

Syllabus and Schedule for Spring 2024 3W1 (Winter session: December 18, 2023-January 12, 2024)

INFO 4223 Introduction to Metadata for Information Organization

Last updated December 5, 2023

Contact

Instructor Name: Dr. Oksana L. Zavalina

Instructor Pronouns: she/her

Instructor Office Hours: by appointment (please email to request appointment)

Instructor Email: Oksana.Zavalina@unt.edu

Instructor Phone Number: (940) 565-3776

Instructor Office Location: Discovery Park Building E298G

Teaching Assistant (TA): N/A

Communication Expectations: In communicating with instructor and fellow students, please follow these [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>). The primary tool that will be used to communicate directly with students is Canvas Inbox and announcements on the course website. Please send personal concerns or questions over Canvas Inbox. Students can expect to receive a response to emails or messages sent in Canvas Inbox within 24 hours on weekdays (no response on weekends or holidays should be expected).

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

Introduction to representation and organization of information resources in digital repositories using metadata. Exploration of the structure and components of a metadata scheme. Introduction to metadata standards and practices. Introduction to and application of the major controlled vocabularies for representing names and subjects in metadata. Exploration of encoding metadata with XML. Introduction to metadata quality evaluation.

Course Structure

This course is offered online.

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, as well as a practical exercise:

1. Metadata Basics
2. Major Metadata Schemes: Dublin Core Metadata Element Set 1.1
3. Representation of Metadata in XML
4. Metadata Quality Considerations.

Depending on the semester in which the course is offered (long spring or fall semester, 10-week summer semester, or winter session), 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 Winter session (December 18, 2023 – January 12, 2024).**

Course Prerequisites or Other Restrictions

Recommended prerequisites for this course include the following:

- basic understanding of why and how the information is organized for access in databases.
- basic understanding of principles of organizing information, such as vocabulary control and subject (aboutness) analysis.

This prerequisite knowledge can be obtained through UNT course INFO 4203 Indexing and Abstracting (can be taken in the same semester with INFO 4223), an introductory information organization course from UNT or another institution, or practical experience.

Course Objectives

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

1. Identify and define the components of a metadata scheme.
2. Examine metadata standard documentation and related controlled vocabularies and interpret metadata guidelines.
3. Create item-level metadata that follows guidelines in the documentation for a metadata scheme and appropriately utilizes controlled vocabularies.
4. Explore Extensible Markup Language (XML) and its use for encoding metadata.
5. Apply XML syntax to encode item-level metadata.
6. Identify metadata quality criteria and the ways to measure metadata quality.
7. Evaluate the quality of metadata encoded in XML.

Materials

There is no required textbook for this course. However, there are other **required readings**:

- Instructor video presentations for each module (and – if needed – audio version or transcripts automatically generated by Zoom), AND/OR
- lecture slides prepared for each module by course developer and instructor.

Teaching Philosophy

Below are included the highlights from Dr. Oksana Zavalina's teaching philosophy with discussion of INFO 4223 teaching methods, along with the suggested ways for students to best benefit from the course:

I 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 student learning objectives. The courses I teach and develop reflect my major research interests. I share with my students, in the form of examples to support learning modules, insights from my research and practical experience working as a cataloger and digital library metadata creator. I provide students with step-by-step examples and hands-on experiences that allow them to practice the skills that will be assessed in the course assignments.

Clear logical structure of INFO 4223 course, where each learning module and each activity build on the previous ones, is intended to further improve communication and result in effective learning. To succeed in this course, please make sure not to skip any learning modules, pages, and assignments. **Complete the learning in the order in which the course is organized.**

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

I make sure that students are provided with timely, constructive, and detailed feedback throughout the semester. It is your responsibility as a student to **examine instructor's feedback and to learn from it**. Students are expected to correct mistakes made in Module 2 Exercise in their work for Module 3 Exercise.

I have been continuously updating my course materials based not only on the newest developments in the field but also on feedback from students and graduates. There are multiple ways to share with me such feedback, including through the **UNT SPOT survey that all students are encouraged to complete at the end of semester**. To motivate participation in the survey and submission of constructive feedback on the course, I give each student extra credit points (3% of semester grade) if SPOT survey participation rate meets or exceeds the 80% target.

