



Syllabus

EDLE 5400 Management of School Resources

Spring 2021 8w2 — March 8, 2021 to April 30, 2021

MATERIALS – TEXTBOOK, READINGS, AND SUPPLEMENTS

Sorenson, R. & Goldsmith, L. (2018). *The Principal's Guide to School Budgeting*, (3rd Ed.), Thousand Oaks: Corwin/Sage.

American Psychological Association, (2019). *Publication manual of the American Psychological Association*, 7th ed. Washington, DC: Author.

COURSE DESCRIPTION

This course is intended to be an introductory level course in the planning and management of school resources with particular applications to the State of Texas. The course is designed to prepare building level administrators to understand the issues influencing the planning and management of personnel, financial, and capital resources at the site level.

Changes to the syllabus may be necessary at times. Communication of any changes will be made through course Announcements or UNT email.

COURSE PREREQUISITES

This course has no prerequisites.

COURSE LEARNING OBJECTIVES

After completing this course, you will be able to apply your knowledge and skills to these topics:

- The status of the public schools in regard to general data concerning school finance
 - How schools are financed in Texas
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- Coding practices in the public schools, budgeting models, budget decision making, and economizing in the schools
- Public school budgetary processes and accounting procedures with emphasis on Texas, and acquainting with the advantages and disadvantages of various purchasing procedures
- Establishing education policy in the party platforms of the two major political parties
- Review implications for understanding 'human capital' in an education setting
- Proving a framework for planning school personnel needs, including attendance projections and hiring processes, including recruitment, interviewing, induction, orientation, and retention of teachers

COURSE ASSESSMENT SCALE

A = 90 - 100%
650-585 points

B = 80 - 89%
584-520 points

C = 70 - 79%
519-455 points

F = 69% or below
454 points or less

ACTIVITIES	POINTS
Weekly Assignments (6 @ 25 points)	150
Weekly Discussions (10 @ 20 points)	200
Budget Simulation Check-In Week 3	25
Human Capital Paper Check-In Week 4	25
Human Capital Paper (Due in Week 8)	50
Texas School Finance 101 Quiz	50
Budget Simulation Presentation	150
Total Possible Points	650

INSTRUCTIONAL METHODS

This fully online course is organized with Weekly Modules that will guide you through the course. You can submit questions to me via email using the course *Inbox*, and I will offer office hours to you by appointment. See the *Read the Syllabus* page in the *Required Readings* pages of the Week 1 module. Course materials include readings from your text book, articles, journal articles, and a variety of online sources. Assignments include individual assignments or peer-review assignments. Discussions are asynchronous and are assigned for each of the eight weeks.

COURSE REQUIREMENTS

See the list of assignments below that will be due during the course. Some of the assignments are time consuming, and you will need to start on these assignments earlier than the week they are due. Weeks begin on Monday mornings, and weekly assignments are due at the end of the

week, which is Sunday at 11:59 pm Central Time. Assignments are posted in the Weekly Modules or can also be found by clicking the *Assignments* link on the course menu in the course. Discussions are graded weekly at the end of the week. You will submit all course assignments and assessments for grading online within the course.

Complete details on assignments can be found using the *Assignment* link available on the course menu to the left of this main content area of your course browser window.

1. **Required Readings**

Readings can be found online in each of the weekly modules of the course or in your textbook.

2. **Cash Management Report**

You will investigate the cash management process at your school or instruction site.
Week 1

3. **Weekly Assignments**

You will have six weekly assignments (two in Week 2) related to current topics in school finance and campus level issues in budgeting. Weeks 1-5

4. **Weekly Discussions**

You will have eight weekly discussions related to current topics in school finance and campus level issues in budgeting.

5. **Human Capital Issues Paper**

You will prepare a research paper based on a library search of topics found in the assignment. Use current journal articles or comprehensive reference materials to develop your paper. References and citations will be in APA format, 7th Edition. Papers will be approximately five pages and include a cover page and reference page. The paper is due in Week 8 with a check-in assignment due in Week 4

6. **Major Project: Budget Simulation**

You will use or create a Mission and Vision for your campus; a campus needs survey; a campus plan; a campus budget; a budget addendum with possible grant funding sources; and a PowerPoint presentation of your work with references in APA format, 7th Edition. The project will be due in Week 7 with a check-in assignment due in Week 3.

