



SYLLABUS
PUBH 4080: Public Health Capstone
SPRING 2024 (3 credit hours) – Internet Course

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Office Hours: by appointment

Communication Expectations

UNT email is the preferred method of communication (**please email me via UNT email rather than via Canvas and use your myUNT email**); however, if you would like to meet via Zoom, we can schedule a time during my office hours. Please allow 24-48 hours to respond to email. If for some reason you don't receive a response after this time, please resend your message. Please use proper professionalism and etiquette when communicating with me or with your peers. Here are some general communication guidelines provided by CLEAR:

<https://digitalstrategy.unt.edu/clear/online-communication-tips.html>

Course Description

This is the final course that students must take in order to complete the Bachelor of Science program in Public Health. It has both a classroom and a service learning component. Both the classroom and service learning component must be completed to pass this course. For the classroom component, students are to identify a public health problem, conduct a literature review of the problem, and devise solutions to solving the problem, using a systems thinking approach. Students will use the knowledge they have gained from all their courses in Public Health to critically analyze a public health problem.

For the service learning component, students will spend at least 100 hours practicing public health in real world. This integrative experience will help students achieve cross-cutting competencies in communication, diversity and culture, leadership, professionalism, integration of theory and practice, and public health knowledge and skills. Students will write weekly logs about their service learning internship experience and submit their reflection paper via Canvas.

PUBH 4080 is 100% online and it is asynchronous with weekly modules administered through CANVAS.

Course Pre-requisites

This course is designed to be taken in the final semester of the program.

Required Text and Readings

Forister, J. G. & Blessing, J. D. (2020). *Introduction to research and medical literature for health professionals*. (5th ed.) Jones & Bartlett Learning.

Required Readings: Additional readings will be made available on Canvas.

Learning Objectives

- Identify health disparities among populations.
- Identify a public health problem and conduct literature review.
- Use a systems thinking approach to devise solutions for the identified public health problem.
- Discuss policies to improve the health conditions of population groups.
- Identify partnerships at the local, community, and national levels that may improve the health conditions.
- Apply critical thinking skills in resolving ethical issues involved in solving the problem.
- Implement evidence-based strategies to solve a public health problem.
- Strengthen writing and communication skills needed in both graduate school and as a public health professional.

Core Competencies (student will be able to ...)

- Garner knowledge of core public health sciences
- Integrate and synthesize theory and practice related to public health issues
- Demonstrate the ability to interact with people from diverse backgrounds
- Develop effective communication and presentation skills

Requirements

- Completion of on-site supervised service learning experience within a pre-approved public health setting for a *minimum of* 100 hours under the direct supervision of an on-site supervisor.
- Submission of the signed Partner Agreement form by end of week 4 and prior to any service learning hours being accounted for during the course.
- Participation in class discussions and coordination of site-supervisor evaluations.
- Maintenance and submission of weekly logs that contain information regarding service learning hours completed and duties performed.
- Submission of all course assignments must be made by the due dates.

Access and Log in Information

This course was developed and will be facilitated utilizing the UNT Learning Management System, CANVAS. To get started with the course, please go to: <https://unt.instructure.com/>. You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

Teaching Philosophy

Online classes are very fast-paced; thus, it is important for students to stay up with assignments and complete them on time. You CANNOT procrastinate. To do well in this class, students should ask questions whenever they have one, and do all the assignments ON TIME. Please **PROOFREAD** your work before submitting it as your grades will be partially based on the clarity of your writing.

Assignments must be turned in via CANVAS. Please be courteous in the Course-room. Do not post anything offensive, threatening, inflammatory, or illegal. Also, do not call people names if you disagree with their views. **All assignments/assessments turn off at 11:59 PM.** Check CANVAS daily. Email me if you have questions. Students will have graded assignments within one week from due dates.

