

**BLAW 3430.401 (12598)**  
**Legal and Ethical Environment of Business**

Fall 2025  
(August 18, 2025 – October 10, 2025)  
Online Asynchronous

**Instructor Contact Information**

**Name:** Richard Fair, M.A., J.D.

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Please contact me through the Canvas Inbox tab.

**Pronouns:** He/Him

**Office Location:** Off-Campus

**Office Hours:** TH 4:00 PM to 5:00 PM via Zoom. This course is online and asynchronous, meaning there is no set time during which we are all set to meet either virtually (online) or in person. I am available for individual and small group meetings via Zoom. However, since we do not have a scheduled time for class and everyone has a different schedule, I must rely on you to request meetings via the Canvas Inbox tab (message tool) or via email at least forty-eight (48) hours in advance to schedule a meeting. **If you have any questions regarding a grade or a missing grade, please message the Teaching Assistant in Canvas and copy me.**

**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 this Syllabus.

**Course Description**

Historical, economic, political, and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprise.

**Course Structure**

This asynchronous course will be completed online through this Canvas course shell. Each module is to be completed within a one-week period. The assignments will be completed through Canvas. Most assignments will be open on Monday at 12:00 AM and will close the following Sunday at 11:55 PM. **Please note that late work cannot be accepted.** Once the assignments for the week close, you will be unable to go back and complete them. It is vital that you stay on top of your work as this is a short semester.

## **A Typical Week in this Course**

Each week follows a consistent structure designed to keep you engaged and on track in a compressed 5-week format. At the start of each week, you will be responsible for reviewing assigned readings and e-Textbook materials, supported by a short overview announcement or video from me outlining key concepts. On Wednesday, you will complete a timed reading quiz over the assigned material to reinforce comprehension. On Friday, you will be required to submit a 250-word initial post in the weekly discussion forum where you will apply what you've learned that week to real world scenarios, case studies, and/or personal experiences. On Sunday, you will need to have responded to at least two of your colleagues' discussion board posts with each response post being at least 150-words. You will also be participating in collaborative work via the Group Project Memo Assignment.

The rhythm of reading, assessment, and application in this course is designed to mirror how business and legal professionals constantly integrate doctrine with problem-solving throughout their careers. I strongly encourage you to check Canvas daily and reach out immediately if you have any questions.

## **Course Prerequisites or Other Restrictions**

PSCI 2306 and PSCI 2305, or equivalent.

## **Course Objectives**

The objectives of BLAW 3430 are:

1. Explain the legal environment in which businesses operate;
2. Compare and contrast the business formation options;
3. Describe how contracts are formed and enforced;
4. Identify legal risks encountered by business;
5. Analyze how governmental regulation impacts businesses; and
6. Assess ethical and social responsibility issues facing businesses.

## **Course Materials**

Cheeseman, Henry, BUSINESS LAW, 11th ed., (Pearson 2022)  
ISBN-13: 9780136827993

**[You do not need the MyLab version;** purchase the eText only or print version]  
Supplemental readings, will be provided in Canvas.

## **Communication Expectations**

Please remember to check the announcements daily in Canvas. If you have a personal question, please contact me directly through the Canvas Inbox tab. All communications must comply with the course Netiquette policy posted in the Course Shell. I do not respond to messages that do not comply with the Netiquette policy, or are otherwise inappropriate. Additionally online communication tips can be found at – <https://clear.unt.edu/online-communication-tips>

## Teaching Philosophy

My goal is to assist you in increasing your knowledge and skill levels so that you can apply what you learn in this course to your professional work. I will act as a teacher to facilitate the assimilation of concepts and theories, and as a coach for the accommodation learning that occurs when you apply the concepts and theories encountered in this course. Please make sure to manage your time appropriately so that you can complete your coursework on time – this is a skill that is imperative for success in the workplace.

This course uses a Socratic-style approach in discussions. You may be asked to explain concepts, defend positions, apply law to hypothetical scenarios, or apply law to your own personal experiences. The goal is to help you think and communicate like a business professional, not to intimidate.

I recognize this is a fast-paced course, particularly in the Summer, and I strive to be constantly aware of how the class is handling the material. I am always happy to clarify expectations or provide support if you proactively communicate with me. In the business world, open and honest communication is key, and the same applies here in this class.

