ART1600 / Perception & Translation

Instructor Contact

Name: Dr. Su Yang
Pronouns: She/Her/Hers
Office Location: ART 217
Office Hours: Monday 9:00 am to 11:00 am.
Due to the large scale of this course and to work more efficiently, please email me to schedule an appointment before coming to office hours.
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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

This course focuses on the translation of visual phenomena using a variety of digital and analog mark making materials. From this course, you will gain an understanding of how perception is multi-sensory and fluid. You will develop skills to translate this range of perception into a series of stories, images, sounds, and words.

The course is divided into three big modules over a period of 16 weeks:
- ➢ **Module 1: Seeing** (2 projects)
- ➢ **Module 2: Translation** (1 project)

You will create three ambitious projects over these 16 weeks.
- Project 1: *Drawing in Time*
- Project 2: *Mundane Monochromatic Drawing*
- Project 3: *Translation & Mediation*

From this course, you will gain an understanding of how perception is multi-sensory and fluid. You will also develop skills to translate this range of perception into a range of stories, images, sounds and words. This class will strengthen your understanding of the following principles and elements through practice:
- Color
- Scale
- Value
- Perspective

Your sketchbook is an integral component to this as it will be the place that many of these practices take place. This course will place a high level of importance on idea development and research. Both your sketchbook and project portfolios will demonstrate this.

Assignments & Assessments

1. Three Project Portfolio Submissions, 100 pts. each (50%)
2. Writing Assignments (10%)
3. Development and Research Assignments (25%)
4. Weekly Content Quizzes/Reading Discussions (15%)

Course Schedule

Project & Portfolio	Week	Dates (A/B Days)	Due Dates
Project 1	Week 1 Jan 12–18	Day A: Syllabus/Introduction of Project 1. Exquisite Corpse Day B: Markmaking Activity , Review of Elements/Principles of Art, Discuss thumbnailing	Day A: At least 3 locations in mind for observation Day B: Prepare materials for Week 2, complete all agreements/quizzes on Checklist (Due Sunday, Jan 18) Week 1: Project 1 Comprehension Quiz Due Sunday, Jan 18
	Week 2 Jan 19–25	Day A: Observations/proposals complete, Mediums & Substrates Prepared, Begin Drawings Day B: Work on Drawings	Preparation for Project 1 Proposal Due Sunday, Jan 25
	Week 3 Jan 26–Feb 1	Day A & B: Work on Drawings Reminders: Take Progress Photos of in Progress Drawings	Drawings Due for Crit in Class on Day B Reading "Seeing" Reading Discussion due Sun Feb 1
	Week 4 Feb 2–8	Day A: Documenting Demo, Portfolio examples, and last workday Day B: Critique Project 1, Intro Portfolio	Documentation of Drawings Due Feb 8 Outside Class: Gathering Project 1 Research (Photos into file folder)
Project 2	Week 5 Feb 9–15	Day A: Review portfolio requirements, Intro Project 2 & On-Site Research (Mind mapping), Work with Laptop Cart	On-Site Research Due in class start of Day B Project 1 Portfolio PDF Due: Feb 15

		Day B: Start bringing research to review, Color Introduction	
	Week 6 Feb 16–22	Day A: Monochromatic Color, Lab Activity, Start Drawings Day B: Studio	Project 2: Project Comprehension Quiz Reminder Proposal for Project 2 is Due Feb 22
	Week 7 Feb 23– Mar 1	Day A & B: Work on Drawings Intro Writing Assignment	
	Week 8 Mar 2–8	Day A & B: Work on Drawings Reminders: Take In-Progress Photos	Reading: I am for Art, Claus Oldenberg Discussion Due Mar 8
	Week 9 Mar 9–15	Spring Break	
	Week 10 Mar 16–22	Day A & B: Work on Drawings	Project 2 Images Due Sunday Mar 22
	Week 11 Mar 23–29	Day A: Critique Project 2, Documentation Day B: Work & Finalize Portfolios	Outside Class: Gathering Project 2 Research (Photos into file folder)
Project 3	Week 12 Mar 30 – Apr 5	Day A: Introduce Project 3 & "Translation", Intro to Photo. In class reading: Photograph Prompt & Exercise Blurring Distinctions Between Taking vs. Making: Teaching Photography in a Digital Culture Day B: Group Think: Translating Themes Across Mediums	Project 3: Project Comprehension Quiz Project 2 Portfolio Due Sunday, Apr 5. To Do: Create Photographs
	Week 13 Apr 6–12	Day A: Review Photographs, 2D Consultation Day B: Work on 2D	Comparative Essay Rough Draft Due Apr 12.
	Week 14 Apr 13–19	Day A: Work 2D Day B: Intro 3D, Activity	
	Week 15 Apr 20–26	Day A & B: 3D	Comparative Essay Due Apr 26
	Week 16	Day A&B: Critique	Final Portfolio due May 3.