7. **Texas School Finance 101 Assignment**

This assignment consists of a series of questions in a variety of formats; true/false, multiple choice, short answer, and scenario style questions. You may use any resource provided in this course, including notes, articles, electronic resources, and PowerPoints. ***This is an individual assignment. Please do not collaborate with others.*** Week 5

Performance Assessment

- Performance on major tests (final)
- Major project
- Participation in classroom discussions
- Various weekly assignments

COMMUNICATIONS

***IMPORTANT:** It is important that you communicate with me if you have an emergency that keeps you from participating in class discussions, assignments, and projects, or meeting due dates

- For all course-related questions, please read this syllabus carefully before seeking assistance.
- For assignment clarification questions, see the link on the course Home page for the *Ask Questions Here* discussion
- Use the *Inbox* tool from the global menu on the far left for all private communications with me or the Teaching Assistant.

Announcements

Please check the course Announcements at the top of the course *Home* page each day for updated information and changes.

COURSE EVALUATION: SPOT

The Student Perceptions of Teaching (SPOT) is expected for all organized classes at UNT. This brief online survey will be emailed to you near the end of the term, providing you a chance to comment on how this class is taught. Please respond when you receive it. I am very interested in the feedback I receive from students, as I work to continually improve my teaching and online course design. ***IMPORTANT:** I consider the SPOT to be an important part of your participation in this class. The message will come through your UNT EagleConnect mail account. I also post the link in an Announcement.

COURSE SCHEDULE

Week	Topic	Assignments and Tests (Due each week by Sunday 11:59 pm) Central time	Discussions (First post due each week by Wednesday 11:59 pm) Central Time	The Principal's Guide to School Budgeting (Textbook)
1	Introduction and History of School Finance in Texas	Weekly Assignment	Introduction Discussion Weekly Discussion (first post due by Friday , 11:59 pm this week only)	
2	The Budget-Vision Relationship and the National and State Standards	Two (2) Weekly Assignments	Weekly Discussion	Chapter 1 pp 3-44
3	Culture, Data, Conflict Resolution and Celebrating Success	Weekly Assignment Budget Simulation Project Check-In	Weekly Discussion	Chapter 2 pp 47-82

4	Model for Integrating Vision, Planning, and Budgeting	Weekly Assignment Human Capital Issues Paper Check-In	Weekly Discussion	Chapter 3 pp 83-111
5	Understanding the Budgeting Process	Weekly Assignment School Finance 101 Due	Weekly Discussion	Chapter 4 pp 115-157
6	Effective, Efficient, and Essential Budgeting Practices	work on upcoming assignments	Weekly Discussion	Chapter 5 pp 159-216
7	Building the School Budget	Budget Simulation Project Due Sunday 11:59 pm	Weekly Discussion	Chapter 6 pp 219-286
8	Personnel Issues in the Budgeting Process	Human Capital Issues Paper Due Friday 11:59 pm	Discussion 1: Budget Simulation Presentation Due Monday 11:59 pm Discussion 2: Teacher Recruitment and Retention Due Wednesday 11:59 pm	

TECHNICAL INFO AND OTHER SUPPORT SERVICES

Access and Log in Information

This course is facilitated utilizing the University of North Texas' Learning Management System, Canvas. To get started with the course, please go to [Canvas](#). 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 the [UNT System Account Management System \(AMS\) site](#).

Minimum Technology Requirements

Reliable internet access
Canvas-supported computer system
Canvas-supported browser

Minimum Technical Skills Requirements

- Navigating and using Canvas basic tools such as posting and replying to discussions, submitting assignments, viewing grades (see informational links below and on the course *Home* page when you enter the course)
- Reading and sending UNT EagleConnect email via the Canvas *Inbox*
- Saving files in DOC and PDF formats
- Copying and pasting text
- Participating in live-meeting applications such as Zoom your instructor may request

Canvas Information

[Canvas student guide](#) featuring text and video instructions for look-up or learning Technical requirements and information on [browser compatibility, mobile app resources, and mobile device compatibility](#).

Student Technical Support

- [Search the Canvas Guides](#)
Find answers to common questions
- [Student Helpdesk](#)
Submit a ticket to the UIT Helpdesk.
- [Online Student Resources](#)
- [Ask Your Instructor a Question](#)
Questions are submitted to your instructor
- [UNT Library](#)
For library assistance, use the library [Ask Us](#) feature.

