

MEET 4050 – Mechanical Design Fall 2026

Instructor Information:

Name: R. C. “Chow” Yalamanchili, PhD, PE

Email: rattaya.yalamanchili@unt.edu

Phone: (940) 369-7510 (Work)
(281) 841-9621 (Mobile) (to be used in an emergency only)

Office: F101N.1

About me & Teaching Philosophy:

<https://sites.google.com/view/rattayacyalamanchiliphdp/home?authuser=0>

Office Hours:

Wednesday: 10:30 AM to 11:30 AM
Thursday: 1:00 PM to 3:00 PM
Friday: 1:30 PM to 3:00 PM
or by appointment

NOTE:

1. I strongly encourage you to take advantage of office hours—they're a great opportunity to ask questions, clarify concepts, seek feedback, or simply talk through ideas. Whether you're on track or feeling stuck, I'm here to help.
2. I maintain an **open-door policy** whenever possible. If my door is open and I'm not in a meeting, feel free to stop by, no appointment needed.
3. If I'm ever unavailable during scheduled office hours due to unforeseen circumstances, I'll do my best to inform you in advance and make alternate arrangements to meet.
4. Don't wait until things feel overwhelming, office hours are here for your benefit. Your growth matters, and I truly want to see you succeed.

Your success is my goal. I look forward to working with you throughout the semester.

Class Schedule:

Lecture: Wednesday 8:35 AM to 10:25 AM; Room F175 NTDP

Laboratory: Friday 10:35 AM to 1:25 PM; Room F187 NTDP

Course Description:

Elements, principles, and graphic representation techniques of the design process. Design methodology and process in applied engineering design. Design problem identification, refinement, and analysis in the development of machines.

Pre-requisites: MEET 3650, Senior standing and completion of all 3000-level engineering technology courses.

Course Learning Outcomes:

(ETAC of ABET Criteria and Program Educational Objectives Supported.)

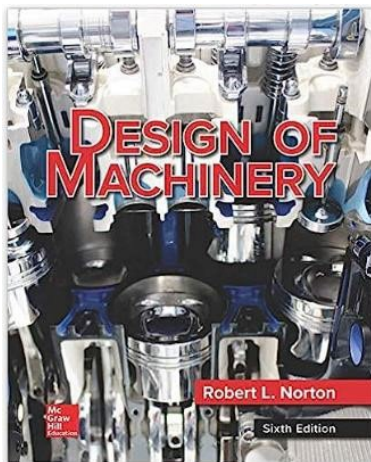
By the end of the course, you be able to:

1. Comprehend standard structure/mechanical design methods. (ABET 1)
2. Understand stress and deformation of structural elements. (ABET 1)
3. Understand major mechanical/structural components. (ABET 2)
4. Know machine/structural designs. (ABET 2)
5. Enhance Communication Skills through Technical Reports. (ABET 3)

Appropriate ABET Student Learning Outcomes:

Engineering Technology Accreditation Commission: An engineering technology program must demonstrate that graduates have:

- ABET 1: An ability to apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering projects;
- ABET 2: An ability to design systems, components, or processes meeting specified needs for broadly defined engineering problems appropriate to program educational objectives
- ABET 3: An ability to apply written, oral and graphical communication in broadly defined technical and nontechnical environments; and an ability to identify and use appropriate technical literature.

Required Text/Associated Software

Design of Machinery 6th Edition
by [Robert Norton](#) (Author)

ISBN-10	ISBN-13	Edition	Publisher	Publication date
1260113310	978-1260113310	6th	McGraw Hill	January 24, 2019

Technical Skill Requirements:

MS Office Suite (Excel, Word, PowerPoint), MATLAB, Engineering Graphics, Internet usage, emails, Canvas, SolidWorks.

Attendance:

Students are responsible for their own class & laboratory attendance, and attendance at all class & laboratory meetings **is required**. Attendance checks will be conducted periodically throughout the semester, and it is the student's responsibility to ensure their presence is recorded during these surveys.

