INFO 5680.001 (INFO 5385)
Community Language Archiving and Curation for Information Professionals:
Summer 2024 Syllabus and Schedule
(last updated June 22, 2024)

Teaching Team Contact and Communication Expectations

Instructor Name: Dr. Oksana L. Zavalina
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Instructor Office Location: E298
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Teaching Assistant (TA) Name: Serge Coronado
Teaching Assistant (TA) Pronouns: he/his
Teaching Assistant (TA) Email: SergioCoronado@my.unt.edu

Communication Expectations: In communicating with instructor, TA, and fellow students, please follow these Online Communication Tips (https://clear.unt.edu/online-communication-tips).

The primary tools that will be used by the teaching team to communicate with students are:

- Canvas Inbox (or UNT email) for individual communication, and
- announcements on the course website for communication with the entire class.

Please send personal concerns or questions over UNT email or Canvas Inbox and NOT in Canvas Gradebook.

Students can expect to receive a response to messages sent in Canvas Inbox or email messages within 24 hours on weekdays (no response on weekends or holidays should be expected). To ensure a prompt reply to your messages sent in Canvas Inbox or email messages, please email both the Instructor and the Teaching Assistant (TA) as opposed to just one of us.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not

tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Theory and practice of community language archiving and curation in the digital environment. Developing and managing a community language archive to support community user needs and language revitalization. Preservation and access issues for community language archives. Digital content management for community language archives. Metadata element sets and data value standards for community language archives. Dissemination and use of community language archive content. Evaluation of community language archive services.

This course is developed -- with funding from the United States Institute of Museum and Library Services (project no. RE-222696-OLS-23) -- by an interdisciplinary team led by Dr. Oksana L. Zavalina (University of North Texas UNT).
The course development team includes:
- *Drs. Ana Roeschley, Mark E. Phillips and Brian C. O'Connor (UNT)*
- *Dr. Shobhana L. Chelliah (Indiana University), and*
- *UNT Information Science Ph.D. students Sergio I. Coronado and Hugh Paterson III.*

Course Learning Objectives

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

1. Define community language archives and their functions.
2. Describe procedures and considerations for community language archive planning and development.
3. Examine archival theory and practice and digital curation trends and perspectives relevant for community language archives.
4. Explain important access, preservation, and description issues and practical problems associated with community language archives.
5. Identify metadata standards that can be utilized in representing community language archive materials to support information needs and user tasks of community language archive users.
6. Describe the problems related to selection of digital content management tools, depositing and web archiving for community language archives.
7. Identify efficient and ethical ways of disseminating the content of community language archives.
8. Discuss approaches for the evaluation of the services provided by community language archives.

Course Structure

This course is offered online in an asynchronous mode.

The course opens with **Module 0. Introduction to the Course Content and Requirements** and is organized into the following 4 major learning modules each of which contains required readings and instructor's presentation:

1. *Planning, developing, and managing a community language archive.*
2. *Ethical archival practices and digital curation in community language archives.*
3. *Metadata, digital content management and web archiving for community language archives.*
4. *Dissemination and use of community language archive content, evaluation of archival services.*

Depending on the length of the semester in which the course is offered, the amount of time spent on each learning module varies. The Schedule section of this document provides details on course activities and due dates for the weeks of the Summer 5 Week 2 semester of 2024.

Each learning module will include assessment(s) to evaluate the attainment of learning objectives of the module which are based on the overall learning objectives of the course. Module-level learning objectives are detailed in the Modules section of the course website.

Course Prerequisites or Other Restrictions

This course has NO required prerequisites. The recommended prerequisites for this course include one or more of the following:

- UNT course INFO 5000 *Information and Knowledge Professions*, or an equivalent introductory course from another degree program covering the competency no. 1 of the latest (January 2023) list of core professional competencies defined by the American Library Association (ALA) that accredits Masters' programs in Library Science (LS) and Information Science (IS)

- UNT course INFO 5200 Information Organization, or an equivalent introductory course from another degree program covering the competency no. 5 of the ALA (2023) information professional competencies list

- UNT course INFO 5600 *Information Access and Knowledge Inquiry*, or an equivalent introductory course from another degree program covering the competency no. 6 of the ALA (2023) information professional competencies list

Materials

There is no required textbook for this course. However, each module has required readings that are posted under class meeting materials and discussion readings for each module. Use of the UNT library electronic resources will be necessary for accessing some of the readings electronically through UNT Libraries' subscription. In the video recordings of class meetings, further details and examples are provided for each learning module in interactive form. In addition, instructor presentation slides prepared for each module by course developers, as well as transcripts and text chat logs of class meetings will be available as recommended readings.