## Policy on Use of Generative AI

In this course, you are welcome to use AI models (ChatGPT, GPT, Stable Diffusion, Midjourney, DALL-E, Gemini, CoPilot, Claude, Grok, and any derivatives) except that **the use of generative AI models are not permitted and strictly prohibited for any exams**. Please note, at the time of the publication of this syllabus, all large language models (LLMs) have a tendency to produce inaccurate or incomplete outputs; dispense incorrect facts and fake citations; and image generation models tend to not produce complete images with text and often produce highly offensive work product. If you choose to use generative AI in this course, you will remain responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit, regardless of whether it originates from you directly or generative AI. If you choose to use generative AI, for any reason whatsoever, you must expressly identify and acknowledge generative AI's contribution — you will be penalized for using generative AI without affirmative acknowledgment.

## Course Technology and Skills

In order to use Canvas, please make sure you have the following installed on your computer:  
<https://clear.unt.edu/supported-technologies/canvas/requirements>

The AACSB quiz requires the use of **Respondus Lockdown Browser and Monitor**. Therefore, you need to download Lockdown Browser software here (download the Student Version)  
<https://clear.unt.edu/supported-technologies/respondus-lockdown-browser>

Please note that neither the TA or I have any control over technology issues you may encounter with UNT, Canvas, your internet service provider, or your personal device. Please work with the UNT Student Help Desk and document anything they advise you. As a first step, please click on

“Help” in the left column of the course shell, “Student Help Desk,” and then, “Live Chat.” Save a copy of your Life Chat to your device for proof that you attempted to obtain help with your problem through the University. After you have attempted to get assistance, please contact either the TA or me with the issue. **Please note that because late work is not accepted**, you should make sure to complete your work well in advance of the due date to allow for technological issues.

**UIT Help Desk:** <https://www.unt.edu/helpdesk/index.htm>

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

Minimum technology requirements:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements

### **Computer Skill and Digital Literacy**

List of course-specific technical skills learners must have to succeed in this course, such as:

- Using Canvas;
- Using email with attachments;
- Downloading and installing software;
- Using spreadsheet programs; and
- Using presentation and graphics programs.

### **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-related issues.

**UIT Help Desk:** <https://www.unt.edu/helpdesk/index.htm>

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** (940) 565-2324

**In-Person:** Sage Hall, Room 130

**Walk-In Availability:** 8:00 AM to 9:00 PM

**Laptop Checkout:** 8:00 AM to 7:00 PM

**Telephone Availability:**

- Sunday: 12:00 PM to 12:00 AM
- Monday through Thursday: 8:00 AM to 12:00 AM

- Friday: 8:00 AM to 8:00 PM
- Saturday: 9:00 AM to 5:00 PM

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

### **Hours of Operation:**

Sunday: 12:00 PM to 12:00 AM EST  
Monday through Thursday: 24 hours  
Friday: 12:00 AM to 9:00 PM EST  
Saturday: 10:00 AM to 8:00 PM EST

**Phone:** (800) 331-5094

**Online:** [Submit a Support Request](#)

**Chat:** [Chat with a Representative](#)

### **Rules of Engagement**

Rules of Engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication utilizes cruel and derogatory language on the basis 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, state, or local law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps when communicating online, as this may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts, as tone can be difficult to interpret online.
- Avoid using “text-talk” or “text-speak” unless permitted by your instructor.
- Always proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type, and always review your posts before clicking “submit.”

See more information on Engagement Guidelines at <https://clear.unt.edu/online-communication-tips>

Please also review the Netiquette policy in the Canvas course shell.

