



Course CJUS 3900.401: Research Methods in CJ
Instructor Dr. Ryan Getty
Term Fall 2025: Aug. 18, 2025 to Dec. 12, 2025
Meetings Online Asynchronous (and no required Zoom sessions)

"Facts are the enemy of truth." Miguel de Cervantes' Don Quixote 1605/1615

Version 1.0: 18 August 2025

STEP 1: Read this syllabus fully, and if you have questions, email me or ask for a private Zoom session. The more time you give me to answer, the better. Items in this syllabus are subject to being changed and quizzable. If it's a more in-depth question, please email me for a Zoom session.

Class meeting: This is an online class. Course expectations and classroom policies are outlined in the syllabus below. While students are expected to complete written assignments, participate in online discussions, and online quizzes, there are no formal on-campus meetings for this course which would require a student to come to campus. Therefore, it is paramount you be able to login to your UNT Canvas account. You may login at: <https://unt.instructure.com/login/ldap> **See below if you have issues with Canvas**

Instructor's Contact Information

Office Phone N/A

Office Location N/A

Email Address ryan.getty@unt.edu

Department Webpage <https://www.unt.edu/academics/undergrad/criminal-justice>

Office Hours

Other Information See below

Office Hours: There are no scheduled in-person office hours for online courses, however, I'm available to schedule virtual (Zoom) meetings. To schedule an appointment, you will need to email me directly at Ryan.Getty@unt.edu. If you have questions or concerns, please send me an email directly.

****Note:** Emails sent after 5pm *or* on the weekends (& holidays) will be answered the following business day. **Do not send messages through Canvas "Inbox."** Please email through the UNT Outlook portal (Eagle Connect) or Outlook in MS Office with the aforementioned email addresses.

Email expectations: When sending an email, please put the COURSE NUMBER (CJUS 3900) in the subject line of the email. ***Only emails sent from your UNT email account (it has to have an unt.edu domain ending) will receive a response – no gmail, ymail, hotmail, etc.*** Please allow 48 hours of turnaround time (weekdays) for your email. Also, to ensure that you receive timely course-related correspondence, make sure

your official email address at UNT is forwarded to your preferred email address. Please give me enough lead time to help you in a timely manner, i.e. no emails a few hours before an assignment is due asking about that assignment. Prepare ahead.

About me

Please see the “About Your Instructor” on the course site.

General Course Information

Pre-requisites, Co-requisites, & other restrictions	You must have completed CJUS 2100 .
Course Description	<p>Research Methods in Criminal Justice examines research methodology in criminal justice. Special emphasis is placed on methods and techniques for conducting research in criminal justice, including the relationship between theory and research, the nature of causation, research designs and techniques, conceptualization and measurement, operationalization, sampling, and ethical issues.</p> <p>This course is primarily designed as an introduction and evaluation of several research methods so that students become more intelligent consumers of research. It is geared toward those who desire a basis for graduate school and/or a foundation of research methods for their chosen occupation. This course covers a wide variety of topics to help illustrate the research process in social sciences and consumer topics.</p>
Learning Outcomes	<p>COURSE OBJECTIVES:</p> <p>At the completion of the course, it is intended that the student be able to skillfully:</p> <ol style="list-style-type: none"> 1. Use research terminology appropriately and apply research-related concepts to the field of Criminal Justice; 2. Distinguish between scientific and non-scientific research given different scenarios; 3. Differentiate between correlation and causation in research; 4. Compare and contrast between probability and non-probability sampling methods given various population scenarios; 5. Identify ethical obstacles and dilemmas encountered in the process of research and debate reasons for ethical research given historical and proposed, contemporary research; 6. Pass the CITI courses at https://www.citiprogram.org