Effort Level Expectations for Students

For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9 hours a week (or 3 hours per week for each credit hour) for 16 weeks on readings, assignments, online activities, learning software, etc. Because Summer 5 Week semester is significantly shorter than Fall or Spring semester, students taking a 3-credit-hour course in Summer 5 Week semester should plan to spend approximately 25 hours a week on readings, assignments, online activities, etc.

By maintaining this level of effort throughout the semester, students are likely to develop full comprehension of the subject matter and be successful in the course.

Teaching Philosophy that informs INFO 5680.001 course design

Below we include the highlights from the teaching philosophy that guided development of the course, and discuss INFO 5680.001 teaching methods, along with the suggested ways for students to best benefit from the course.

We believe that courses which provide a balance between theory and practice and offer a strong "learning by doing" component are the most efficient in achieving learning objectives. This course reflects our research interests, and we share with INFO 5680.001 students the relevant examples and insights from our research and practical experiences. We provide students with step-by-step demonstrations that allow them to practice the skills that will be assessed in the course assignments. The course assignments provide hands-on experiences.

We believe that learners benefit from the clear logical structure of the course, where each learning module builds on the knowledge and skills developed by students in the previous modules. In INFO 5680.001, we adopt this structure. To succeed in this course, please make sure not to skip any learning modules, pages within modules, and assignments. **Complete the learning in the order in which the course is organized**.

We believe that the learning process is the most efficient in communication and collaboration of learners with each other and instructors. In this asynchronous online course, for each module, we post for students the instructor slides, as well as links to module's Zoom video recording (accompanied by audio files and transcripts). In the course materials, we strive to accommodate visual learners as well as auditory learners, so while **reviewing the teaching team's video presentation** (one per learning module) **by the deadline specified in the Semester Schedule section of this document** is required for everyone, it is your choice whether to also listen to the audio file, to view the instructor slides, or to review the transcript generated by Zoom.

We make sure that students are provided with timely, detailed, and constructive feedback throughout the semester. It is your responsibility as a student to **promptly examine the teaching team's feedback on your submissions** and to learn from it.

We are updating INFO 5680.001 course materials based not only on the newest developments in the field but also on constructive feedback from relevant stakeholders, including students and graduates.

There are multiple ways to share with us such feedback. One way is the surveys for each learning module, which all students are expected to complete, and which are counted in the course grade as part of participation. Another important way of providing feedback (for which you can also receive extra credit) is by completing the UNT Student Perceptions of Teaching (SPOT) anonymous survey at the end of semester. To motivate participation in the SPOT survey, we give each student active in the course (i.e., a student who submits all assignments) extra credit points (**5**% of semester grade) if SPOT survey participation rate – reported to the teaching team as percentage by UNT office that administers this anonymous survey -- meets or exceeds the 80% target (e.g., if 8 or more students out of 10 complete the SPOT survey).

Course Technology & Skills

Minimum Technology Requirements

Minimum technology requirements for INFO 5680.001 students include:

- Computer (either desktop or laptop)
- Reliable internet access
- At least two different web browsers (e.g., Google Chrome, Firefox, Internet Explorer, Safari)
- Microsoft Office 365 Suite (available for free for UNT students: https://aits.unt.edu/support/office365apps)
- The latest version of free Adobe Acrobat Reader (https://get.adobe.com/reader/) or any other alternative reader of PDF files
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Basic technical skills learners must have to succeed in INFO 5680.001 course include:

- Using Canvas (including ability to open and download course documents, submit assignments, locate and download teaching team's feedback, etc.)
- Using email with attachments
- Creating, naming, and saving files
- Formatting documents
- Copying and pasting into a document (including inserting images into a text file).