In accordance with University Policy 06.039, absences may be excused for the following reasons:

- Religious holy days (including travel for observance)
- Active military service (including travel)
- Participation in official university functions
- Illness or other extenuating circumstances
- Pregnancy and parenting, as protected under Title IX
- Official university closures

To receive an excused absence, students must provide satisfactory documentation supporting the reason for their absence. Students are expected to be on time (within 5 minutes of Start) for lecture and laboratory. Students are expected to be present for the complete duration of the lecture and laboratory unless excused by the instructor.

Team:

Students will work in instructor-assigned or instructor-approved teams—typically composed of two members—for the duration of the course. All team-based assignments, laboratory exercises, and project deliverables will be completed with your designated teammate to reflect the sustained, collaborative nature of professional engineering practice.

Effective teamwork requires intentional planning from the outset. Each team is expected to establish a clear collaboration framework that outlines how responsibilities will be divided, how communication will be maintained, and how time will be managed considering academic and personal commitments. Strong planning supports successful performance in the course and cultivates essential professional competencies, including collaboration, leadership, and problem-solving.

All submitted teamwork is assumed to have been reviewed and approved by every team member. The team shares full responsibility for the accuracy, quality, and integrity of all submissions.

Each team submission must include a Contribution Statement Table indicating the percentage contribution of each member. This table must be signed by all team members. If a contribution table is not provided, it will be assumed that all members contributed equally.

Attendance and Scheduling:

Per University of North Texas policy, work or employment obligations are not valid excuses for missing team meetings or failing to support teammates. Students must proactively manage their schedules to ensure full participation in team responsibilities. Teams are expected to find mutually agreeable meeting times.

Calculators:

The **only calculators** that are approved for this course are those permitted on the Fundamentals of Engineering (FE) exam for Professional Engineer (PE) licensing:

- **Casio:** All fx-115 and fx-991 models (Any Casio calculator must have “fx-115” or “fx-991” in its model name.)
- **Hewlett Packard:** The HP 33s and HP 35s models, but no others
- **Texas Instruments:** All TI-30X and TI-36X models (Any Texas Instruments calculator must have “TI-30X” or “TI-36X” in its model name.)

Portfolio:

As part of the course requirements, each student must maintain a **Portfolio**, which serves as a comprehensive, well-organized, and continuously updated record of all academic work completed throughout the semester.

Purpose and Expectations

The Portfolio is intended to:

- Document your progress and engagement with the course material.
- Serve as a structured reference for your learning throughout the semester.
- Encourage ongoing reflection, study discipline, and synthesis of key concepts.

Students are expected to begin assembling their Portfolio at the start of the semester and maintain it consistently throughout the course every week.

Format and Organization

The Portfolio must be maintained in physical form using a 3 inch three-ring binder and should be organized according to the course modules. Each module section should include relevant and dated materials in the order listed below:

1. Course Syllabus – A printed copy of the syllabus must be placed at the beginning of the Portfolio.
2. Modular Sections – The body of the Portfolio should be organized by course module, with clearly labeled dividers for each module. Each section should include:
 - Class notes
 - Knowledge checks (Original & Rework)
 - Practice problems and their solutions
 - Graded Completed assignments related to the module
 - Graded Laboratory reports
3. Projects – Documentation for all projects must be included in a dedicated section.
4. Examinations – Copies of all exams should be included in a dedicated section.
5. Appendix – Any pre-approved reference materials (e.g., charts, diagrams, or supplementary readings) should be placed in an appendix at the end of the portfolio.

Evaluation and Credit

- The instructor may request to review the Portfolio at any point during the semester. During the review you may be asked questions about the material in your portfolio. The assumption is that you are intimately familiar with all the material in your portfolio.
- Credit will be awarded only if the Portfolio is complete, clearly organized, and reflects meaningful engagement with the course content.
- Students are expected to expand and refine their lecture notes and assignments as they proceed through each module, incorporating insights from their textbook and other course resources.

The Portfolio is not merely a collection of documents—it is a demonstration of your intellectual commitment to the course. Consistent and thoughtful maintenance of this record will support your learning and contribute significantly to your overall performance.

Work Submitted:

1. **Assignment Format:** Assignments may be either individual work or team work, as determined by the instructor.
2. **Posting:** Assignments and take-home exercises will be posted on Canvas and must be submitted by the specified due date and time listed in the assignment.