Requirements

Please familiarize yourself with the technical requirements to complete this online course:

- [Hardware and Software requirements for Canvas](#)
- [Canvas Browser Check](#)

Skills

Minimum technology skills for successful completion of this course include:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Printing Word documents OR opening and printing pdf files (using free [Adobe Acrobat Reader](#))
- [Navigating Canvas](#)

Being a Successful Online Student

-[What Makes a Successful Online Student?](#)

-[Self Evaluation for Potential Online Students](#)

How the Course is Organized

Seventeen chapters are covered during the semester in addition to a series of scholarly articles. There are weekly logs, a literature review of public health problem, a reflection paper, discussion assignments, career readiness activity, and various other activities where students create a LinkedIn account and join the UNT Public Health group, develop a research question, submit a Partner Agreement form outlining details of their internship site and experience, and coordinate two site supervisor evaluations.

What Should Students Do First?

First, make sure you read the course syllabus and understand its content. Make note of the deadlines. Ask the instructor questions if you have any.

How Students Should Proceed Each Week for Class Activities

There are weekly readings that you need to keep up with in order to do well in this class. If you have problems or questions, email me. Make note of **deadlines** which are organized **weekly** in this class.

Student Technical Support

UNT provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

Student Support Services

Also known at the UNT campus as SSS, all activities and services provided by SSS are intended to help students progress through their degree to an *on-time graduation*. Please refer to the website (<https://trio.unt.edu/sss>) for detailed list of services.

COURSE REQUIREMENTS

Readings and Assignments: Students are expected to do all assigned readings for each week and be prepared to share their views on the different issues raised in the readings.

1. LinkedIn account. (5 points). Each student will create a LinkedIn account, develop a professional profile, and join the UNT RHS - Public Health group (See Canvas).
2. Partner Agreement. (15 points). Each student will submit a completed Partner Agreement form identifying their internship site, site supervisor, internship schedule, and a description of their internship responsibilities.

Each student will determine their own goals to obtain at the internship site and develop objectives to meet each goal. The on-site supervisor will collaborate. Supervisor and student will sign the contract and turn in a scanned copy via Canvas. The Partner Agreement form MUST be submitted to the instructor via Canvas prior to any internship hours being accepted for the course service-learning requirements (i.e. If a student is submitting a Weekly Log reflecting completed hours, then they must also have a completed and signed Partner Agreement form on file in Canvas, and approved by the instructor). Students will earn 10 points for having the form completed in its entirety and developing appropriate goals/objectives, and 5 points for ensuring the document is hand-signed by on-site supervisor.

3. Weekly Logs. (16 @ 5 points each = 80 points). Accurate and thorough logs are to be submitted weekly. Timely submission of these logs is critical to keep the instructor informed of possible issues that arise. Students MUST submit a weekly log for each week even if no hours were completed that week. Weekly Log 16 requires the site supervisor's signature, and responsibility lies with the student to coordinate this task with their site supervisor prior to the assignment deadline.
4. Research topic. (5 points). Each student will submit a preliminary research question addressing a specific public health problem they will be researching in this class (See Canvas).
5. Research question. (5 points). Each student will submit their final research question addressing a specific public health problem they will be researching in this class (See Canvas).

6. Midterm Site Supervisor Evaluation. (15 points). It is expected that the on-site supervisor will review the evaluation with the student. Students will submit a Midterm Evaluation completed by their on-site supervisor in this course via Canvas. The form will be made available to the students in Canvas, and responsibility lies with students to provide their supervisor with a copy of the form a week before it is due. The site-supervisor's feedback is essential for the student to earn a grade in this course and graduate. Evaluations must be hand-signed by student and supervisor. Unsigned evaluations will receive zero (0) credit.

7. Discussion assignments. (10 @ 15 points each = 150 points). There will be weekly discussion assignments. These assignments will be based on the readings and some of the challenges that students may encounter during their internship. While there are no right or wrong answers, what I will be looking for is how your response makes sense and whether or not the posts are coherent. Use your critical thinking skills. Submissions should be several paragraphs long and demonstrate a sound understanding of the readings as well as thoroughly explain why you think the way you do. Also, when applicable, use the readings as authority sources to substantiate your views. There are 11 discussion assignment opportunities. Your lowest discussion grade will be dropped.