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a **Student Help Desk** that you can contact for help with Canvas or other technology issues.

University Information Technology (UIT) Help Desk: UIT Student Help Desk site
(https://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324

In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

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

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some **general guidelines** from the UNT Engagement Guidelines (https://clear.unt.edu/online-communication-tips):

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use your instructor's last name along with the title "Dr." or "Professor". Do not use "Mrs." to address female instructors unless told otherwise by said instructor.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others' technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.

See these **Engagement Guidelines** (https://clear.unt.edu/online-communication-tips) for more information, including **guidelines on communicating via email**, **and discussion board communication**.

Course Requirements

The table below lists all assignments and graded activities for the course, along with a short description, the points possible, and the percentages of final grade.

Assignment Summary *(Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.)*	Points Possible	Percentage of Final Grade
Module 1 assessment: *This practical assignment aligned with course Learning Objectives no. 1 and 2 will give you an opportunity to develop basic knowledge and skills related to functions of community language archives, planning and development of community language archives.*	*20 points*	*20%*
Module 2 assessment: *This discussion assignment aligned with course Learning Objectives no. 3 and 4 will give you an opportunity to develop knowledge related to ethical archival practices and digital curation (including preservation and description) issues in community language archives.*	*20 points*	*20%*
Module 3 assessment: *This practical assignment aligned with course Learning Objectives no. 5 and 6 will give you an opportunity to develop basic skills related to organizing information in community language archives with metadata and digital content management, web archiving.*	*20 points*	*20%*
Module 4 assessment: *This practical assignment aligned with course Learning Objectives no. 7 and 8 will give you an opportunity to develop basic skills related to dissemination of community language archives content, use of these archives, and evaluation of their services.*	*20 points*	*20%*
Participation: ● *Completing brief surveys at the beginning of each learning module: 2.5 points * 4 modules = 10 points* ● *Completing brief surveys at the end of each learning module: 2.5 points * 4 modules = 10 points*	*20 points*	*20%*
Extra Credit ● *SPOT survey (if 80% survey participation target is achieved): 5 points*	*5 points*	*5%*
Total Points Possible	*105 points*	*105%*

Grading

The point totals used to calculate the final semester grade in INFO 5680.001 are as follows:

A = 90-105

B = 80-89

C = 70-79

D = 60-69

F = 0-59

Your grade for each assignment will be shown in the course gradebook both as the points earned (see the table above) and as the letter grade. Grade A signifies excellent work beyond basic requirements, B

signifies adequate work in response to the requirements, and grades C to F signify that students' work does not meet the basic requirements to a certain degree (from smaller to greater). Substantive content of assignments will be considered, including completeness, accuracy, and adherence to the assignment guidelines, knowledge of appropriate concepts, reasonable conclusions or solutions, and quality of writing (organization and clarity of expression, correct grammar, punctuation, and spelling).

The course policies regarding late work are detailed in the Late Work section of this syllabus document below.

Grade of Incomplete

UNT policy regarding a grade of Incomplete (I) is explained on the UNT Registrar Office website. In addition, the website provides the UNT Registration Guide which lists specific deadlines regarding the grade of Incomplete, including the earliest possible date to request a grade of Incomplete (usually the last 4 weeks of the semester). A grade of Incomplete will be given only for a justifiable reason and only if the student is passing the course as of the date when a grade of Incomplete is requested. The student is responsible for contacting the instructor to request a grade of Incomplete and discussing requirements for completing the course. Students enrolled in UNT Department of Information Science courses requesting a grade of Incomplete must complete and submit via email to course instructor the following Application for Incomplete Form.

Students who are granted a grade of Incomplete are required to clear it by completing and submitting the remaining coursework for review and approval by instructor and UNT administration within one (1) academic year. If a grade of Incomplete (I) is not removed within this time frame, the student's grade will automatically revert to Fail (F).

Withdrawal with a grade of W

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide lists specific deadlines regarding withdrawal from an individual course or from the entire semester, in particular, the last day to withdraw from a course with an automatic grade of Withdraw (W).

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. In the Summer 5 Week 2 semester of 2024, SPOT evaluation survey will be available July 17-25, 2024.