UNT Student Helpdesk

Make a note of this information now in case of a situation where you can't login to the course.

Email: helpdesk@unt.edu
Phone: 940.565.2324
Site: [UIT Help desk](#)
Help: [Submit a Help Request](#)
Chat: [UIT Help Desk Live Chat](#)

Support Hours

Monday-Thursday	8 am-9 pm
Friday	8 am-5 pm
Saturday/Sunday	11 am-3 pm

Technical Emergencies and Advice for Taking Online Exams and Quizzes

- Avoid using a wireless connection for exams unless you're certain of its reliability.
- When at all possible, compose text offline and copy/paste your answer into the quiz. Canvas will save your exam after each answer.
- ***Please note:** Should you encounter technical problems affecting your ability to access or complete a task, immediately contact the [UIT Helpdesk](#) for assistance so they can document the issue with a helpdesk ticket number.
- If the UIT Helpdesk cannot resolve the problem, they will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
- If UIT staff is unavailable, [Report an Issue](#) online.

Additional Support Resources

- [Graduate Student Support Services](#) of the Toulouse Graduate School
- CLEAR [Online Student Resources](#)
- UNT [UIT Helpdesk](#)
- Change or update your [AMS](#) password
- UNT Library: Retrieve articles from UNT's [electronic library resources](#).

Technical Emergencies and Advice for Taking Online Exams and Quizzes

- Avoid using a wireless connection for exams unless you're certain of its reliability.
- Take exams using a supported web browser on a desktop or laptop rather than using an iPad. If using an iPad, we recommend the Chrome browser.
- When at all possible, compose text offline and copy/paste your answer into the quiz. Canvas will save your exam after each answer.
- Should you encounter **technical problems affecting your ability to access or complete a task**, immediately contact the [UIT Helpdesk](#) for assistance so they can document the issue with a helpdesk ticket number.

- If the UIT Helpdesk cannot resolve the problem, they will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
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Additional Support Resources

- [Graduate Student Support Services](#) of the Toulouse Graduate School
- CLEAR [Online Student Resources](#)
- UNT [UIT Helpdesk](#)
- Change or update your [AMS](#) password
- [UNT Portal](#)

UNT Library Information

[On and Off-Campus Users](#)

Retrieve articles from UNT's [electronic library resources](#). For additional assistance, please contact our College of Education librarian, Jo Monahan at Jo.Monahan@unt.edu or 940.565.3955.

ADVISING INFORMATION

Educational Leadership Master's Degree, Principal as Instructional Leader Certification, and Texas Examination of Educator Standards (TExES)

Please read the two opening pages of Week 1 on *Advising* and *Testing Requirements* that follow the *Meet Your Instructor* page. These pages have important information and deadlines that will help you as you complete degree and certification requirements.

Degree/Certification Plan

If you have not already submitted a degree/certification plan, submit that right away. You are required to submit that within your first class, and you have to have it on file before you can take the TExES exam, do the Internship, or graduate. Fill out the top part of the plan.

Do not fill in the courses you have taken or plan to take. We will fill those in as you complete the courses. At the very top of the plan, check off Principal as Instructional Leader Certification (see requirements below for Certification), Master's Degree, or both. Send the plan to Marilyn.deuble@unt.edu.

If you already have a master's degree and are just getting principal certification, you will need to take six regular courses and one full semester internship, for a total of seven classes. To discuss the classes you need to take, contact your advisor at linda.stromberg@unt.edu or our Student Services Coordinator, Marilyn.deuble@unt.edu.

Principal as Instructional Leader Certification

The requirements for certification are as follows:

- Master's degree
- Completion of a full-semester internship in an accredited PreK-12 Texas school under the supervision of an administrator with a Principal's Certificate.
- Standard Teaching Certificate

- At least two years of experience as the teacher of record in an accredited PreK-12 school (substitute teaching, student teaching, or university teaching will not count for this requirement).
- Passing score on the TExES 268 Exam.
- Passing Score on the three tasks of the Performance Assessment for School Leaders (PASL).

See the [TExES](#) site, where you can learn about the TExES 268 for Principal as Instructional Leader certification.

See the [ETS PASL overview](#) site for information about the PASL.

