or by or as scheduled between student and faculty. Also, by pop-up open when I'm in my office. I'll be available before and after class.
Email: natalie.ellis@unt.edu

Communication Expectations: The primary tool that will be used to communicate directly with students will be the learning management system. Students should send personal concerns or questions to me through the canvas email tool https://unt.instructure.com/. You can expect to receive a response to emails as soon as possible or within 24 hours CLEAR has a webpage for students that provides helpful guidance (https://clear.unt.edu/online-communication-tips) that can be adapted for your use.

Welcome to UNT!

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

Course Description

This course serves as the CVAD interior design student's cornerstone for space planning in a single-family residential environment. Beginning with a project program, interior designers produce responses based on multiple iterations influenced by codes and standards. Designers then create presentations and drawings to fulfill various purposes that communicate design intent. The goal may vary, illustrating an idea to a client or preparing a legally binding contract document, but the need to accurately render your concept remains constant. Design research bubble diagrams, adjacencies, and three-dimensional model building become experimental techniques. The course culminates in a document illustrating your ability to understand and render a design iteration through a logical process.

Course Structure

ADES 3630 comprises individual and team-based studio-based projects. As a studio class, it requires a significant amount of outside work. Please be aware that in-class participation will not be sufficient to succeed and pass the course. The course will require many hours of outside work (estimated between 15-25 hours) to complete assignments. The workload will increase as the semester progresses. Class time will involve lectures, demonstrations, and instruction. The studio is also used to work out and
clarify questions arising from your preparatory work before class. All students may or may not receive direct one-on-one critique at every studio. The student must schedule time with the faculty outside of class if questions or feedback are needed.

Active participation in all activities, including continual desk critiques, is required. Expect to be interrupted as instruction is fluid. Studio, project work, and reviews will not be tailored to facilitate individual involvement due to a lack of viable effort of the student’s unwillingness to seek out information, build needed skills and proficiencies, and access resources being made available to each student.

ADES 3630 is structured to scaffold new knowledge and skills weekly along with the developed skills and knowledge each student has brought to this semester.

Each student is expected to come to class with their laptop and required software installed. It is imperative to come prepared to demonstrate your involvement with the course content.

Accommodations for students unable to have a computer will be handled case by case. The coursework consists of project assignments, discussions, and field observations. Lessons will be given in both oral and written form. The studio is informal, and group interaction will be encouraged and valued. The course will prepare you for a professional career in interior design.

Information is delivered during lectures, and then each student or student team will execute the assignment.

Studio throughout the semester will be spent with work time and focused lecture highlights that consider the fundamental building blocks of space planning for the human residence. We will focus on the nature of what is a house, home, and shelter for many people. The codes, standards, and human needs will be integrated into the studio projects throughout the semester. We will explore the influence of different architectural and housing topics influences weekly. As such, we will have lectures and times for discussion, and all studio time will not be exclusively for accomplishing your projects. Prepare for this notion from day one.

**Project and Assignment Requirements:** Students are responsible for collecting and saving all material assigned in the class, even if the student misses a class. DO NOT ASSUME ANYTHING; get clarifications from your instructor if you are confused about assignments or due dates. Students who miss a class may ask classmates for a copy of their handouts and class notes. It is the student’s responsibility to procure handouts provided during class. Students are responsible for all assigned material, even if it is not covered in the course.

**Course Prerequisites or Other Restrictions**

**Prerequisite(s):** ADES 1625, 2630, and 2640.

Course work will scaffold upon past work ART 1600, 1700, 1800, and 1900.

**Course Objectives**

By the end of this course, students will be able to:
1. Conduct an Oral Presentation
2. Deliver a Project Presentation
   a. Ideation Documentation
   b. Space Planning/Programming
   c. Contract Documentation
   d. Probable cost
3. Participatory critical discussions of design work
4. Programmatic and conceptually driven problem solving
5. Research
   a. Universal design
   b. Texas Accessibility Standards (TAS)
   c. Americans with Disabilities Act (ADA)
   d. Cost Estimating

*By the end of this course, students will comply with work as provided through CIDA 2020 Standards*

(Gr**en Text indicates new skill sets added in ADES 3630**)

**Standard 7. Human-Centered Design**

7c. Gather and apply human-centered evidence.
7e. Apply human factors, ergonomics, and inclusive and universal design principles to design solutions.