	<ol style="list-style-type: none"> 7. Recognize a wide variety of research techniques and design issues that are relevant to the Criminal Justice field; 8. Defend various ways to gather qualitative and quantitative data to answer different types of research questions; 9. Interpret and critically appraise research literature to develop an ability to critically examine methodologically sound research versus research that has poorly designed methodology; 10. Propose a research outline to include the issues and process of theory construction (both inductive and deductive) to hypothesis testing; and, 11. Construct a quantitative and qualitative survey using skills in questionnaire construction, placement, wording, face-to-face interview protocols, and observation/field notes.
<p>Required Texts & Materials</p>	<p><u>Required:</u></p> <p>Maxfield, M. G., & Babbie, E. R. (2018). <i>Research methods for criminology and criminal justice (8th ed.)</i>. Cengage Learning.</p> <p>ISBN: 9781337091824 (hardcopy)</p> <p>A pic of the correct book is provided on the Canvas site.</p> <p>Note: If you get a different edition (other than the 8th edition hardcopy <i>or</i> the 8th edition electronic edition), you run the risk of missing some material e.g. you may have the wrong answers on quizzes. There is a newer, more expensive edition but it hasn't really changed from the 8th. Prior editions (7th and before) have changed from the 8th.</p> <p><u>This is one of those classes where, if you don't get the text, it is very unlikely you will pass the class. Treat this class like a "foreign language class" because it will seem like one. It's unlikely you will have a prior frame of reference upon which to associate prior learning. Just the new vocabulary is daunting. This is one of the hardest classes to pass because of the content. Please allow for extra study time.</u></p>
<p>Canvas Usage & Suggested Materials</p>	<p>Internet: This class will make use of Canvas for class: quizzes, posting grades, PowerPoint "lectures," etc. This will require you to activate your Canvas account if you have not done so. Odds are, if you are reading this, you are already in Canvas. That, and you should be experienced by now. Nevertheless, Canvas is accessible through:</p>

<https://unt.instructure.com/>

– log in and click on the link to this class (CJUS 3900) in your course list.

If you have difficulty and want help, go to: <https://techsupport.unt.edu/> or call the helpdesk: 940-565-2324

Various resources will be made available via the Canvas website, including:

- Syllabus/Syllabi with version and date
- Quizzes
- Any activities
- Announcements – information related to the class will be posted periodically on the Announcements page – students should check the announcements at least twice a week and have announcements/emails forwarded through Canvas/phone apps.
- Communication Tools – includes email and discussion boards (if applicable)
 - Students should check their email at least twice a week on Canvas as the instructor may communicate to you in this format, especially after a class.
- Grades – grades/scores will **ONLY** be distributed through Canvas. I cannot e-mail or text grades. It is a violation of federal FERPA Law.
- Course Resources – links to various sites that should be helpful.
- **ZOOM**

Important: Minimum technology requirements for this course: a browser that is compatible with Canvas (visit [this link](#) to ensure your browser is suitable) and Microsoft Office Word (or processing software that converts to MS Word). Microsoft Office 365 is available for **free** to all currently-enrolled students. For instructions to download the software, please see [this link](#). Students are expected to know how to access their UNT email, open attachments, and use Microsoft Word (NO Apple Pages! Convert it to MS Word). Students facing IT issues should visit the [IT Helpdesk](#). Students are also expected to have basic digital literacy skills such as using UNT's library website, searching online databases, and properly citing information sources in [APA format](#). Here is a [UNT Library Guide for Criminal Justice students](#) that guides you through how to find research and official sources online.

This is an online course. Students who need to discuss issues with me send an e-mail to the address listed above or contact me for a Zoom session if it's a more involved question. Email is always the best/quickest way to reach me, but if you prefer to talk about the issues you may be having or if you have questions about something we are covering, I can certainly meet with you on Zoom. You must have a myUNT account and password so you can access Canvas and the UNT Library system for course materials and assignments. Students can access Canvas by going directly to Canvas or through myUNT. If students need assistance with navigating tech issues or/and accessing Canvas resources, click here: <https://online.unt.edu/gethelp/> or <https://it.unt.edu/helpdesk>

Assignments & Academic Calendar (MAY BE SUBJECT TO CHANGE)

Date or Week of:	Tentative Course Schedule
08/18	Course Begins
08/18 – 08/24	Cover: Introduction / Class Expectations / the textbook / Syllabus Review / Plagiarism/Cheating / Canvas Info / Explanation of Activities <u>Get your texts and start reading.</u> NOTE: ANY “Practice Quiz” score(s) do NOT count toward a final score/grade!! It is PRACTICE ONLY and very likely none of the questions will relate to this class.
01/18 – 08/24	Get your texts and start reading if you have not already. After reading the announcements, the PowerPoints, and the syllabus, feel free to ask any questions through email or make a Zoom appointment. It's better to ask sooner than later. Take the Practice Quiz. It doesn't count as a score but it will familiarize you with the online quiz format and to check to see if your computer/browsers acting okay just before a quiz. You can take it as many times as you like.
08/29	Last day to drop a class section without a W
08/25 – 08/31	Read Chap 1: Crime, Criminal Justice, and Scientific Inquiry and review the PowerPoint slides
09/01 – 09/7	Read Chap 2: Foundations of Criminal Justice Research and review the PowerPoint slides
09/08 – 09/14	Read Chap 3: Ethics and Criminal Justice Research and review the PowerPoint slides and Quiz 1