3. **Materials:** All assignments should be completed using Engineering Computation Pad or Graph Ruled Reinforced filler paper, 8-1/2" x 11", 3-hole punched.
4. **Submission Requirements:** All assignments must be submitted as a hard copy at the beginning of class on the due date. Digital submissions will not be accepted initially. Once the assignment is graded and returned, students must upload a legible scanned copy of the complete graded assignment to Canvas as a PDF within three (3) calendar days to receive credit.
5. **Deadlines and Late Work:** No late work will be accepted. Any work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline. Emailed work will not be accepted under any circumstances.
6. **Responsibility:** It is the student's responsibility to check Canvas regularly to see which assignments are available and to ensure that all work is submitted on time, both digitally and in hard copy.
7. **Take-Home Work:** These exercises will be based on class material and assigned readings or case studies. They will typically be due within one week of being assigned.
8. **Problem Solution Format:** Assignment solutions must follow a specific format. Detailed instructions on the required Problem Solution Methodology will be provided in the Introduction Module on Canvas. It is imperative that students follow Problem Solution Methodology in all of the work being done in the course, unless otherwise instructed by the instructor.
9. **Team-Based Work Accountability:** For all group assignments, each student must submit a clear and detailed account of their individual contributions to the group effort (Contribution Statement Table). This information will be used to ensure a fair and accurate assessment of each team member's participation and performance.
10. **Use of AI tools:** If AI is used in any of the submitted work, it should be disclosed and the details of the usage provided as per the AI Usage document provided in Canvas Reference Section. If AI use is not disclosed, the work will be considered to be plagiarized and in violation of the University Honor code. It may result in the student(s) receiving a penalty as outlined in the Academic Integrity Policy (06.003)
11. A hard copy of all work submitted should be maintained in your portfolio.

Knowledge Checks:

1. **Knowledge Checks** will be conducted during most class and laboratory sessions, typically at the beginning and / or end of the session. These will cover material from the reading assignment, lecture and/or laboratory.
2. **Knowledge Checks** may be administered at any time during the class / laboratory period and are designed to assess your understanding of material from previous lectures, assignments, laboratory work, or reading assignments. These assessments will usually take 10 to 15 minutes.
 - You must be present in class to participate.
 - If you miss an assessment, please contact the instructor as soon as possible; make-up opportunities are available only when the absence is excused under University Policy.
 - Most knowledge checks will take place at the beginning of class or laboratory, so arriving on time is essential.
 - These knowledge checks serve as a valuable indicator of your mastery of the course material and help reinforce key concepts throughout the semester.
3. Occasionally, Knowledge Checks may be assigned to be completed outside the classroom setting.
4. Once graded, all Knowledge Checks if done on paper must be **scanned and uploaded to Canvas as a PDF within three (3) calendar days** of being returned.

5. Upon receiving a graded Knowledge Check, you may choose to **redo in its entirety for additional credit**, under the following conditions:
 - You will receive an additional 20% on the redone work if it is correct.
 - The maximum possible grade for a redone Knowledge Check is 80%. For example, if you scored 7/10 and redo it correctly, your final score will be 8/10.
 - Both the original graded and the corrected Knowledge Check must be uploaded to Canvas as a single PDF within 3 calendar days of the graded version being returned.
6. If you fail to upload the graded Knowledge Check, you **will not receive credit** for it.
7. A **hard copy** of all Knowledge Checks should be maintained in your portfolio.
8. Knowledge Checks may also be administered through Canvas, using the Lockdown Browser. These Knowledge Checks cannot be reworked for additional credit.
9. All Knowledge checks are individual work. AI should not be used for Knowledge Checks. Using AI for knowledge checks will be considered as a violation of the Academic Integrity Policy (06.003).