8. Career Readiness activity. (10 points). Each student will complete the “Identify Soft/Transferable skills” activity from the Career Readiness Handbook presented in Canvas. The assignment is available on pages 8-10 of the workbook but has been replicated in a Word document for student use. To receive full credit for this assignment, students do NOT need to complete the entire activity. Instead, students need to select only 5 skills in each of the 8 listed domains of soft skills for a total of 39 soft skills. Please note: the last domain (Career Management) has only 4 skills so students must complete all 4 skills in this domain.

9. Literature Review of a public health problem. (100 points). Each student will select a public health problem and conduct a comprehensive literature review of the problem (See Canvas).

Solution for public health problem. Students will describe ways the chosen public health problem could be solved, using a systems-thinking approach. Student should provide several ways (at least 3) one could solve the selected public health problem. Be as detailed as possible in your description. What methods could be used? What steps could be taken? etc., etc.

Instructions: Use 12 font size and APA (7th Edition) format. The paper must be 5 to 10 pages long (excluding references) and double-spaced. You must have at least 6 scholarly articles for references. Make sure you include the reference page(s) at the end of your paper. Also, write in your own voice (use own words) to avoid

plagiarism. Your final paper must have less than 20% similarity for Turnitin. More than 20% similarity will result in a grade of 0 for the assignment.

It is the student's responsibility to ensure they submit the correct assignments in Canvas. Students are responsible for submitting their paper prior to the due date and checking their Turnitin similarity score prior to the assignment closing. If you resubmit a paper, you must wait 24 hours for your Turnitin Similarity Report to regenerate. Therefore, students are advised to submit their paper well in advance of the assignment deadline to ensure they have not exceeded the similarity for the assignment.

10. **Reflection Paper. (100 points).** Students will give a brief description of their service learning experience, what they have learned and how this learning has contributed to their formation as public health professionals focusing on at least one of the 10 major competencies of Essential Public Health Services (see posted internship guidelines). Your grade will be based on how properly your major project has contributed to at least one of the 10 major competencies of Essential Public Health Services and the clarity of your writing.
11. **Final Site Supervisor Evaluation. (15 points).** It is expected that the on-site supervisor will review the evaluation with the student. Students will submit a Final Evaluation completed by their on-site supervisor in this course via Canvas. The form will be made available to the students in Canvas, and responsibility lies with students to provide their supervisor with a copy of the form a week before it is due. The site-supervisor's feedback is essential for the student to earn a grade in this course and graduate. Evaluations must be hand-signed by student and supervisor. Unsigned evaluations will receive zero (0) credit.

Assignments submitted via Canvas. It is the student's responsibility to ensure they submit the correct work for each assignment in Canvas. Students must submit their assignment prior to the due date and to check their work prior to each assignment closing. Canvas does not allow submissions/resubmissions to be made once an assignment due date has been reached (i.e. if you have already made a submission, you will not be able to make another submission after the assignment deadline has passed). Late assignments are not accepted, including those where a student may have uploaded the wrong document(s) for the assignment. If you submit the wrong document(s), you will receive a zero for the assignment. You must check your work.

Missed assignments. No missed assignment will be accepted in this class. Students will receive a zero if they fail to turn in assignments on time.

COMMUNICATIONS

Information will be sent to students via their e-mail (please check your e-mail daily) and posted on CANVAS- check the Announcements tab daily.

Interaction with Instructor: The primary means to contact me will be via UNT email. I prefer

UNT emails since I try my best to respond to students within 24 hours, excluding weekends. If I do not reply to your e-mail within 48 business hours, please email me again.

ASSESSMENT & GRADING

Assignment	Points
LinkedIn Account	5
Partner Agreement	15
Weekly Logs (16 @ 5pts each)	80
Research Topic	5
Research Question	5
Supervisor Evaluations (2 @ 15 points each)	30
Discussion Assignments (10 @ 15pts each)	150
Career Readiness Activity	10
Literature Review Paper	100
Reflection Paper	100
TOTAL	500

Missed assignments. No missed assignment will be accepted in this class. Students will receive a zero if they fail to turn in an assignment on time.

Do Not Ask for extra work at the end of the semester. There is no extra credit work available for this course. If you have issues with Canvas, please call the student support (940.565.2324) and keep the tracking number that they give you. Also, keep in mind that your online presence in Canvas can be tracked.