09/14	Quiz 1 due before 09/14 at 11:59 PM Central Time An announcement will be made when the quiz opens. The quiz will cover chapters 1 - 3 and any possible material described in the Syllabus, PowerPoints, and readings.
09/15 – 09/21	Read Chap 4: General Issues in Research Design and review the PowerPoint slides
09/22 – 09/28	Read Chap 5: Concepts, Operationalization, and Measurement and review the PowerPoint slides
09/28	Quiz 2 due before 09/28 at 11:59 PM Central Time An announcement will be made when the quiz opens. The quiz will cover chapters 4 – 5 and any possible material described in the Syllabus, PowerPoints, and readings.
09/28	DUE: From Theory to Operationalization paper due online by 11:59 PM Central Time, 09/28
09/29 – 10/05	Read Chap 6: Measuring Crime and review the PowerPoint slides
10/06 – 10/12	Read Chap 7: Experimental and Quasi-Experimental Designs and review the PowerPoint slides
10/12	CITI Certificate due online by 11:59 PM Central Time, 10/12
10/12	Quiz 3 due before 10/12 at 11:59 PM Central Time An announcement will be made when the quiz opens. The quiz will cover chapters 6 – 7 and any possible material described in the Syllabus, PowerPoints, and readings.
10/13 – 10/19	Read Chap 8: Sampling and review the PowerPoint slides
10/19	DUE: Quantitative Survey paper due online by 11:59 PM Central Time, 10/19
10/20 – 10/26	Read Chap 9: Survey Research and review the PowerPoint slides
10/27 – 11/02	Read Chap 10: Qualitative Interviewing and review the PowerPoint slides
11/02	

	Quiz 4 due before 11/02 at 11:59 PM Central Time An announcement will be made when the quiz opens. The quiz will cover chapters 8 – 10 and any possible material described in the Syllabus, PowerPoints, and readings.
11/07	Last day to drop any/all courses with a grade of “W.”
11/03 – 11/09	Read Chap 11: Field Observation and review the PowerPoint slides
11/09	DUE: Qualitative Survey paper due online by 11:59 PM Central Time, 11/09
11/10 – 11/16	Read Chap 12: Agency Records, Content Analysis, and Secondary Data, and review the PowerPoint slides
11/17 – 11/23	Chap 13: Evaluation Research and Problem Analysis and review the PowerPoint slides
11/24 – 11/30	No Class! Thanksgiving Break
12/04	Hypothesis(ses) Testing paper due online by 11:59 PM Central Time, 12/04
12/02 – 12/08	“Final Exam” Final: Due before 12/08 at 11:59 PM Central Time An announcement will be made when the quiz opens. The quiz will cover chapters 11 – 13 (no Chap. 14) and any possible material described in the Syllabus, PowerPoints, and readings.
12/15	Last day for instructor to submit grades to UNT (You should know your final grade on Canvas.)
12/17	Grades/Academic standing posted on official transcript

Course Policies

Grading (credit) / Course Requirements Criteria	<p>Readings</p> <p>Words of wisdom: You could simply skim the readings and “tab off” things to try to pass the quizzes</p>
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or actually, learn and study the content. I cannot make you learn. You get out of the class what you put in. You should be self-motivated and want to learn and – dare I say – enjoy the material. It is up to you.

This required class is historically one of the “hardest” classes, so please take it seriously by allotting more time than usual for reading, studying, and writing. Failing this class would not be fun or financially beneficial, right?

4 Quizzes (4 quizzes x 20 points = 80 points total) (16%)

NOTE: Points are NOT ever percentages or grades until the final point score/grade is computed at the end of the semester. DO NOT, UNDER ANY CIRCUMSTANCES, ATTEMPT TO “CONVERT” POINTS TO PERCENTAGES OR LETTER GRADES FOR ANY OF THE QUIZZES. If you email me with a percentage or a “letter grade” question for any quiz/assignment as opposed to points, I will automatically deduct 4 points and you will likely get a terse response. You have been warned.