### Course Requirements

Discussion Forums	20%
Weekly Quizzes	15%
Group Project Memo	25%
Mid-Term Exam	20%
Final Exam	20%

### The following grading scale will be used:

90 to 100%	A
80 to 89.99%	B
70 to 79.99%	C
60 to 69.99%	D
Below 60%	F

**Extra Credit – AACSB Quiz in Canvas (there are two quizzes worth 5 points each; a total potential of 10 points can be added to your final grade (equal to 1 percentage point on your final grade))**

### Exams

Exams in this course can be a potential combination of true/false, multiple-choice, or essay questions. All essay questions will require the use of IRAC to fully answer questions – please see the handout in Module One. The Final Exam is NOT cumulative. Exams will largely consist of fact patterns and scenarios discussed in the readings. Each exam will be graded on a curve – the raw exam scores will be adjusted to a class mean of 78%. This adjustment is applied to normalize exam difficulty and ensure consistency of grading outcomes across sections and semesters. This curve applies only to the Mid-Term and Final Exam and will not be applied to any other course component.

The Mid-Term and Final Exam will be administered via the Lockdown Browser. The use of Generative AI for the purpose of assistance on the exams is strictly prohibited. You may use one (1) 4x6 notecard with handwritten notes for the exam. When entering the Lockdown Browser, please show your notecard (both sides) on screen.

Makeup exams for the Mid-Term are not permitted under any circumstances. This policy exists to promote exam security by preserving the integrity of the exams for all students. If you miss the Mid-Term, the percentage of your final grade allocated to the Final Exam will increase by the percentage of the missing Mid-Term. For instance, if you miss the Mid-Term (20%), then your Final Exam will be worth 40% (20% + 20%).

### Contract Negotiation Project

Students in the course will participate in a Group Project Memo Assignment designed to apply principles of torts, agency theory, employment law, and contract law to a real-world scenario. This project is structured to mirror how business owners and risk managers analyze events that may lead to liability and implement remedial risk management planning.

Students will be divided into small groups of four to five. Each group should create a shared document (Google Docs, Microsoft Word, etc.) and make a single submission of a Word document (.docx) no later than Thursday, October 9 by 12:00 PM CST.

Please see Module One for more detailed information about the Group Project Memo.

### Course Schedule

Week	Date	Topic(s)	Reading	Homework
1	August 18 to August 24	Intro to the Legal System; Jurisdiction; Standing; ADR	Chapters 1, 2, and 3	Weekly Quiz due on Wednesday 08/20 @ 11:59 PM  Discussion Forum (Original Post) Due on Friday 08/22 @ 11:55 PM  Responses to Classmates Due on Sunday 08/24 @ 11:59 PM  AACSB Quiz #1 in Canvas (Extra Credit) Due on 08/24 @ 11:59 PM

2	August 25 to August 31	<p>Ethics</p> <p>Contracts I: Meeting of the Minds, Offer, and Acceptance;</p> <p>Contracts II: Consideration</p>	<p>Chapter 42</p> <p>Chapters 10 and 11</p>	<p>Weekly Quiz due on Wednesday 08/27 @ 11:59 PM</p> <p>Discussion Forum (Original Post) Due on Friday 08/29 @ 11:55 PM</p> <p>Responses to Classmates Due on Sunday 08/31 @ 11:59 PM</p>
3	September 1 to September 7	<p>Contracts III: Capacity, Statute of Frauds</p> <p>Contracts IV: Contract Defenses, Performance and Breach</p>	<p>Chapters 12 and 13</p> <p>Chapters 14 and 16</p>	<p>Weekly Quiz due on Wednesday 09/03 @ 11:59 PM</p> <p>Discussion Forum (Original Post) Due on Friday 09/05 @ 11:55 PM</p> <p>Responses to Classmates Due on Sunday 09/07 @ 11:59 PM</p>