| | Apr 27–May 3 | | Friday/Saturday Classes will meet during Reading Week. NO LATE WORK ACCEPTED. |
| | Week 17 May 4–10 | FINAL EXAMS - NO CLASS | |

The lab instructor reserves the right to make changes to the course outline and schedule to best serve the needs of all the sections.

Lab Sections Information

Section Number	Location	Time	Dates	Instructor Name	Instructor's Email Address
201	ART 319	10:30–12:50	M/W	Paul Armstrong	Paul.Armstrong@unt.edu
202	ART 319	13:00–15:20	M/W	Max Marshall	Megan.Marshall@unt.edu
203	ART 319	15:30–17:50	M/W	Max Marshall	Megan.Marshall@unt.edu
205	ART 319	8:00–10:20	T/T	Sidney Madison	William.Madison@unt.edu
206	ART 319	10:30–12:50	T/T	Ambreen Khan	Ambreen.Khan@unt.edu
207	ART 319	13:00–15:20	T/T	Marina Earley	Marina.Kraft@unt.edu
208	ART 319	15:30–17:50	T/T	Halle Jenkins	Halle.Jenkins@unt.edu

Course Structure

Online: Course concepts and project structures will be delivered via Canvas. We will be looking at both contemporary and historical art, how drawing is a part of multiple fields in art and design, responding to readings and ideas via discussion boards here. Projects and their accompanying portfolios will be collected via Canvas.

Lab: This class requires a 2 hour and 20-minute lab that meets 2 times a week. In the lab, within smaller groups, we will be practicing and analyzing the information absorbed in the lecture, through a series of projects. The projects allow students to both learn and practice technical skills, but also experience perception in a new way. The projects will require preparatory work including drawings, plans, research and possible models towards the final outcome. In some projects you may have quite a bit of freedom in determining the final outcome. You may also view artists work or respond to readings in class.

Digital: This class requires a creation of a digital portfolio of projects 1 through 3 using the software InDesign. The CVAD computer lab offers this software on their desktops as well as computers checked out of the lab. All due dates are within the schedule. The portfolio will be part of your project's assessment.

Outside work: Although lab time will be given to work on projects, students should expect to work on physical projects, documentation, and written responses and readings outside of class. Students can expect to spend an average of 15-20 hours *on each project outside of class.*

Course Prerequisites or Other Restrictions

There are no prerequisites for this class.

Course Objectives

Upon successful completion of this course, learners will be able to:

1. **Goal:** Gain an understanding of and utilize a variety of drawing materials and surfaces.
   Objective: Utilize multiple drawing materials and surfaces in a series of projects: traditional, digital, and experimental.
2. **Goal:** Explore multiple approaches to drawing as process and product.
   Objective: Apply a perspective of drawing as both process and product in projects #1 and #3. Apply multiple approaches to what a drawing can be in all three projects.
3. **Goal:** Develop eye-hand-mind coordination and ability to translate perceptual observation.
   Objective: Use and practice keen visual observation of space and objects along with mark making via tools to create drawings in projects #1 and #2.
4. **Goal:** Build vocabulary and art terminology that connect drawing and other disciplines with an intercultural context.
   Objective: Recognize art and design vocabulary and then in turn, describe self and others' work in critiques using this vocabulary. View art works and design that span the globe and history, and then analyze through discussions in labs and online.
5. **Goal:** Develop professionalism, work ethic, resilience and learn from necessary failure.
   Objective: Create three ambitious projects that require guided time management and reflection upon critiques with peers and instructors.

6. **Goal:** Develop verbal and written communication.
   Objective: Critique self and peers' work in critiques and online discussions.

Materials

- Sketchbook, 8.5 x 11 inches or larger
- Drawing pencils, assortment, 6B, 4B, 2B, HB, 2H
- Cheap retractable utility knife (for sharpening pencils)
- White rubber eraser
- 4 pack or 8 pack assortments of artists pens (black)
- Thin colored drawing pens (markers)
- X-Acto knife with replacement blades
- Masking tape
- Optional: More color materials of your choice: Watercolor, thicker markers, colored pencil

Be prepared to purchase supplies for your own self-designed projects (supplies will be up to you within the guidelines of the project).
Be prepared to use either own digital (DSLR or mirrorless) camera OR borrow one from CVAD

Where To Purchase Materials

In addition to the materials above, you will be using various substrates, tools, and materials of your choosing to complete your project. You may choose to purchase traditional art supplies, but students are also encouraged to be resourceful when seeking out materials. Found materials and substrates are acceptable. If you are seeking supplies to purchase, below are a few local and online resources.