As you guess, I’ve had way too many students inquire about percentages/grades for quizzes/assignments even though I’ve mentioned countless times not to do that. Thus, the penalty for asking.

The course is set up to get as many points as possible – not percentages or letter grades on quizzes/assignments. Canvas may have nonsensical percentages and other information in a “Grade” tab or some other column. I cannot delete/modify that readout. Just ignore anything but quiz/assignment points. ONLY look at the points earned.

There will be four (4) quizzes in this course for a total of 16 percent of your final grade. The quizzes *may* include multiple choice, true/false, short answer and/or essay questions and will be over the chapters in *Research methods for criminology and criminal justice* (8th ed.). The quizzes *may* also include PowerPoint content, syllabus information, and content from discussions in class.

Quizzes cannot be made up. See the “Make-up Work” section below for more information

You will be given a zero for any assignment missed unless a university excuse is provided. (See also “Make Up Work”)

The dates noted on the syllabus are subject to change – any changes will be announced in class and in Canvas.

There will be 20 questions per quiz, each worth one (1) point. There will be instructions for the first quiz and the others – usually following the same formatting.

As you look at the grading scale, each question is important. I statistically validate each question and if one (or more) is statistically invalid, I credit those who marked it “incorrectly.” My motto is fairness. I do not do trick questions. **YOU WILL NOT GET (EXTRA) CREDIT FOR ANSWERING INVALID QUESTION(S) CORRECTLY BUT RATHER, THE QUESTION IS “INVALIDATED.”** That being mentioned, you may certainly inquire about a question to know what the correct answer was **ONLY AFTER ALL** students have finished the quiz.

I will never email you a completed quiz because you “want to know what you got wrong.” I have no problem with emailing the questions you marked wrong but everyone must be done with the quiz. Be specific in your request please. I will only address specific questions and you will have to give the “correct” answer **after *you* have researched the question**. I will tell you that I’ve taught this class several times and have therefore, come up with a “rotating” bank of questions that have been validated over years. That is not to say that I may get one wrong or Canvas mess up but it is very unlikely the answer is wrong or statistically invalid.

REALLY IMPORTANT STUFF AND WARNINGS:

All the quizzes will be online.

These quizzes cannot be made up for any reason other than a university-validated excuse (see “Make-up Work” section). Any quiz not finished

by the due date/time will be a zero unless a university excuse is provided. (Again, see “Make Up Work”) **DO NOT WAIT UNTIL THE LAST MOMENT TO GET THE QUIZZES DONE; TECHNOLOGY FAILS OFTEN AND AT THE LEAST OPPORTUNE TIME. Take screenshots or pics if you feel Canvas acted up. If you have an unreliable wi-fi/Internet connection, or a sketchy computer, or whatever, correct that/those situations BEFORE taking quizzes. Take some of the Practice Quiz to make sure the program is working right before you take a “real” quiz. Seriously, no excuses.**

The quiz does not accept any answers after the due date/time (even though it looks like it does) and will notify me if you run over so start all quizzes with a VERY comfortable amount of time *before* the due date/time.

The Collaborative Institutional Training Initiative (CITI) assignment: 50 points (10%) OR Zero (0)

You will have to complete the CITI training and produce a hard copy pass certificate with your name on it. The instructions for this will be on Canvas in a clear step-by-step format. You will need to read/study the information on the CITI site to pass the quiz. The information is NOT in the text. Print (pdf) the “My Records” results page and upload it in the CITI Certificate assignment page. If you hand it in as required, it is worth 50 points or 10% of your final score. If you are late, it is worth a zero (0). **This assignment will take longer than you think so start early and chip away at it. It will keep your progress.**

From Theory to Operationalization Paper Assignment: 100 points (20%)

This paper is a typed assignment. The particulars will be discussed on that assignment’s page and a sample will be provided for a likely format. Essentially, you will be required to type a paper listing your research question(s) as a null and alternative hypothesis (per question). Next, you will provide a list of dependent variable(s) and independent variable(s) you believe you will need to test that hypothesis(es). Under each variable, you will justify your choices with research. This is the most important part as well as any/all resources used to write the paper. The particulars and

an example for this assignment will be posted on Canvas.