**Standard 8. Design Process**

8a. Student work demonstrates the ability to apply space planning techniques through the design process.
8b. Solve progressively complex design problems.
8c. Identify and define issues relevant to the design problem.
8d. Synthesize information to generate evidence-based design solutions.
8e. Use precedents to inform design concepts or solutions.
8f. Explore and iterate multiple ideas.
8g. Design creative and effective solutions.
8h. Execute the design process:
   • Pre-design
   • Quantitative programming
   • Qualitative programming
   • Schematic design
   • Design development
8i. Students understand the importance of evaluating the relevance and reliability of information and research impacting design solutions.

**Standard 13. Products and Materials**

13a. How furnishings, objects, materials and finishes work together to support the design.
**13e.** Students are able to design and specify a broad range of appropriate products, materials, fixtures, equipment, and elements in support of the design intent.

**Standard 16. Regulations and guidelines**

16a. Students have an awareness of the origins and intent of laws, codes, and standards.
16e. Student work demonstrates the ability to apply barrier-free and accessibility regulations and guidelines

**Digital Materials**

We will be using many written and digital resources that will be available to you. In addition, a few textbooks will be provided for informational use.

The Adobe Creative Cloud applications are available for students to use while on-campus in one of the computer labs, during their regular hours of operation during an active semester, at no additional cost.

**UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™**

All the apps. All the time. 100GB of free storage!

Cost: $55.55 with your UNT-student discount

Access: Aug. 15, 2022 or from date of purchase through Aug. 31, 2023

Details: [https://news.cvad.unt.edu/adobe-news](https://news.cvad.unt.edu/adobe-news)

Purchase: [https://unt.edu/adobe](https://unt.edu/adobe)
Textbooks:

NKBA Kitchen and Bathroom Planning Guidelines with Access Standards, 2nd Edition
   Available through UNT online resources and in the Ray and Georgia Gough Design Research
   Space
Password to use reserve: ADES3360F22
Additional resources available as online public references will be made available.

Teaching Philosophy

Using Team-Based Learning and Kolb's Experiential learning theories, coursework is student-centric and
focused. Course content is delivered in a lecture/group discussion manner while undergirded by
student-based activities for long-term learning retention. The course requires students to develop
independent thinking, time management, and graphic communication skills. In addition, the approach
leverages sequential studies to reinforce the theory and rationale behind the design process as students
layer new knowledge into their studio projects.

Course Technology & Skills

Minimum Technology Requirements

- Computer to meet department specifications.
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Adobe Creative Suite (Personal license and available outside of class in the University computer
  labs)
- Autodesk software
- Other software is deemed desirable to complete work and the student cohort's needs.
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
• Team instructional learning and presentations
• Using spreadsheet programs
• Using presentation and graphics programs

Technical Assistance
Part of working in the digital age involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, you can contact a Student Help Desk 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: 8 am-9 pm
Telephone Availability:
• Sunday: noon-midnight
• Monday-Thursday: 8 am-midnight
• Friday: 8am-8pm
• Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)

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

• While the freedom to express yourself is a fundamental human right, any communication that uses 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 respectfully in any communication online or face-to-face, even when their opinion differs from yours.
• 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 individuals' experiences.
• Use your critical thinking skills to challenge other people's ideas instead of attacking individuals.
• Avoid using all caps while communicating digitally. This digital communication style 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.
• Remember that online posts can be permanent, so think before you type.

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

Course Requirements

The following exercises and projects will be available on Canvas's course learning site.

<table>
<thead>
<tr>
<th>ADES 3630 Point Values</th>
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<tbody>
<tr>
<td>Activity</td>
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<tr>
<td>Class Participation</td>
</tr>
<tr>
<td>Quizzes</td>
</tr>
<tr>
<td>Room Component research and documentation (worksheets)</td>
</tr>
<tr>
<td>P1 Precedent Study &amp; outcome presentation</td>
</tr>
<tr>
<td>P2 Residential Kitchen Documentation, Client Interview and Conceptual Design</td>
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<tr>
<td>P3 Housing Topics</td>
</tr>
<tr>
<td>TOTAL</td>
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A: 880 to 792  0.90
B: 704 to 791  0.80
C: 616 to 703  0.70
D: 528 to 615*  0.60
F: 533 and below

In order to advance to the next sequenced studio, studio needs a C or better.

Grading

Evaluating student work in a studio class is challenging for the faculty and the student. All work must be seen in progress, and no outcomes completed entirely out of class will be accepted. Please be aware that interior design work necessitates subjective and objective evaluation. The student’s development of skills and amount of effort will be taken into consideration. These standards detail the meaning and level of accomplishment for grading: Regard rubric grading feedback document.