Course Technology & Skills

Minimum Technology Requirements

Minimum technology requirements for INFO 4223 students include:

- Computer (either desktop or laptop but NOT a tablet)
- Reliable internet access
- Speakers or headphones
- Microsoft Office Suite ([available for free for UNT students](https://aits.unt.edu/support/office365apps): <https://aits.unt.edu/support/office365apps>)
- An XML editor of your choice (for a list of available options, please see [Comparison of XML Editors](https://en.wikipedia.org/wiki/Comparison_of_XML_editors) (https://en.wikipedia.org/wiki/Comparison_of_XML_editors). NOTE: The instructor's preferred tool for coding overall, including XML, is [Sublime Text, with free trial version available](https://www.sublimetext.com/) (<https://www.sublimetext.com/>).
- At least two different web browsers (e.g., Google Chrome, Firefox, Internet Explorer, Safari)
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in INFO 4223 course include:

- Using Canvas
- Using email with attachments
- Downloading and installing software to your computer
- Creating, naming, and saving files.
- Formatting MS Word documents (including adding and removing lines in tables, setting up indentations for paragraphs of text, etc.)
- Copying and pasting into a document
- Taking screenshots and inserting them in Microsoft Word documents (Microsoft Word is part of Microsoft Office Suite [available for free for UNT students](https://aits.unt.edu/support/office365apps): <https://aits.unt.edu/support/office365apps>) (NOTE: taking and inserting screenshots is NOT required for students with INFO 4223 visual disability accommodation request submitted and approved through UNT ODA).

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)

(<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) (<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) (<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 title of "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) (<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	Points Possible	Percentage of Final Grade
Assignment 1 – Metadata Building Blocks Exercise: This is the Module 1 assessment which is aligned with course Learning Objectives no. 1 and 2. In this practical exercise, students will learn about components of a metadata scheme. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	25 points	25%
Assignment 2 – Dublin Core Metadata Element Set 1.1 Exercise: This is the Module 2 assessment which is aligned with course Learning Objective no. 3. In this practical exercise, students will learn to create metadata records in Dublin Core Metadata Element Set 1.1 metadata scheme. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	20 points	20%
Assignment 3 – Metadata Syntax Exercise: This is the Module 3 assessment which is aligned with course Learning Objectives no. 4 and 5. In this practical exercise, students will learn to encode in the XML syntax the metadata records in Dublin Core Metadata Element Set 1.1 metadata scheme. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	20 points	20%
Assignment 4 – Metadata Quality Exercise: This is the Module 4 assessment which is aligned with course Learning Objectives no. 6 and 7. In this practical exercise, students will learn to evaluate the quality of Dublin Core Metadata Element Set 1.1 metadata records encoded in XML. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	25 points	25%
Participation <ul style="list-style-type: none"> Syllabus Quiz Course Introductions Discussion Forum 	8 points 2 points	10%
Extra Credit <ul style="list-style-type: none"> Completion of the optional part of Module 4 Assessment SPOT survey (if 80% survey participation target is achieved) 	8 points 3 points	11%
Total Points Possible	111 points	111%

Grading

The point totals used to calculate the final semester grade in INFO 4223 are as follows: example:

A = 90-111

B = 80-89

C = 70-79

D = 60-69

F = 50-59

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. A grade of A signifies excellent work beyond basic requirements, B signifies adequate work in response to the requirements, and grades F to C signify that students' work does not meet the basic requirements to a greater or smaller degree. 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 extra credit opportunities are listed in the table in the Course Requirement section of this Syllabus above. No other extra credit opportunities will be available.

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

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 this semester, SPOT evaluation survey will be available on January 10, 2024.

Course Schedule

Weeks	Activities and completion deadlines	Submissions
Week 1: December 18-24	<i>Review materials posted in Start Here and INFO 4223 Introduction by Monday, December 18th, 12:00 pm NOON.</i> <i>Review the Module 1 instructor video recording by Tuesday, December 19th, 12:00 pm NOON.</i> <i>Work on the Module 1 Assessment: Metadata Building Blocks Exercise.</i> <i>Review the Module 2 instructor video recording Friday, December 22nd, by 12:00 pm NOON.</i> <i>Work on the Module 2 Assessment: Dublin Core Metadata Exercise</i>	<i>Complete the "Syllabus and Schedule Quiz". Due: Monday, December 18th, 11:59 pm (US Central Time).</i> <i>Post a message about yourself in the "Course Introductions" discussion forum. Due: Monday, December 18th, 11:59 pm (US Central Time).</i> <i>Submit Module 1 Assessment: Metadata Building Blocks Exercise. Due: Friday, December 22nd, 11:59 pm (US Central Time).</i>
Week 2: December 25-31	<i>Work on the Module 2 Assessment: Dublin Core Metadata Exercise</i>	

Weeks	Activities and completion deadlines	Submissions
Week 3: January 1-7	<p>Complete the work on the Module 2 Assessment: Dublin Core Metadata Exercise</p> <p>Review the Module 3 instructor video recording by Wednesday, January 3rd, 12:00 pm NOON.</p> <p>Work on the Module 3 Assessment: Metadata Syntax Exercise</p>	<p>Submit Module 2 Assessment: Dublin Core Metadata Exercise. Due: Tuesday, January 2nd, 11:59 pm (US Central Time).</p>
Week 4: January 8-12	<p>Complete the work on the Work on the Module 3 Assessment: Metadata Syntax Exercise</p> <p>Review the Module 4 instructor video recording by Tuesday, January 9th, 12:00 pm NOON.</p> <p>Work on the Module 4 Assessment: Metadata Quality Exercise</p> <p>Review the final ("course wrap-up") instructor video recording by Friday, January 12th, 12:00 pm NOON.</p>	<p>Submit Module 3 Assessment: Metadata Syntax Exercise. Due: Monday, January 8th, 11:59 pm (US Central Time)</p> <p>Optional for extra credit: Submit SPOT course evaluation survey. Due: Wednesday, January 10th, 11:59 pm (US Central Time).</p> <p>Submit Module 4 Assessment: Metadata Quality Exercise. Due: Thursday, January 11th, 11:59 pm (US Central Time)</p>