Grading

The final grade will be assigned based on the following scale which uses a point system:

Total points	Letter Grade
450-500	A
400-449	B
350-399	C
300-349	D
299 and below	F

COURSE EVALUATION

Course evaluation is usually conducted during the last 2 weeks prior to final exams. I will post information about the date for evaluation on Canvas when it becomes available.

SCHOLARLY EXPECTATIONS

In keeping with the norms of higher education, any student found guilty of academic dishonesty may receive a failing grade for the course and be reported to their college dean. Refer to your student handbook for complete provisions of the policies and procedures set forth by UNT.

COURSE POLICIES

Assignment Policy

See the assignment schedule for due dates which are in this syllabus and also posted on Canvas.

Late Work

Late assignments are not accepted in this class.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion board.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

POLICY ON SERVER UNAVAILABILITY OR OTHER TECHNICAL DIFFICULTIES

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.

UNT Help Desk: <http://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>)

Student Support Services

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>)

Other student support services offered by UNT include:

- [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/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

Copyright Notice

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. *[Additional sample statements can be located at: <http://copyright.unt.edu/content/sample-copyright-notices>]* Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

Undergraduate Online Course Attendance Policy

Information about the University of Texas' Attendance Policy may be found at: <http://policy.unt.edu/policy/15-2-5>

Administrative Withdrawal

Syllabus Change Policy

This schedule is subject to change at the discretion of the professor.

Policy on Server Unavailability or Other Technical Difficulties

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 also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

UNT POLICIES

Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Link to full policy: <https://policy.unt.edu/policy/07-012>

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. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiarism.

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. See the full policy here: <https://policy.unt.edu/policy/06-003>

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

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 Blackboard 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 Blackboard 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.

Incompletes

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of

the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. Link to full UNT policy: <https://registrar.unt.edu/grades/incompletes>

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 during 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/) (<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/) (<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.

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 presentation, 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.

Course Schedule

Week	Date	Topic/Reading	Assignments Due
1	01/16/24	Chapter 1: Introduction	Partner Agreement Weekly Log 1 Discussion 1
2	01/22/24	Chapter 2: Regulatory protection of Human Subjects in Research Chapter 3: The Research Problem Video: <i>Choosing your capstone topic</i> by Sindee Karpel	Research Topic Weekly Log 2 Discussion 2
3	01/29/24	Chapter 4: Review of the Literature Chapter 5: The Systematic Review	LinkedIn Account Weekly Log 3 Discussion 3
4	02/05/24	Develop Literature Review Topic	Research Question Weekly Log 4
5	02/12/24	Chapter 6: Methodology Chapter 7: Survey Research	Weekly Log 5 Discussion 4
6	02/19/24	Chapter 8: Qualitative Research	Weekly Log 6 Discussion 5
7	02/26/24	Chapter 9: Community-based Participatory Research	Weekly Log 7 Discussion 6
8	03/04/24	Chapter 10: Clinical Investigations	Weekly Log 8 Discussion 7 Mid-Term Supervisor Evaluation
9	SPRING BREAK 03/11/2024		
10	03/18/24	Chapter 11: Data Analysis	Weekly Log 9 Discussion 8
11	03/25/24	Video: <i>Systems thinking!</i>	Weekly Log 10 Discussion 9
12	04/01/24	Chapter 13: The Results Section Chapter 14: The Discussion Section Chapter 15: References	Weekly Log 11 Discussion 10

13	04/08/24	Chapter 16: Writing and Publishing in the Health Professions Chapter 17: Interpreting the Literature	Weekly Log 12 Discussion 11
14	04/15/24	Career Readiness Handbook	Career Readiness Activity Weekly Log 13
15	04/22/24	Finalization of Literature Review Paper	Weekly Log 14
16	04/29/24	Pre-Finals Week (Dead Week)	Literature Review Paper DUE April 29 Weekly Log 15 DUE May 5
17	05/06/24	Finals Week	Reflection Paper DUE May 6 Final Supervisor Evaluation DUE May 9 Weekly Log 16 DUE May 9

NOTE: All assignments/assessments must be completed during their respective allotted times. Late assignments will not be accepted.