- Voertman's Art Supply (Denton) 1314 W Hickory St. | Denton, TX 76201
   - NOTE: There are basic supplies in the "Foundations Kit," which can be purchased directly through Voertman's. Students are responsible for any project-specific supplies.
- Thistle Creative Reuse (Denton) https://thistlecreativereuse.com/
- Habitat for Humanity Restore (Denton) http://www.habitatdentonrestore.org/ 1805

Cornell Lane | Denton, TX 76201
• Michaels (Denton) https://www.michaels.com/ 1800 S Loop 288 Ste 340 | Denton,
TX 76205
• Dick Blick (online) https://www.dickblick.com/
• Jerry's Artarama (online) https://www.jerrysartarama.com/
• Hobby Lobby (Denton)

Required Readings
These readings can be found on our Library Course Reserve
Password is **art1600iscool**
**Accessible text-to-speech functions are available in within UNT Readings
Seeing, from *Pilgrim at Tinker Creek,* Annie Dillard.
I Am For an Art, Claes Oldenberg.
Art as Experience, segments from: *Having an Experience* and *Substance and Form*, John Dewey.
 Reconsidering John Dewey's Art as Experience on Hyperallergic, Alexis Clements.
Second Sight: The Paradox of Vision in Contemporary Art, segment of essays: *Possibility of the Unseen* and *Blind Process*, Ellen Tani.
Notations Interview (Links to an external site.) with William Anastasi.
"Blurring Distinctions Between Taking vs. Making: Teaching Photography in a Digital Culture" for Exposure Magazine, Kathy Petitte Novak and Brytton Bjorngaard.
On Photography, segments, Susan Sontag.
 Landscapes, Memories and History in Beyonce's Lemonade, from the UNC Press blog, LaKisha Michelle Simmons.

Course Technology & Skills
Minimum Technology Requirements
- Computer
- Reliable internet access
- Text document software (Word, pages or other)
- Microphone and webcam if using Zoom for meetings with instructors
- Adobe's InDesign (in CVAD computer labs)
- Adobe's Photoshop (in CVAD computer labs)
- Your own DSLR (or mirrorless) cameral OR borrow one from CVAD IT
- Optional: other digital programs and tools of your choice for projects (Tablets, Illustrator, Corel Draw, GIF makers, Photoshop for your phone, Autodesk, etc...)

Adobe InDesign Software Access Information
You have a few options for accessing Adobe InDesign. Know that a subscription is not necessary or required for this course; all CVAD computers have Adobe software on them.
If you wish to have this software on your personal devices, see this link for more information about how to purchase a subscription via UNT's rate:
https://itservices.cas.unt.edu/software/adobe-cc-creative-cloud2021

CVAD IT Services Information
CVAD IT Services has many resources available to students that are paid for by your student fees. You are encouraged to utilize these resources, including the large format scanner (media up to 12.2" x 17.2"), large format printers, cameras and accessories, artwork documentation services (also called "photo documentation"), and more. For

additional information, click the "Student Resources Documentation" links on the CVAD IT Service webpage. You may be asked to log in via the Microsoft Teams app, so have your UNT credentials handy.

Grading

Your Art 1600 grade is comprised of the assignment categories shown in the table below and your attendance in class. Each assignment within these categories is worth a number of points that contribute to your overall course average.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 50-59

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.

Development and Research

Development and Research in the portfolio submission rubric are measured through preparatory, analysis, and proposal assignments submitted on Canvas and your research and preparation for each project found in your sketchbook. It's important you document and organize all of this so that your Lab Instructor can see all the work you have done and assess you accordingly.

Digital Documentation

Digital Documentation in the portfolio submission rubric is measured by the quality and organization of your entire portfolio for each project, submitted using InDesign software, in the form of a PDF. This category looks at the quality of the images/videos of the project itself, and the way in which they are presented to tell the story of your work's development. In addition to Canvas content, your Lab Instructor will work with you to improve this presentation at every submission, allowing you to improve upon and apply the skills you have learned- thus increasing your grade.