4	September 8 to September 14	Constitutional Law  <b>Mid-Term Exam</b>	Chapter 4	<p>Weekly Quiz due on Wednesday 09/10 @ 11:59 PM</p> <p>Discussion Forum (Original Post) Due on Friday 09/12 @ 11:55 PM</p> <p>Responses to Classmates Due on Sunday 09/14 @ 11:59 PM</p> <p>Mid-Term Exam due on Sunday 09/14 @11:59 PM</p>
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5	September 15 to September 21	Agency Law	Chapters 29 and 30	<p>Weekly Quiz due on Wednesday 09/17 @ 11:59 PM</p> <p>Discussion Forum (Original Post) Due on Friday 09/19 @ 11:55 PM</p> <p>Responses to Classmates Due on Sunday 09/21 @ 11:59 PM</p>
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6	September 22 to September 28	Employment and Labor Law	Chapters 31 and 32	<p>Weekly Quiz due on Wednesday 09/24 @ 11:59 PM</p> <p>Discussion Forum (Original Post) Due on Friday 09/26 @ 11:55 PM</p> <p>Responses to Classmates Due on Sunday 09/28 @ 11:59 PM</p>
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7	September 29 to October 5	Torts (Intentional Torts, Negligence, Premises Liability, and Strict Liability)	Chapters 5 and 6	<p>Weekly Quiz due on Wednesday 10/01 @ 11:59 PM</p> <p>Discussion Forum (Original Post) Due on Friday 10/03 @ 11:55 PM</p> <p>Responses to Classmates Due on Sunday 10/05 @ 11:59 PM</p>
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8	October 6 to October 10	Group Memo Project and Final Exam Due	None	<p>Group Memo Project due on Wednesday, October 8 by 12:00 PM CST</p> <p>Final Exam due on Thursday, October 9 by 11:59 PM CST</p> <p>AACSB Quiz #2 in Canvas (Extra Credit) Due on Thursday, October 9 by 11:59 PM CST</p>
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**Course Policies**

***Assignment Policies***

Assignments may be subject to Turnitin and/or third-party services. See Canvas course shell for more information.

Please be advised that technology issues do not alter due dates. Contact the UNT help desk immediately with issues. As the UNT help desk may not be open on weekends, it is highly advised to complete your work by Friday at 6:00 PM each week. In short, please do not wait until the last minute to complete work. Students should immediately contact the UNT Student Help Desk at [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or (940) 565-2324 and obtain a ticket number. Please save all correspondence.

### ***Late Work***

Please be advised that late work will not be accepted in this course.

### ***Attendance Policy***

This is an asynchronous course, which means that you are responsible for keeping up with the work in accordance with due dates given. There are no required Zoom sessions.

### ***Syllabus Amendment Policy***

Please read the announcements on Canvas daily. Any changes to the Syllabus will be issued via announcement on Canvas.

## **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.

### ***G. Brint Ryan College of Business Academic Integrity Policy***

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if

properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote. Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to University of North Texas | 17 respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

### ***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 at <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 and 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.

### ***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. An announcement will be provided in the course when SPOT evaluations become available.

### ***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. To learn more, visit UNT's Code of Student Conduct at <https://deanofstudents.unt.edu/conduct>. Please note that inappropriate, rude, or other communications that violate the Netiquette Policy will not be answered.

### ***Access to Information – Eagle Connect***

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://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 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](mailto: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](mailto: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](mailto: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](mailto:oeo@unt.edu) or at (940) 565-2759.

### ***Important Notice for F-1 Students Taking Distance Education Courses***

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 F-1 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](mailto: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 at <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 only used 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; and
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

### ***Transmission and Recording of Student Images in Electronically-Delivered Courses***

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 record for future classes in accordance with the Use of Student Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of the records 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.

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 and Student Services**

#### ***Mental Health***

UNT provides mental health resources to students to help ensure that 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 and mental well-being:

- Student Health and Wellness Center - <https://studentaffairs.unt.edu/student-health-and-wellnesscenter>
- Counseling and Testing Services - <https://studentaffairs.unt.edu/counseling-and-testing-services>
- UNT Care Team – <https://studentaffairs.unt.edu/care>
- UNT Psychiatric Services – <https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>
- 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.

#### ***Pronouns***

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and

in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account, so that they follow your name when posing to discussion boards, submitting assignments, etc.

***Additional Student Support Services***

- Registrar – <https://registrar.unt.edu/registration>
- Financial Aid – <https://financialaid.unt.edu>
- Student Legal Services – <https://studentaffairs.unt.edu/student-legal-services>
- Career Center – <https://studentaffairs.unt.edu/career-center>
- Multicultural Center – <https://edo.unt.edu/multicultural-center>
- Counseling and Testing Services – <https://studentaffairs.unt.edu/counseling-and-testing-services>
- Pride Alliance – <https://edo.unt.edu/pridealliance>
- UNT Food Pantry – <https://deanofstudents.unt.edu/resources/food-pantry>

***Academic Support Services***

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