Course Schedule

Weeks	Activities	Submissions
Week 1: June 24-30	Review all materials posted in **Module 0 Start Here** by the end of the day of Monday, June 24. Review all materials posted in **Module 1 (including Module 1 teaching team's presentation video recording**) by the end of the day on Tuesday, June 25. Work on the **Module 1 Assessment**.	Post a message about yourself in the **"Course Introductions" discussion forum**. Due: Monday, June 24, 5:00 pm (US Central Time). Complete brief **beginning-of-the-module survey for Module 1**. Due: Monday, June 24, 11:59 pm (US Central Time).
Week 2: July 1-7	Complete **Module 1 Assessment**. Review all materials posted in **Module 2 (including Module 2 teaching team's presentation video recording**) by the end of the day on Tuesday, July 2. Work on the **Module 2 Assessment: Discussion Forum**.	Submit **Module 1 Assessment.** Due: Monday, July 1, 11:59 pm (US Central Time). Complete brief **end-of-the-module survey for Module 1**. Due: Monday, July 1, 11:59 pm (US Central Time). Complete brief **beginning-of-the-module survey for Module 2**. Due: Tuesday, July 2, 12:00 pm NOON (US Central Time).
Week 3: July 8-14	Complete **Module 2 Assessment**. Review all materials posted in **Module 3 (including Module 3 teaching team's presentation video recording)** by the end of the day on Wednesday, July 10. Work on the **Module 3 Assessment**.	Complete the **Module 2 Assessment: your discussion post for Module 2**. Due: Monday, July 8, 11:59 pm (US Central Time). Complete the answers to other students' **discussion posts for Module 2**. Due: Tuesday, July 9, 11:59 pm (US Central Time). Complete brief **end-of-the-module survey for Module 2**. Due: Tuesday, July 9, 11:59 pm (US Central Time). Complete brief **beginning-of-the-module survey for Module 3**. Due: Wednesday, July 10, 12:00 pm NOON (US Central Time).
Week 4: July 15-21	Complete **Module 3 Assessment**. Review materials posted in **Module 4 (including Module 3 teaching team's presentation video recording)** by the end of the day on Wednesday, July 17. Work on the **Module 4 Assessment**.	Submit **Module 3 Assessment**. Due: Tuesday, July 16, 11:59 pm (US Central Time). Complete brief **end-of-the-module survey for Module 3**. Due: Tuesday, July 16, 11:59 pm (US Central Time).

Weeks	Activities	Submissions
		*Complete brief **beginning-of-the-module survey for Module 4**. Due: Wednesday, July 17, 12:00 pm NOON (US Central Time).*
Week 5: *July 22-26*	*Complete **Module 4 Assessment**.*	*Submit **Module 4 Assessment**. Due: Wednesday, July 24, 11:59 pm (US Central Time).*
		*Complete brief **end-of-the-module survey for Module 1**. Due: Thursday, July 25, 11:59 pm (US Central Time).*
		*EXTRA CREDIT: Submit **SPOT course evaluation survey**. Due: Thursday, July 25, 11:59 pm (US Central Time).*

Course Policies

Assignment Policy

The official due dates and instructions for each assignment are found in the Assignments section of the course website. The file formats for each assignment submitted through the Assignment area of the course website are specified in the instructions for each assignment.

Extra credit opportunities other than those listed in the table in the Grading Policy section of this syllabus above will not be provided.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu 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.

Course Teaching Team's Responsibilities and Feedback

The teaching team of this course consists of an instructor and a teaching assistant.

The instructor's responsibilities in this course are helping students grow and learn through providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, updating course content, etc. The instructor will also answer student questions the answers to which are not already included in Syllabus, Assignment instructions documents, and required readings.

The Teaching Assistant's (TA) responsibilities in this course are mainly grading student submissions using the grading rubrics and answer keys developed by the instructor. The Teaching Assistant will also answer

student questions the answers to which are not already included in Syllabus, Assignment instructions documents, and required readings.

In your expectations towards the teaching team, please keep in mind the following important information: UNT course instructors and TAs are hired for 10 hours a week per course appointment. This means each of us can devote to a course up to 10 hours a week.