Graduation

Deadlines for application to graduate are very early each semester. It is your responsibility to apply for graduation. You have to apply even if there is no ceremony or if you are not going to attend the ceremony. The deadline to apply for May was March 5; so, you have already missed the deadline. You can find the application by going to the [Toulouse Graduate School site](#) and clicking [Apply to Graduate](#). You can also find contact information on this page and, if you have missed the deadline and want to apply, contact the graduate school immediately.

See the information above about submitting a degree plan. If you are ready to graduate and have not submitted a degree plan, you could be delaying your graduation. Remember that you must have at least a 3.0 to graduate. In addition, if you have any courses with grades of D or F, you will have to retake those courses and earn a passing grade.

You can graduate once you have completed the 10 courses for the Master's degree. You can do the internship during your master's or after you have graduated.

Principal Internship

For the Texas Principal as Instructional Leader Certificate, you will need to do a one semester Principal Internship, EDLE 5500, at the end of your Master's classes. You must apply in advance. The due dates to apply are **October 1 for spring and March 1 for fall**. You have already missed the deadline for fall, but, if you wish to do the Internship in the fall, we can accept some late applications. Send in your application immediately. The internship is a three-hour class, with tuition.

If you graduate with your degree before the Internship, you become a certification-only student, and you are not eligible for financial aid. However, UNT has a Graduate Academic Certificate Program you can apply for that can make you eligible for financial aid during the Internship. Contact marilyn.deuble@unt.edu to learn about that. However, as with all financial aid, you have to be enrolled in two classes, and, most of the time, you only have the internship left to finish your certification. You can take an extra class, but the internship is very time-consuming, especially with the PASL requirements.

You can read about the Internship and get a blank Internship application by looking on the *Advising* page of the *Start Here* module or by looking in our *Educational Leadership Handbook*. Send your internship application to Marilyn.deuble@unt.edu.



The Educator as Agent of Engaged Learning

Improving the quality of education in Texas schools and elsewhere is the goal of programs for the education of educators at the University of North Texas. To achieve this goal, programs leading to teacher certification and advanced programs for educators at the University of North Texas 1) emphasize content, curricular, and pedagogical knowledge acquired through research and informed practice of the academic disciplines, 2) incorporate the Texas Teacher Proficiencies for learner centered education, 3) feature collaboration across the university and with schools and other agencies in the design and delivery of programs, and 4) respond to the rapid demographic, social, and technological change in the United States and the world.

The educator as agent of engaged learning summarizes the conceptual framework for UNT's basic and advanced programs. This phrase reflects the directed action that arises from simultaneous commitment to academic knowledge bases and to learner centered practice. "Engaged learning" signifies the deep interaction with worthwhile and appropriate content that occurs for each student in the classrooms of caring and competent educators. "Engaged learning" features the on-going interchange between teacher and student about knowledge and between school and community about what is worth knowing. This conceptual framework recognizes the relationship between UNT and the larger community in promoting the commitment of a diverse citizenry to life-long learning. In our work of developing educators as agents of engaged learning, we value the contributions of professional development schools and other partners and seek collaborations, which advance active, meaningful, and continuous learning.

Seeing the engaged learner at the heart of a community that includes educators in various roles, we have chosen to describe each program of educator preparation at UNT with reference to the following key concepts, which are briefly defined below.

1. **Content and curricular knowledge** refer to the grounding of the educator in content knowledge and knowledge construction and in making meaningful to learners the content of the PreK-16 curriculum.
2. **Knowledge of teaching and assessment** refers to the ability of the educator to plan, implement, and assess instruction in ways that consistently engage learners or, in advanced programs, to provide leadership for development of programs that promote engagement of learners.
3. **Promotion of equity for all learners** refers to the skills and attitudes that enable the educator to advocate for all students within the framework of the school program.
4. **Encouragement of diversity** refers to the ability of the educator to appreciate and affirm formally and informally the various cultural heritages, unique endowments,

learning styles, interests, and needs of learners.

5. **Professional communication** refers to effective interpersonal and professional oral and written communication that includes appropriate applications of information technology.
6. **Engaged professional learning** refers to the educator's commitment to ethical practice and to continued learning and professional development.

Through the experiences required in each UNT program of study, we expect that basic and advanced students will acquire the knowledge, skills, and dispositions appropriate to the educational role for which they are preparing or in which they are developing expertise.

