ADES 3645/ID Systems

Section 001 – T/Tr 3:00 PM to 4:20 PM, Room: ART 260

Instructor Contact

Name: Natalie Ellis, PhD, IIDA, LEED BD+C
Office Location: ART 256A
Office Hours: T/Tr 12:30 PM-1:30 PM or by or as scheduled between student and faculty. Also, by pop-up open and live mic nights! I'm in my office after class and before the second section if you want to come by. I try to give all instructions during class, but the student must ask for help outside class.
Email: natalie.ellis@unt.edu

Communication Expectations: The primary tool used to communicate the learning management system will be the primary tool used to communicate directly with student concerns or questions 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. Therefore, 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 the CVAD interior design student to study integrated building systems, including lighting, plumbing, HVAC and indoor environmental quality, electrical, fire detection/suppression, data, communication systems, security, and acoustics. There is particular emphasis placed on lighting technology, design, and specifications.

After the course, students will have an understanding of building systems and how to impact the design and integration of those systems as part of a sequential learning system that relates to the field of interior design. In addition, students will be exposed to various project types, primarily commercial and some residential building code structures.

Course Structure
ADES 3645 is a combination of studio-based projects and individual effort. The class requires a significant amount of outside classwork. As a studio-based/skill development course, please be aware that participating solely in class will not be sufficient to pass this course. The course will require many hours of outside class time to complete assignments and increase as the semester progresses.
Active participation in all activities, including desk critiques (announced, informal, unannounced), is required. In addition, you need to demonstrate that you have sought out the required information and resources made available to you through built skills and proficiencies to maximize your learning opportunity.

The course is structured to scaffold new knowledge and skills weekly.

**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 ensure that you receive handouts provided during class. In addition, students are responsible for all material assigned in the text, even if it is not covered in class.

**Prerequisite(s):** ADES 3610

**Course Objectives**

By the end of this course, students will be able to:

1. Develop the skills, ability, and judgment to incorporate building systems within an interior design project from inception to completion.
2. Understand the emphasis and impact of building systems on design and its effect on users.
3. Gain proficiency in lighting vocabulary, measurements and calculations, design solutions, and their effect on building users.
4. Develop an understanding of the systems inherent in the design industry. Students can understand sustainability principles and apply those principles to design solutions.
5. Develop an understanding of architectural and interior design graphic standards and understand and apply construction documentation techniques.
By the end of this course, students will be able to: CIDA 2020 Standards

ADES 3645 Std 5
- Students have an awareness of the integration of multi-disciplinary collaboration in design practice.
- The terminology and language are necessary to communicate effectively with members of allied disciplines.
- The dynamics of team collaboration and the distribution and structure of team responsibilities.

ADES 3645 Std 6
- Life-Long Learning
- Public Service

ADES 3645 Std 6
- theories related to the impact of the built environment on human experience, behavior, and performance.
- the relationship between the natural, built, virtual, and technological environments as they relate to the human experience, wellbeing, behavior, and performance.

ADES 3645 Std 9
- express project solutions using a variety of visual communication techniques and technologies appropriate to a range of purposes and audiences.
- students to develop active listening skills in the context of professional collaboration.

ADES 3645 Std 12
- the principles of natural and artificial lighting design.
- strategies for using and modulating natural light.
- Students competently select and apply luminaires and light sources.
- Students understand how light and color impact health, safety, and wellbeing in the interior environment.

ADES 3645 Std 13
- typical fabrication process, installation methods, and maintenance requirements for products and materials.
ADES 3645 Std 14
- Students understand that design decisions relating to acoustics, thermal comfort, and indoor air quality impact human wellbeing and the environment.
- the principles of thermal design.
- how active and passive thermal systems and components impact interior design solutions.
- the principles of water systems and waste systems.
- strategies for integrating water systems and waste systems.
- the principles of indoor air quality.
- how the selection and application of products and systems impact indoor air quality.

ADES 3645 Std 15
- base-building structural systems and construction methods.
- interior systems, construction, and installation methods.
- the integration of building systems including electrical (such as power, data, lighting, telecommunications, audio visual) and mechanical (such as HVAC, plumbing, and sprinklers).
- vertical and horizontal systems of transport and circulation such as stairs, elevators, or escalators.
- monitoring systems pertaining to energy, security, and building controls systems.

ADES 3645 Std 16
- standards and guidelines related to sustainability and wellness.
- sector-specific regulations and guidelines related to construction, products, and materials.

Materials
We will be using many written and digital resources, which will be available to you. In addition, one required textbook is available through the UNT or online resources.

Required Textbook:

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.

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 deemed desirable to complete work and to 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 production and graphics programs

Technical Assistance
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: 8 AM-8 PM
  • Saturday: 9 AM-5 PM
Laptop Checkout: 8 AM-7 PM

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 as part of the course contribution, disposition, and student presence. Accounting will be
made for engagement once every four weeks throughout the semester. Here are some general guidelines to be considered:

- 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.
- Collaboration and cooperation with others and group efforts are necessary.
- Attentive listening to all speakers (students and instructor).
- Honesty and integrity with ethical behavior and the manner with all made decisions.
- Respect for others for their opinions and having an open mind. Interaction with everyone in class demonstrates politeness and respect.
- Having reverence for learning: students take the initiative to expand their knowledge base. A student's intellectual and academic curiosity is central to this behavior need.
- There is a display of emotional maturity using appropriate non-verbal expressions. Each student should act from a positive frame of reference for all.
- The students' reflective practice is demonstrated as they accept and incorporate suggestions. The student should strive toward accurate self-analysis regarding their strengths and weaknesses.
- Flexibility is present, and students accept less-than-ideal situations when necessary. The student implements suggested ideas suggested by others when appropriate, and their behavior demonstrates empathy for others, and there is openness to cultural diversity.
- Students demonstrate responsibility for on-time assignment submissions or following extension guidelines. It goes on to say that the student is prepared for each day's events, manages their time effectively, takes the initiative to get materials and notes when absent, and seeks to locate needed resources to complete work.
- Students adapt to the class environment and show the ability to take the next step in working through a situation independently.
- Students demonstrate professionalism by not talking or texting during class or doing work for other courses. The students' mannerisms reflect professionalism through eye contact, posture, and emotional demonstration. Seeking to develop and demonstrate appropriate communication skills is imperative.
- Attendance, poise, self-confidence, dependability, responsibility, adaptability, resourcefulness, and rapport with other students and instructors demonstrate the student's skills. These attributes are highly valued and contributory to course contribution evaluation. Additionally, the student's drawing and software skills, rapport with instructors, work attitude and cooperation, and reaction to suggestions and criticism are valued as skills that will serve through your professional practice.
• 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 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.

Flagrant demonstrations that run counter to these declarations will be detailed by email to the student, and correction measures will be discussed to move toward a positive outcome for everyone.

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

Course Requirements

The following exercises and projects will be made available to you on the course learning site, Canvas.
ADES 3645 Activities and Point Values

<table>
<thead>
<tr>
<th>Activity</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Pts.</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic Textbook &amp; Handout Quizzes</td>
<td>6</td>
<td>30</td>
<td>180</td>
<td>27%</td>
</tr>
<tr>
<td>Professionalism and contribution (9 pts./class)</td>
<td>4</td>
<td>72</td>
<td>288</td>
<td>42%</td>
</tr>
<tr>
<td>Case study statement and building selection</td>
<td>1</td>
<td>10</td>
<td>10</td>
<td>(5% of 31%)</td>
</tr>
<tr>
<td>Case study formulative proposal</td>
<td>1</td>
<td>30</td>
<td>30</td>
<td>(14% of 31%)</td>
</tr>
<tr>
<td>Case Study paper, rough draft</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td>(24% of 31%)</td>
</tr>
<tr>
<td>Case Study Paper, final</td>
<td>1</td>
<td>70</td>
<td>70</td>
<td>(31% of 33%)</td>
</tr>
<tr>
<td>Case study Present &amp; presentation</td>
<td>50</td>
<td>1</td>
<td>50</td>
<td>(31% of 24%)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>678</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

A: 610 to 678 0.90 to 100%
B: 542 to 609 0.80 to 89%
C: 474 to 541 0.70 to 79%
D: 406 to 473 0.60 to 69%
F: 405 and below

Assignments are subject to change to enhance student learning.

ADES 3645 Activities and Point Values

**Grading**

Evaluation of student work in a studio class is challenging for the faculty and the student. All work must be seen in progress, and no work will be accepted that is completed entirely out of class. Please be aware that interior design work necessitates subjective and objective evaluation. The student's development of skills and amount of effort will be considered. These standards detail the meaning and level of accomplishment for grading:

A = 100 to 90% | Exceptional Work: Student goes above and beyond to a superior level.
B = 89 to 80%  | Above Average Work: 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: 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 for the student 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 and allows students to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. S22 SPOT will become available on **April 17 to May 2, 2023**.

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 in the first (15) minutes of class, and students must be present for the class duration of the course unless arranged in advance and approved by the instructor. If a sign-in sheet is used, no student may sign for another. Every absence over (3) will result in a letter grade reduction of the final grade for each lack. 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 lack. 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 class session that was missed. 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](https://deanofstudents.unt.edu/faq). Please get in touch with the instructor via email in the event of extenuating circumstances.

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. Using your laptop for other courses while in class will reflect on your professional grade. There will be no
warnings and they will apply consistently. You are also expected to keep all work areas clean and all University equipment in good order.

Students are responsible for signing the role, tracking their absences, and obtaining any missed material from their classmates. Each student will be held individually accountable for responding to announcements regarding any aspects of this course and 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 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 before coming to campus. UNT also requires you to contact the UNT COVID Hotline at COVID@unt.edu for guidance on actions due to symptoms, pending or positive test results, or potential exposure.

UNT Health Alerts Website  https://healthalerts.unt.edu/

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 may be administered with the Respondus lock-down feature. Students should make sure to have this software downloaded. If examinations are missed due to an excused absence, the student is responsible for scheduling a make-up exam with the instructor. If the quiz is missed due to an unexcused absence, you will not be allowed to make up the quiz. As a pedagogical strategy, the student is free to dispute any test question if there is conflicting information. The student should email the faculty to provide the disputed question and then offer citation references to support their perspective. The faculty should reply to any disputes within 48 hours with an email reply. The final score will be adjusted if it is found to be in the student's favor. Assignment Policy

Students will be provided with each assignment through Canvas and the assignment/project rubric evaluation chart. Written work will be spot evaluated for language that doesn't seem to be the student's voice and/or the reference is not cited. Written work will use APA V. 7 formatting style.
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 necessary resources, 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.

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 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 securely 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 and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

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

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

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 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 survey 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 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 940-5652648.

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

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

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

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

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

Download the UNT System Permission, Waiver, and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for 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, he or she 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 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.

4. If student needs to record course for their use, the student must seek approval from the course instructor prior to recording.

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

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

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will possibly be recorded if needed for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the University or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the course or the Canvas Learning Management System in any form. Failing to follow this restriction violates the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services
Student Support Services
Mental Health
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental wellbeing:

- [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)
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/)