Laboratory Assignments:

1. Laboratory assignments will be issued regularly throughout the semester to reinforce lecture concepts and provide hands-on experience with mechanical design tools, methods, and engineering analysis.
2. All laboratory assignments are completed as a team unless otherwise specified. Team submissions must clearly document each member's contribution.
3. Assignments will integrate multiple forms of engineering work, including experimental activities, analytical calculations, CAD modeling, and simulation or analysis using tools such as SolidWorks, MATLAB, or equivalent software.
4. Each assignment will define required deliverables, which may include calculations, figures, tables, CAD drawings, simulation outputs, and written explanations. All reports must follow the course's Lab Report Guidelines.
5. Laboratory reports must be submitted as a hard copy by the posted due date and time. CAD models, simulation files, and other digital materials may also be required electronically. Late submissions receive no credit unless prior arrangements are approved or the absence qualifies under University Policy.
6. Students may revise and resubmit laboratory reports within 3 calendar days of receiving feedback. Revised submissions support continuous improvement in technical writing and engineering analysis. A resubmission may earn up to 20% of the original grade, capped at a maximum score of 80%.
7. Both the original graded report and any revised version must be submitted electronically on Canvas in PDF format within 3 calendar days of grading. Late electronic submissions will not receive credit unless excused under University Policy.
8. Students must retain hard copies of both the original graded report and the corrected version as part of their course portfolio.
9. Academic integrity is mandatory. Plagiarism, unauthorized collaboration, or copying from other students or external sources is prohibited. All submitted work must reflect your own understanding and effort, even when shared data or team results are used.
10. Professional presentations are required. Reports must be well organized, include clearly labeled figures and tables, use correct units, and demonstrate concise, technical writing. Submissions that are incomplete or poorly formatted may lose credit.

Course Projects:

The course projects are a key component of this class, designed to help you apply the concepts and tools of machine design to real-world engineering problems. Throughout the semester, you will complete multiple team-based projects (Typically 2 to 3) that reflect practical applications of machine design in engineering systems.

Each project is supported by in-class activities such as discussions, knowledge checks, and assignments, all of which are designed to help you build the skills and understanding needed to successfully complete each phase of the work. For each project, your team will clearly define the engineering problem, identify objectives, and outline deliverables.

You will:

1. Apply foundational elements and principles of machine design including stress analysis, material behavior, failure theories, and design safety factors.
2. Use engineering representation techniques such as sketches, schematics, free-body diagrams, and annotated design graphics to communicate design intent clearly and professionally.
3. Implement structured design methodologies to plan, execute, and document the applied engineering design process from concept development through final evaluation.
4. Identify, refine, and analyze design problems by defining functional requirements, constraints, performance criteria, and potential failure modes in the development of mechanical systems and machine components.
5. Evaluate and size machine elements—including shafts, bearings, gears, springs, fasteners, and couplings—using analytical models, design tables, and industry standards.
6. Use engineering tools and resources—charts, spreadsheets, manufacturer data, and introductory modeling techniques—to support, validate, and iterate your design decisions.
7. Develop and justify design solutions through structured reasoning, clear documentation, and adherence to professional engineering practices and design processes.

Effective teamwork and communication are essential. Your group will collaborate to divide tasks, analyze data, and prepare clear, concise project reports. These reports will include a summary of your problem statement, methods, results, and conclusions. You will also present your work in class to share your approach and findings with peers.

The final deliverable may also be a comprehensive presentation and report on your project, demonstrating your ability to apply machine design principles to analyze and solve a practical engineering problem. Through these projects, you will develop critical problem-solving skills, deepen your understanding of design of machinery, and gain experience working as part of a collaborative engineering team.

Grading Philosophy:

1. **Transparency:** Clear communication of grading criteria, including expectations for assignments, exams, participation, and overall performance in the course. This ensures students understand how their work will be evaluated.
2. **Fairness and Equity:** Ensuring grading practices are fair and unbiased, treating all students equally regardless of background, identity, or circumstances.
3. **Alignment with Learning Objectives:** Grading will reflect the course's learning objectives and outcomes. Assessments will measure students' understanding of the material and their ability to apply concepts rather than rote memorization.
4. **Constructive Feedback:** Providing constructive feedback that helps students understand their strengths and weaknesses, guiding them on how to improve. Feedback will be timely, specific, and actionable, facilitating student growth and learning.

5. **Consistency:** Applying grading criteria consistently across all students and assignments to ensure fairness and reliability in assessment.