In 5-week semesters, students can expect to receive grades and the teaching team's feedback on major written assignment submissions **within 6-7 days**. In any semester, the Instructor and TA will normally reply to email messages sent by students by the end of the next day (if it does not fall on a weekend or a holiday). The exception to this rule is when traveling (especially internationally) for conferences etc. – in that case we would normally reply within 2-3 business days. To ensure prompt reply to your email message or a message sent in Canvas Inbox, please email BOTH the Instructor AND the TA as opposed to just one of us. Please do NOT use the Canvas Gradebook to send us any messages for which you would like to receive a prompt reply.

Late Work

All assignments must be submitted on time. One-half grade (i.e., 5 points out of 100 or 5%) will be deducted for each day an assignment is late (i.e., not submitted by the date/time specified). For example, for an assignment that would earn a grade of 20 on a 25-point scale (B) if submitted on-time, the grade will be reduced to 15 (D) if the assignment is submitted 4 days after the due date (20 – 0.25*5*4 = 15). An exception can be made if a student cannot meet the deadline for a serious reason AND notifies the course teaching team promptly (if possible before the due date).

Please keep in mind that any UNT semester officially ends at 5:00 pm Central on the Friday of the last week of semester ("last day of session" as shown in UNT graduate academic calendar for the 2023-2024 academic year). Unless a student officially requests (and qualifies for) a grade of Incomplete, submissions received after that cut-off time will NOT be accepted and graded, and a student will automatically receive a failing grade of zero (0) for these submissions.

Attendance Policy

Attendance and active participation in class meetings is NOT required BUT is highly recommended for better learning experience and stronger grasp of the course materials. Students who missed a class meeting must review posted class meeting materials ASAP (within 24 hours).

Visit the University of North Texas' Attendance and Authorized Absences Policy (https://policy.unt.edu/policy/06-039) to learn more.

Syllabus Change Policy

This syllabus and/or schedule may be revised during the semester. Students will be promptly notified of revisions (if any) via the Announcements tool on the course website, which will also automatically send email messages to students' email addresses.

UNT Policies

Student Academic Integrity Policy

According to [UNT Policy 06.003, Student Academic Integrity](https://policy.unt.edu/policy/06-003) (https://policy.unt.edu/policy/06-003) academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Students enrolled in the UNT Department of Information Science (DIS) programs and courses, must adhere to the [DIS Academic Integrity & Misconduct Guidelines](https://informationscience.unt.edu/sites/default/files/dis_academicintegritymisconductpolicy_approved1feb2022.pdf) (https://informationscience.unt.edu/sites/default/files/dis_academicintegritymisconductpolicy_approved1feb2022.pdf).

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (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 accommodation 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://studentaffairs.unt.edu/office-disability-access) (https://studentaffairs.unt.edu/office-disability-access).

NOTE for students with INFO 5680.001 visual disability accommodation request submitted and approved through UNT ODA: if you experience issues with accessibility of assignment submission documents, please email to instructor ASAP to request an alternative format option.

Prohibition of Discrimination, Harassment, and Retaliation Policy

According to the University of North Texas (UNT) [Prohibition of Discrimination, Harassment, and Retaliation Policy 16.004](#), 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 and @UNTEAGLEALERT](#) to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 04.008, 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://policy.unt.edu/policy/07-012) 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 email: Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The SPOT survey will be available during the last week of semester to provide students with an opportunity to evaluate how this course, and each of its modules are taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" 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 (https://spot.unt.edu/) or email SPOT administrators.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available

to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination, or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact

the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

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

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 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 the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses

UNT Policies on transmission and recording of student images in electronically delivered courses state that:

1. No permission is needed from a student for their image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, they must obtain permission from the student using a signed release to use the recording for **future** classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
4. 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

Academic Support Services
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [UNT Writing Center](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [UNT Center for Learning Experimentation, Application, and Research](https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/online_student_resources.html) (https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/online_student_resources.html)
- [UNT Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)

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

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

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. You can also update your personal information – including but not limited to the chosen name – by following [instructions on the UNT Transcripts and Records website](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information) (https://registrar.unt.edu/transcripts-and-records/update-your-personal-information).

Additional Student Support Services
- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Food Pantry](https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html) (https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)