A = 100 to 90% | Exceptional Work: Student goes above and beyond to a superior level.
B = 89 to 80% | Above Average Work: The student goes above and beyond to a good quality level.
C = 79 to 70% | Average work: Student meets the requirements to reach a competent level.

D = 69 to 60% | Below average work: The student doesn't meet the requirements and is at a substandard level.

F= Below 60% | Failing grade: Grade achieved for submissions were unacceptable, late or didn't reflect complete development and presentation merit.

Expanded Rubric Understanding or how I grade:

I expect the best from a student in live time. Be willing to run the risk and show that you are growing, pushing, and striving. I build my grading rubric around the following understandings

I. **D Level Competence**

   The student has submitted work that *kind of* has something to do with the intended instruction. The result has the following impacts:

   a. The work appears rushed, hurried, and incomplete
   b. The work was submitted but didn't appear to be a valid attempt that the student was to accomplish.
   c. There is little developmental content in the student's submittal. While some required work is found, there are missing elements.

II. **C Level Competence**

   The work submitted directly connects to the intended instruction. The result has the following impacts:

   a. Everyday work is present, but the outcome with the primary use of skills is at an elementary level.
   b. An effort responds to skills needed, but only the primary entry-level degree.

III. **B Level Competence**

   The work submitted directly connects to the intended instruction. PLUS, the result has the following impacts:

   a. The needed skills to produce an outcome are in evidence. PLUS, it is evident that the student is pushing to learn beyond what they were initially taught (before and including the present course) when beginning instruction of the needed skills. All work was submitted.
   b. There is an approach to completing the work well with visual, graphic, and annotative contributions.
   c. There are errors that should have been caught if work was consistently developed steadily through the assigned period.
   d. The work would benefit from further consideration and feedback.
IV. A Level Competence

The work submitted directly connects to the intended instruction. The result has the following impacts:

a. The needed skills to produce an outcome are in evidence. PLUS, it is evident that the student is pushing to learn beyond what they were initially taught when beginning instruction of the needed skills.
b. There is little to no error
c. The student left nothing behind in their work; all work plus is present.
d. The submitted work excels above the student's expected capability.
e. The submitted work reflects an outcome developed steadily over the assigned time (a day or a month).
f. Feedback comments have been integrated into work, whether from the studio or outside of studio critique.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. It allows students to confidently provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Course Policies

Attendance and Class Participation Policies

Attendance is mandatory. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur as work progresses on the design project. If you are not present when information is discussed, you will be unable to make the necessary revisions.

Attendance will be taken for the students in the first (15) minutes of class, and students must be present for the class duration. If sign-up sheets are used, no student may sign for another. Every absence over (3) will result in a letter grade reduction of the final grade for each absence. Two tardy incidences in this course will be counted as one absence. A student is late after the first 15 minutes of class. The instructor will not use class time to repeat information missed due to absence. Six (6) or more absences will result in automatic course failure.

No make-up opportunities will be given to any student unless that student presents the professor with a University Approved Absence Verification form within three days after the missed class session. The form is available in the Dean of Students Office in the Union, room 409. For more information on attendance policies, see https://deanofstudents.unt.edu/faq . In addition, please contact the instructor via email in the event of extenuating circumstances.

Eating in class is allowed, but food / drinks need to be taken out with you and throw in waste receptacles in corridors. Leaving food behind after class will directly connect to this privilege. Regarding the group and the effectiveness of course content delivery, please do not use cell phones (including
texting), pagers, etc., during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

Students are responsible for tracking their absences and obtaining any missed material from their classmates. Attendance will be taken via Canvas, and the student should take time to familiarize themselves with the record. Each student will be held individually accountable for responding to announcements regarding any aspects of this course and for receiving and storing all handouts. Each student is also individually responsible for acquiring lecture notes from a classmate if they miss a given class session. Be punctual. The instructor will not repeat material missed due to absence.

Students are expected to attend classes regularly and to abide by the attendance policy established for each class. If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**COVID Update 09/05/22**

1. Faculty members should read UNT Policy 06.036 Student Attendance and Authorized Absences. [https://policy.unt.edu/sites/default/files/06.039%20Student%20Attendance%20and%20Authorized%20Absences.pdf](https://policy.unt.edu/sites/default/files/06.039%20Student%20Attendance%20and%20Authorized%20Absences.pdf)

2. According to policy 06.036. IV.B: “Faculty members must clearly state in their syllabus the requirements for class absence and/or participation and the impact of absences/participation on course grades.”