Course Policies

Assignment Policy

The official due dates for each assignment are found in the Assignments section of the course website. For each assignment, instructions are posted under the entry for that assignment in the Assignments section of the course website. The files for Modules 1-4 assessments should be of .DOC, .DOCX, or .RTF file type and should be submitted through the Assignments area on the course website.

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.

Instructor Responsibilities and Feedback

The instructor's responsibilities in this course are helping students grow and learn, providing clear instructions for assessments, identifying additional resources as necessary, providing grading rubrics, grading student submissions, reviewing and 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.

In Fall and Spring semesters, students can expect to receive grades and teaching team's feedback on major written assignment submissions within 10-12 days. In shorter 10-week Summer semesters, we make every effort to return grades and feedback on these kinds of submissions within 7-8 days, and in Winter sessions within 3 business days. In any semester, the instructor 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 business days. Please do NOT use the Gradebook to send us any messages for which you would like to receive a reply: these messages do not display in Canvas Inbox or get forwarded to our UNT email addresses.

NOTE: in your expectations, please keep in mind the following important information:

- The instructor of this course is a full-time tenure-system faculty. This means that the Instructor's UNT workload must be distributed the following way: 20% of time for service, 40% of time for research, and 40% of time for teaching. Forty percent of a 40-hour week is a total of 16 hours a week available for all teaching tasks. Those 16 hours should be divided between updating existing and developing new course materials, supervising dissertation research etc. A significant portion of that time in a course without a Teaching Assistant (TA) is spent by Instructor on reviewing and grading student submissions and returning feedback. That leaves up to 3 hours a week on most weeks for addressing INFO 4223 student questions in the order in which they are received.

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 ($20 - 0.25 \times 5 \times 4 = 15$). 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 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 academic calendar](http://catalog.unt.edu/content.php?catoid=33&navoid=3710#spring), <http://catalog.unt.edu/content.php?catoid=33&navoid=3710#spring>). Unless a student officially requests (and qualifies for) a grade of Incomplete, submissions received after that cut-off time will NOT be graded, and a student will automatically receive a failing grade of zero (0) for these submissions.

Attendance Policy

The attendance in asynchronous courses is measured not in the number of class meetings the student attended but rather in the number of course website pages reviewed by the student and the amount of time actively spent by the student on the course website. Students who do not engage with the learning materials available through the course website are not adequately prepared to complete course assessments. Results of this preparation are reflected in the quality of submissions and grades assigned for these submissions.

Visit the [University of North Texas' Student Attendance and Authorized Absences Policy](https://policy.unt.edu/policy/06-039) (<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

Academic Integrity Policy 06.003

Academic Integrity Standards and Consequences. [According to UNT Policy 06.003, Student Academic Integrity](#), academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Students enrolled in the UNT Department of Information Science (DIS) programs and courses, must adhere to the [DIS Academic Integrity & Misconduct Guidelines](#)

The UNT Policy 06.003's definition of cheating includes the use (in assignments and/or exams) of unauthorized assistance and/or sources that are not authorized by the course instructor.

Based on the [UNT Policy 06.003, Student Academic Integrity](#), in INFO 4223:

- all student work must be original (and no-one should be assisting the students in completing assignments), and
- no tools other than those explicitly named in instructor presentations and assignment instructions documents should be used. The unauthorized sources include but are not limited to ChatGPT and other artificial intelligence tools that generate any kind of content.
- The 1st case of academic integrity violation by a student observed in this course will result in a grade of F for that assignment AND submission of academic integrity violation report to the UNT Dean of Students office.
- The 2nd case of academic integrity violation by a student observed in this course will result in a student failing this course AND submission of academic integrity violation report to the UNT Dean of Students office.

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Americans with Disabilities (ADA) Act Accommodations Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request 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 \(https://disability.unt.edu/\)](https://disability.unt.edu/).

NOTE for students with INFO 4223 **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 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

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) (<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) (<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 survey will be made available at the end of semester -- in Winter session 2022-2023, on January 11, 2023 -- to provide students with an opportunity 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](https://spot.unt.edu/) (<https://spot.unt.edu/>) or email spot@unt.edu.

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 based on 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 International Students on F-1 Visas 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/) (<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) (<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.

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 his or her 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, he or she must obtain permission from the student using a signed release in order 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

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) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [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](https://studentaffairs.unt.edu/counseling-and-testing-services/services/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 eulDs 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) (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)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)

- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

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