Quantitative Survey: 100 points (20%)

You will be required to author a survey using quantitative measures to help address your hypothesis(es) in your “From Theory to Operationalization Paper Assignment.” You will write it as if you would be distributing the survey, however, you will **note the measurements** next to the answers. Your questions should highly relate to your hypothesis(es) as found in literature reviews (lit reviews). Under each answer, you will show how that variable will be measured and the measurements must be mutually exhaustive and exclusive. UNDER NO CIRCUMSTANCES WILL YOU DISTRIBUTE THIS SURVEY TO ANYONE OUTSIDE OF CLASS, i.e. it is not a *real* study/questionnaire but rather a classroom paper. Prior IRB approval is needed for any/all real studies that go beyond a classroom exercise. **Violators could be expelled and/or prosecuted. Seriously.**

See: <https://ci.unt.edu/research/guidelines-and-forms/irb-procedures.html> and <https://policy.unt.edu/policy/13-006>

The particulars and an example for this assignment will be posted on Canvas.

Qualitative Survey: 100 points (20%)

You will be required to author a survey using qualitative measures to help address your hypothesis(es). Essentially, this follows the above “Quantitative Survey” instructions **except** the survey will be qualitative in nature. There may be points where some quantitative data will be needed i.e. demographics measured with assigned numbers but the main questions to answer your hypothesis(es) will be qualitative in nature. You may have to adjust or create a new hypothesis(es) if your quantitative survey will not suffice.

The particulars and an example for this assignment will be posted on Canvas.

Hypothesis(es) Testing: 50 points (10%)

You will be required to author a “mock finding” using all your exercises thus far. This part will also include “Shortcomings” such as threats to validity, reliability,

sample issues, etc. drawn from what you have learned and were able to reasonably do with your mock study.

The particulars and an example for this assignment will be posted on Canvas.

Final Exam: 20 points (4%)

Your Final Exam will cover Chapters 11 – 13 in the text and be in the “Quiz” section online. No, it’s not a cumulative final.

Grading Scale: Grading Total Points Scale (DO NOT include any “Practice Quiz.”) Remember, the Practice Quiz does not count toward any score/grade.

A	450 – 500 pts
B	400 – 449 pts
C	350 – 399 pts
D	300 – 349 pts
F	< 300 pts

Notice: none of these are percentages! It is all about total points. If you are multiplying or dividing points, you are doing it wrong. Only addition.

**** Any grade-related questions or concerns must be addressed within one (1) week or sooner of the grade being posted to Canvas **** i.e. don’t ask about score one at the end of class. Also, at the end of the course, I statistically check for any POSSIBLE rounding up.

The total points attempted for each exercise are:

Quizzes 4 x 20 points = 80 total points (16 %)

CITI Certification = 50 total points (or 0) (10%)

From Theory to Operationalization = 100 total points (20 %)

Quantitative Survey = 100 total points (20 %)

Qualitative Survey = 100 total points (20 %)

Hypothesis(es) Testing = 50 total points(10%)

Final = 20 points (4%)

Grand total = 500 possible points (100%)

No discussion about grades/points will be done through/over the internet i.e. ymail, gmail, etc. (FERPA law). I will discuss them in a Canvas email WITHIN the class from you (b/c I know it is your

	email) <i>or</i> please make an appointment and I will happily discuss them or anything else
Make-up Work	<p>If any assignment is missed without a documented (that means a verifiable document from the authorities responsible for your absence) pre-approved (that means before class/assignment) excuse (clear and convincing proof of “emergency” circumstances is mandatory and the right to excuse is my sole discretion), you will receive a zero.</p> <p>These assignments are given with lots of time to take/submit them. If you wait until the last day to take/submit something and you’re “sick” or the computer/internet malfunctions, that will not be an acceptable excuse. The documented illness/injury/emergency would have to cover all the days given to complete the task. Some examples would be hospitalized for a week, became homeless, internet service down for a week and no free wi-fi places around, etc.</p> <p>As well, quizzes cannot be made up unless there is a <u>documented, protracted</u> illness/injury to you or an immediate family member that wholly prevents(ed) you from taking the quiz at any time during the entire open quiz period or other university-approved absence. In that case, the student or student’s representative should have contacted the Office of Disability Access (ODA). (think COVID, a bad car accident, in-patient surgery, etc. – not things like, “I forgot.” or “I was sick.”). The ODA site is: https://studentaffairs.unt.edu/office-disability-access</p> <p><u>Excuses are not automatically accepted. It is your responsibility to get me any paperwork proof that I will request. After all, I have to be fair to everyone. An excuse is not waiting until the last day and something happens or can’t take a quiz because of whatever. The quiz will be open for ample time. Don’t procrastinate.</u></p> <p>Therefore, please be aware that there will be no makeup for assignment(s) except as provided above. The assignment(s) will be due during the dates/times stated above. If an absence of the type contemplated in the preceding paragraphs does occur, it is your responsibility to contact the appropriate university authorities / me to verify the nature of your absence per University Policy 06.039 “Student Attendance and Authorized Absences” (effective 02/06/2019.) See: https://policy.unt.edu/sites/default/files/06.039%20Student%20Attendance%20and%20Authorized%20Absences.pdf</p> <p>ODA accommodations: It is your responsibility to contact me during the first couple weeks of class, i.e. by September 1, 2025, if there’s anything about which I should know concerning special accommodation for any of the assignments. I will try to work out a suitable arrangement but I must know about it during the first couple</p>