Course Policies
Late Work
• Students should approach the lab instructor for all missing projects.
    o Critiques cannot be made up.
• For your online quizzes, proposals, research and discussions, there will be no late work accepted. You will have a week or more to complete these assignments at your own pace, so make sure you plan ahead and leave yourself enough time to get them done before the deadline.
• For your Projects (3 total), any late work will be subject to a 10-point deduction, up to a week after the project's deadline. The assignment will automatically close on Canvas after that period.

o Regarding circumstances beyond a student's control, lab instructors, at their discretion, make an alternate deadline schedule with you, alongside their course lead. Clear, timely communication of a need by the student is crucial in order for these parameters to be considered.

Attendance Policy
- Regular and punctual attendance during your scheduled lab time is mandatory.
  - For labs that meet twice per week, you are allotted 3 excused absences (documentation required**) and 3 unexcused absences over the course of the semester.
  - For Friday/Saturday labs that meet once per week, you are allotted 2 excused absences (documentation required) and 1 unexcused absence.
  - Every absence after that will drop your final average by one letter grade.
- Excessive tardiness/early departures are not acceptable. Students will receive a 15-minute grace period before being recorded as "late" for a class day and are responsible for communicating with classmates about any missed information.
  - If the student is more than one hour late to class, it will be considered as an absence.
  - Three tardies or three early departures will constitute an absence.
- Students with an attendance grade lower than 65% cannot pass the course regardless of the final grade average.
- **Documentation refers to medical documentation or Dean of Students email
- Most critiques, lectures, demonstrations, and assignments will occur at the beginning of the lab and will not be repeated for those who arrive late or miss class.
- Examinations, quizzes, and in-class assignments missed may only be made up with a note from the Dean of Students excusing the absence for a reason covered under UNT policy 06.039 (opens external link) Student Attendance and Authorized Absences.
- Critiques missed may not be made up. Grades will reflect the student's failure to participate in the critique.

Class Participation
- Attend class and participate in the online course requirements.
- Complete all the required assignments.
- Actively participate in online and in-class discussions.
- Maintain a classroom and online environment that is conducive to learning.
- To ensure that everyone has an opportunity to gain from time spent in class unless otherwise approved by the instructor, you are prohibited from:
  - Using cellular phones, checking email, surfing the internet, and updating your social networking sites.
  - Using a computer, tablet, phone, etc., for non-class purposes.
  - Working on assignments for other courses.
  - Making offensive remarks.
  - Reading books, articles, newspapers, or magazines that do not pertain to this class.
  - Sleeping in class.
  - Engaging in any other form of distraction. Inappropriate behavior in the classroom shall minimally result in a request to leave class, which will count as an unexcused absence.

Digital Integration
You will notice that projects are often very open-ended in terms of specific subject/content and materials. Digital tools are encouraged as both methods of planning and final execution.

• In all students' portfolios, at least 1 project from projects #1 through 3 must be physical/hand-made in its completed form, and at least 1 project must involve digital tools.

Regarding Display and Critique of Digital Works
• Unless other means of display have been established with your lab instructor, digital work should be printed at the CVAD Student Computer lab/FedEx, etc. before your lab meets to display during critique.
> o Please refrain from presenting your digital work on your laptop screen haphazardly – it is difficult to see and does not present a professional impression of your work.

• Animations/gifs and documentation of performances should be thoughtfully displayed during critique based on a plan that you and your lab instructor agree upon.
> o CVAD Student Computer Lab also offers rental of projectors and other equipment.
> o All Equipment Checkouts through CVAD Computer Lab requires agreement to terms contract beforehand, which can be found here: https://checkout.unt.edu/sso/patron#!/

Health & Safety

Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas' Office of Risk Management.

When working at home or in CVAD's studios, please follow our best practices:
• Always get required training to use the FabLab or other CVAD facilities.
• To avoid injury, use care when using X-Acto knives, including using away from the body, using cutting mats and cutting at waist level.
• Use "spray booths" for aerosol materials (fixative and paints)
• Read all ingredients and research.
• Use personal protective equipment when applicable and use tools and materials (such as resin and plaster) in appropriate facilities.
• Keep food and drink away from materials.
• Think about not only yourself but others around you.
• This is not an exhaustive list as the materials you may be using could be vast- and thus, always put safety first. When in doubt, ask.

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 a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA 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 accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a

new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

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

Emergency Notification & Procedures

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

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. 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 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 during weeks 13, 14 and 15 [April 6 to April 26, 2026] of the long semesters 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 (http://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 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 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 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.
   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.

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 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. 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](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)