Grading Criteria

Attendance	0%
Homework Assignments	10%
Laboratory Assignments	30%
Portfolio Reviews	10%
Knowledge Checks	15%
Project(s)	10%
Exam I	10%
Final Exam (Cumulative)	15%

Expected Grade Distribution:

A: $\geq 90\%$, B: 80-89%, C: 70-79%, D: 60-69%, F: $< 60\%$; Your grade will not be based on a curve.

The instructor reserves the right to change this grade distribution at the end of the semester. If any changes occur, the changes will be less stringent than the distribution above.

Tentative Course Topics:

This is a tentative course outline. The instructor will attempt to follow it closely and reserves the right to substitute any other relevant material at any point throughout the course. The laboratory following the lecture will be based on the information covered in the lectures.

Date	Tentative Topics
19-Aug	Introduction to Mechanisms and Kinematics
26-Aug	Kinematics Fundamentals
2-Sep	Graphical Linkage Analysis
16-Sep	Position and Displacement Analysis
23-Sep	Analytical Linkage Synthesis
30-Sep	Velocity Analysis
7-Oct	Acceleration Analysis
14-Oct	Exam 1
21-Oct	Acceleration Analysis
28-Oct	Cam Design
4-Nov	Gear Trains
11-Nov	Engine Dynamics
18-Nov	Review
25-Nov	No Class (Thanksgiving Break)
2-Dec	Reading Day
7-Dec	Final Exam (8 to 10 AM)

Policies and Procedures:

1. This syllabus is subject to change during the semester with changes to be announced in class and provided on Canvas.
2. This course provides opportunities for students to take advantage of several software packages supported by the department in the classroom or in lab experiments, in simulation studies, homework assignments, or in projects.
3. The classes will be held in person at the scheduled times.
4. Canvas Learning Management System, at <https://canvas.unt.edu/> will be used for posting announcements, course-related materials, assignments, and grades. Students are encouraged to check the course website often.
5. Grades are based in part on the student's ability to communicate. You must present your work in a well-organized and well-articulated manner with appropriate depth.
6. Requests for the review of a graded report/assignment must be made within one week (7 calendar days) of the grade announcement. Upon review, the report/assignment score may increase, remain the same, or decrease.
7. Make-up opportunities for knowledge checks and assignments will not be granted unless the student provides official documentation of a university-excused absence as defined by University Policy.
8. If you anticipate an absence that may affect your ability to complete a knowledge check or assignment, you must notify the instructor in advance of the scheduled due date or class session.
9. Approval for make-up work is at the discretion of the instructor and will be considered on a case-by-case basis. Failure to communicate in a timely manner or to provide appropriate documentation may result in a grade of zero for the missed work.
10. An "I" (incomplete) grade is given only for extenuating circumstances and in accordance with University and Departmental Policies.
11. The instructor reserves the right to change the grade distribution at the end of the semester. If any changes occur, the changes will be less stringent than the distribution above.
12. Technical Assistance. Working in an 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 technical issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<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>)

13. Rules of Engagement.

The Rules of Engagement establish expectations for professional, respectful, and inclusive interactions among students and between students and the instructor—both in-person and in online environments.

The following guidelines apply to all forms of communication in this course:

- a) **Respect and Inclusion:** While freedom of expression is a fundamental right, any form of communication that includes discriminatory, derogatory, or demeaning language—whether

based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other characteristic protected by law—will not be tolerated.