	weeks of class. It is also your responsibility to send me the required documentation(s) or have the ODA contact me in a timely manner for any kind of special accommodation for any of the assignments.
Extra Credit	No extra credit given. Period.
Late Work	See “Make-up Work” as above.
Special Assignments	None.
Class Attendance/ Pregnancies	Please note that the UNT prohibits discrimination, harassment, and retaliation against students, including discrimination/harassment based on sex (which includes pregnancy, childbirth or associated medical conditions). UNT Policy number 16.004 https://policy.unt.edu/policy/16-004 outlines your rights. If medical-related absences become an issue, and are not accommodated by the professor, please immediately contact the ODA https://studentaffairs.unt.edu/office-disability-access at 940-565-4323 and we will work to resolve the issue.
Online Classroom Expectations of Success	<p>Succeed at UNT! UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. As a faculty member, I am committed to supporting you, and I want to remind you that UNT offers a range of mental health and wellness services to help maintain balance and well-being. Utilizing these resources is a proactive way to support your academic and personal success. To explore campus resources designed to support you, check out mental health services (https://clear.unt.edu/student-support-services-policies), visit unt.edu/success, and explore unt.edu/wellness. To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.edu.</p> <p>Student Behavior and University Policy: 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 may be referred to the Center for Student Rights and Responsibilities 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. The Code of Student Conduct can be found at this link.</p> <p>Certain topics in criminal justice are controversial, thus discussion may become heated where there will be disagreements. The online classroom is a place to express ideas, opinions, and engage in thoughtful discussions. Students will respect the views and opinions of others at all times in the online environment. While I do not foresee any problems, if problems do</p>

	<p>arise, I will address them with the individual student(s). Below are general guidelines for how to communicate well in an online classroom.</p> <p><i>Netiquette</i></p> <ul style="list-style-type: none"> • Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang or emoticons. • Use standard, readable fonts, sizes, colors, and avoid writing in all caps. • Use your instructor's title of "Dr." or "Professor," unless told otherwise by said instructor. • Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations. • Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture. • Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health, personal identifiable information, or classroom performance, such as grades. • Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen. • Do not make assumptions about others' technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc. • Read these Core Rules of Netiquette or UNT Online Communication Tips for additional, good tips about online communication. <p><i>Communicating via Email</i></p> <ul style="list-style-type: none"> • Check the syllabus before asking a question about the course and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making syllabi as comprehensive as possible for students. • Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails and a descriptive subject line helps them identify student inquiries more efficiently. • Be concise and to the point. • For a sample email, read this article, How to email your prof
<p>Field Trip Policies Off-Campus Instruction & Course Activities</p>	<p>Off-campus classes are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations for student travel may be found at the website:</p> <p>https://policy.unt.edu/policy/07-001</p> <p>Below is a description of any travel and/or risk-related activity associated with this course:</p> <p>None!</p>