A broad community stands behind and accepts responsibility for every engaged learner. UNT supports the work of PreK-16 communities through basic and advanced programs for professional educators and by promoting public understanding of issues in education.

UNT AND DEPARTMENT POLICIES

Ethical Behavior and Code of Ethics

The Teacher Education & Administration Department expects students to abide by the Code of Ethics and Standard Practices for Texas Educators and as addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Submitting Work

You must submit all assignments via Canvas. Assignments posted after the deadline are late, and points will be deducted from the grade.

Grading and Grade Reporting

Grading rubrics for all assignments can be found in the Canvas course at the bottom of each assignment. Students are encouraged to review the grading rubrics to guide them in successfully completing all assignments. (Not applicable to the internship class.)

Writing Policy

Teachers and Principals are judged on the accuracy of everything they write, whether it is a letter to parents, an email to a colleague, or a worksheet for students. Your written products – including, but not limited to, papers, lesson plans, and emails – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all assignments will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. The [UNT Writing Lab](#) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call 940-565-2563

Foliotek e-Portfolio

Foliotek is a software data management system (DMS) used in the assessment of your knowledge, skills, and dispositions relevant to program standards and objectives. You will be required to use your Foliotek account for some of your Educational Leadership courses, especially EDE 5500, Internship, in order to upload course assignments and other electronic material as required. You can find registration codes and tutorials on the [Foliotek site](#).

Collection of Student Work

In order to monitor students' achievement, improve instructional programs, and publish research findings, the Department of Teacher Education and Administration collects anonymous student work samples, student demographic information, test scores, and GPAs to be analyzed by internal and external reviewers.

Academic Integrity Policy

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

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](#).

Disabilities Accommodation

"The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class." Contact the Department of Teacher Education & Administration for the compliance officer and contact person.

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, investigates it, and takes remedial action when appropriate.

Emergency Notification and Procedures

UNT uses a system called Eagle Alert to notify students with critical information in the event of an emergency (e.g., 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 a right to view their individual record.

Information about a 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.

Grade of Incomplete

The only time an instructor in our College can give an incomplete is if a student is passing the course, but has a severe illness/situation during the last third of the course. The student must submit a form requesting an incomplete and provide documentation supporting the need for an Incomplete. Students can get these forms by contacting our Student Services Coordinator, at marilyn.deuble@unt.edu.

Progress in Class/Dropping a Class/Withdrawal

You may add a course or withdraw in accordance with the University's policy currently in effect. If you are having difficulties with assignments or the pace of the class, please keep in touch with your instructor through the course Inbox. If you think you might need to drop the class, be sure you keep track of the last dates you can drop a class. You can find these dates on the [UNT Registrar's site](#). If, by dropping a class, you will not have any classes during an 8-week period, you have to withdraw from the university. You can come back later. To withdraw, you have to contact the Dean of Students, deanofstudents@unt.edu.

APRIL 16 is last day to withdraw from one class or withdraw from all 8 week 2 classes and receive a grade of W. The drop/withdrawal date for full semester classes is earlier. See the calendar on the registrar's website.

If you are dropping a class or withdrawing from all classes, be sure, you do that through the [registrar](#). ***IMPORTANT:** Just telling your instructor or the Educational Leadership office that you are dropping is not sufficient. Also, please be aware that dropping classes may affect financial aid. However, if you are going to drop or withdraw, be sure you do it as soon as you know that is what you plan to do. If you stay on the roll until the end, but have not submitted assignments, your instructor will have to give you a failing grade.

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](#).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) they create 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 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 their 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, they must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings and Student Likenesses

Any synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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 online 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 online 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 online 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 their need to participate in an on-campus experiential component for this course, they 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.

RESOURCES

- [APA Style Guide \(7th Edition\) and Owl at Purdue APA](#)
- [Purdue Online Writing Lab APA Formatting and Style Guide \(7th Edition\)](#)
- [Council of Chief State School Officers \(CCSSO\) Professional Standards for Educational Leaders](#)
- [Texas Association of School Administrators \(TASA\)](#)
- [Texas Education Agency \(TEA\)](#)
- [Texas Principal as Instructional Leader Preparation Manual with Texas Domains and Competencies](#)
- [University of North Texas Library](#)