- b) **Professional Courtesy:** Always communicate respectfully with your instructor and classmates, whether in class discussions, emails, or online forums, especially when perspectives differ.
- c) **Names and Pronouns:** Make every effort to correctly use your instructor's and classmates' preferred names and pronouns. Doing so demonstrates respect and professionalism.
- d) **Personal Perspective:** Share your own experiences and viewpoints using “I” statements. Avoid generalizing or speaking on behalf of others.
- e) **Constructive Dialogue:** Use critical thinking to engage with and challenge ideas—never individuals. Focus on the topic, not the person.
- f) **Digital Communication Etiquette:**
 - i. Avoid using all capital letters, which may be interpreted as shouting.
 - ii. Be mindful of tone; sarcasm or humor can be easily misunderstood in written form.
 - iii. Refrain from using informal “text-talk” unless your instructor has explicitly allowed it.
 - iv. Proofread messages and verify the accuracy of information and sources before sharing.
 - v. Remember that digital content is often permanent—think carefully before posting or sending.
- g) **Email Policy:** All course-related emails must be sent from your official UNT email account. Emails from external domains (e.g., Gmail, Yahoo) may not receive a response.
- h) **Classroom Conduct:** Cell phones must be silenced during class sessions. Please avoid using your phone unless it is for an urgent or emergency matter.
- i) For additional best practices and tips on effective communication, please review the UNT Online Communication Guidelines.(<https://clear.unt.edu/online-communication-tips>).

14. **Academic Integrity Standards and Sanction for Violations:** 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. Any violation of academic honesty in an exam or assignment will result in a grade of zero and a report to <https://facultysuccess.unt.edu/academic-integrity>.

15. **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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct .

16. Exam Protocol:

To uphold academic integrity and provide a consistent, fair testing environment, the following policies will be strictly enforced during all examinations:

- **Personal Items:** All electronic devices (including cell phones and laptops), books, class notes, and personal belongings must be placed on the floor along the perimeter of the room (front, back, or side). These items **must not** be kept in your pockets or on your person during the exam. It is strongly recommended that you avoid bringing unnecessary items on exam day. Use of a cell phone during an exam will result in an automatic zero.
- **Seating Assignments:** A seating chart may be created, and the instructor reserves the right to assign seats prior to the start of the exam.
- **Restroom Policy:** Students are not permitted to leave the room during an exam for any reason, including bathroom breaks. Please use the restroom before the exam begins. Once a student leaves the room, their exam will be collected and considered complete.
- **Identification Requirement:** Students must present their official UNT student ID for verification prior to the start of the exam.
- **Arrival and Setup:** Students should arrive early to properly store their belongings, locate their assigned seat, and prepare for the exam.
- **Exam Materials:**
 - Unless otherwise announced, all exams are **closed book and closed notes**; no reference materials are allowed at your desk.
 - **At the instructor's discretion**, some exams may be designated as **open-portfolio**, in which case students are permitted to use their organized and up-to-date course portfolios during the exam. Students will be notified in advance if an exam is open-portfolio.
 - Calculators may be used, but cell phones or other multifunctional devices are not permitted as substitutes.
 - Scratch paper will be provided as needed.
 - A formula sheet may be included with the exam, where applicable.
- **Exam Overview:** The instructor may briefly review the exam format or instructions before it begins. Questions about exam content will not be answered once the exam is in progress.
- **Academic Integrity:**
 - Talking, sharing materials, looking at another student's exam, or any form of communication is strictly prohibited during the exam.
 - Any suspicious behavior will be noted and may result in disciplinary action under university academic integrity policies. The testing environment may be video recorded.
- **During and After the Exam:**
 - Students who complete the exam early must remain seated and silent until the entire testing session ends.
 - All exams will be collected at the same time; no early submissions or departures will be permitted unless approved by the instructor.
- **Exam Return and Recordkeeping:**
 - Graded exams will be returned during class within 7 calendar days, typically in the next scheduled session.
 - Exams will **not** be distributed outside of class.
 - All graded exams must be retained in the student's official course portfolio (binder).

- A scanned copy of each graded exam must be uploaded to Canvas within three (3) calendar days of return.

17. **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 your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/.

18. **ADA Statement:** UNT makes reasonable academic accommodations 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 at disability.unt.edu.

19. **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.

20. **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 records; however, information about students' 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.

21. **Student Perceptions of Teaching Effectiveness (SPOT):** 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 the final weeks of the 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 at www.spot.unt.edu or email spot@unt.edu. Students are highly encouraged to participate in the SPOT evaluation. It helps the instructors tremendously in improving their teaching effectiveness.

22. Academic Support & Student 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-andwellness-center) (<https://studentaffairs.unt.edu/student-health-andwellness-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-wellnesscenter/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellnesscenter/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](#)

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