3. Faculty members may build an attendance policy that requires documentation for an excused absence.

4. Faculty members may ask for a note from a doctor, but they cannot ask for specific medical information such as a diagnosis.

5. Faculty may require that students go the Dean of Students office to get documentation for an excused absence. *(The Dean of Students office will verify medical excuses and notify the student’s faculty.)*

6. Faculty members are not required to offer a zoom option to a student who is ill.

7. Faculty members cannot require (but may encourage) students who are absent due to illness to attend a zoom session of class if the option is made available.

8. Faculty members may choose to teach via Zoom if they are sick.

9. Beyond a potential willingness to teach one or two zoom-based class while the faculty member is ill should they choose to do so, a faculty member can NOT choose to move their in-person courses to Zoom.

**CVAD Dean Approved Language:**

The Dean approved the following. You can add that to your current syllabus if you teach face-to-face classes

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1. Students who got COVID should stay home
2. The student should provide a Dr.’s or UNT Health Center’s note to not be counted as unexcused absence
3. The student should provide a Dr.’s or UNT Health Center’s note showing negative test result before coming back to class
4. While out, the student can attend class via Zoom
5. The student should discuss with the professor regarding homework schedule if COVID prevents them to work on assignments.

Late and Incomplete Work
All work is due in the classroom no later than the date/time specified on the project schedule. Work turned in after the expected time will be penalized at 10% per calendar day. No late work will be considered for full credit unless an Absence Verification form has been submitted (see Attendance Policy). A project will not be considered for a passing evaluation if any project phase is incomplete or not offered.

Students may request an Incomplete per Registrar guidelines; see http://registrar.unt.edu/grades/incompletes . The student must complete the unfinished work on or before the date specified by the instructor when the Incomplete is granted. Failure to complete the entire work assignment on or before the specified completion date will result in a final grade of an "F" with no consideration given to partially completed work. Please note that an Incomplete is reserved solely for extenuating circumstances and will be granted at the instructor’s discretion.

Our quizzes will be provided through Canvas and administered without or with the Respondus lockdown feature (if needed). Students should ensure to have Respondus Lockdown downloaded and operational on their laptops. There will be a combination of closed and resource-open quizzes. If quizzes are missed, the student is responsible for scheduling a make-up exam with the instructor. If the examination is missed due to an unexcused absence, you will not be allowed to make up the quiz.

Assignment Policy
Students will be provided with each assignment through Canvas, along with the assignment/project rubric evaluation chart.

Server Unavailability: The University is committed to providing all users with a reliable online course system. However, suppose any unexpected server outage or unusual technical difficulty prevents students from completing a time-sensitive assessment activity. In that case, 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 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.

Instructor Responsibilities and Feedback
Include a statement:
• The instructor desires to help students to grow and learn. The provided assignments and projects seek to provide clear instructions. If the students have questions, asking the instructor will be the fastest way to gain confidence. The instructor will identify additional resources as necessary, provide grading rubrics, review and update course content, etc.).

Syllabus Change Policy
The instructor reserves the right to change the contents of the syllabus or schedule as needed to accommodate new material, guest speakers, and other educational factors that may improve class understanding, knowledge, and successful participation and completion of assignments.

UNT Policies

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in various academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.] An example that may not seem apparent to the student is texting during a quiz or examination; this act is considered a violation of academic integrity.

ADA Policy
UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must 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 the 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/).

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. In addition, 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, 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 inappropriate behavior will be directed to leave the classroom. In addition, 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 classrooms, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

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

Student Evaluation Administration Dates
Student feedback is 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 [dates to be announced] of the long semesters to allow students to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (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 study has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy
UNT is committed to providing a safe learning environment free of sexual misconduct. In addition, federal laws and UNT policies prohibit discrimination based on sex and sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual
assault, campus resources are 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 940-5652648.

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 particular meeting times/locations or additional charges associated with student identity verification in distance education courses.

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

Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) they create 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 their image or voice to be transmitted live via videoconference or streaming media. Still, all students should be informed when courses are to be conducted using either method of delivery.

2. If an instructor records student presentations, they must obtain permission from the student using a signed release to use the recording for future classes following the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures intending to reuse some or all of the recordings for future class offerings must notify students on the course syllabus if student images may appear on the 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 the 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.

Academic Support & Student Services

Student Support Services

Mental Health

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

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

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 (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)