Technical Support	<p>If you experience any problems with your UNT account, go to https://aits.unt.edu/support or call the UNT Service Desk at 940-565-2324.</p>
Student Conduct and Discipline	<p>The UNT has rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UNT printed handbook, which is accessible to all students.</p> <p>An online copy may be found at: https://policy.unt.edu/policy/07-012</p> <p>A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.</p>
Academic Integrity	<p>The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honour in his or her scholastic work.</p> <p>Scholastic dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.</p> <p>Plagiarism, especially from the web, <u>from portions of papers for other classes</u>, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see Office Academic Affairs for details).</p> <p>See also https://policy.unt.edu/policy/06-003</p> <p>for "Student Academic Integrity"</p> <p>Regardless of what you believe or "know," this class goes by APA guidelines regarding plagiarism and self-plagiarism (yes, that's a thing).</p> <p>See seventh edition APA Publication Manual 8.2 "Plagiarism" & 8.3 "Self-Plagiarism" for a more in-depth explanation of what you can and cannot do.</p> <p>See also:</p> <p>https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html</p> <p>for a great explanation and help with the concepts of plagiarism. The Purdue site is one of the best for APA and writing-related items.</p>
Use of Generative Artificial Intelligence	Prohibited Use of Generative Artificial Intelligence (AI)

	<p>Policy for this Class</p> <p>The use of artificial intelligence programs (AI) in this class is considered “cheating.” In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like Claude, ChatGPT, Gemini, etc. is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the https://policy.unt.edu/policy/06-003 Specifically, F. 5. “any other act designed to give a student an unfair advantage on an academic assignment.” The Code of Student Conduct also applies. FYI: The papers are submitted to Turnitin.com and it measures plagiarism <u>and</u> suspected AI usage percentile. Just don’t use AI.</p>
Copyright Notice	<p>The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner’s rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes “fair use” under the Copyright Act. As an UNT student, you are required to follow the institution’s copyright policy. For more information/resources about copyright and the fair use exemption, see https://policy.unt.edu/policy/08-001</p> <p>See also APA Publication Manual and APA website for more information</p>
Email Use	<p>Bottom line: KEEP ME INFORMED! THE BETTER THE COMMUNICATION, THE LESS SURPRISES THERE ARE FOR US BOTH.</p> <p>The UNT recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student’s UNT email address and that faculty and staff consider email from students official only if it originates from an UNT student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. The UNT furnishes each student with a free email account that is to be used in all communication with university personnel.</p> <p>I will <u>not</u> respond to “outside email.” That is, emails sent to me outside of the unt.edu domain or within Canvas.</p>
Withdrawal from Class	<p>The administration of this university has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog/student handbook and in this syllabus. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class.</p> <p>As well, if a student is absent for the first two consecutive class sessions without an explanation, I reserve the right to administratively drop them from the class.</p>

<p>Student Grievance Procedures</p>	<p>Student academic appeals are handled according to the following guidelines. This site is good for all kinds of academic issues.</p> <p>https://policy.unt.edu/policy/06-040</p>
<p>Incomplete Grades</p>	<p>As per university policy, The grade “I” shall be recorded for a student only in case of <u>extraordinary circumstances (as judged by the instructor)</u>. This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of “I” must be made up by the last day that course grades are due to the Registrar's Office during the next long semester and in all cases before registering for the next sequential course. The grade may be made up sooner. In any even, the instructor and the student shall contract to make up the incomplete grade. Should a “new” grade not be reported e.g. the work was not finished per the contract/university policy, it <u>automatically becomes an F.</u></p>
<p>Disability Services</p>	<p>The Office of Disability Access (ODA) serves as the central campus resource for the University community in regards to students with disabilities and accommodations to remove barriers to access.</p> <p>The contact information for ODA is: University of North Texas Office of Disability Access Sage Hall # 167 Denton, Texas 76203 940-565-4323 (Phone) APPLY.ODA@UNT.EDU</p> <p>If you anticipate issues related to the format or requirements of this course, please meet with ODA. They are available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you notify ODA of your eligibility for reasonable accommodations. ODA can then plan how best to coordinate your accommodations.</p> <p>It is the student’s responsibility to notify his or her professors of the need for such an accommodation. ODA provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations.</p>
<p>Religious Holy Days</p>	<p>The UNT will reasonably excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion per https://titleixeo.unt.edu/religious_observances.html</p> <p>The student will notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment, test, etc. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.</p>

Syllabus Changes

These descriptions and timelines are subject to change at the discretion of the instructor. Checking Canvas often is the best way to discover changes and do well in class

I reserve the right and have the discretion to change this syllabus. While every effort will be made to follow this syllabus as closely as possible, it is sometimes the case that the syllabus must be modified. In the case that the syllabus needs to be adjusted, I will announce such adjustments to the class. I will make every effort to ensure that any changes to the syllabus benefit the class as a whole. It is the student's responsibility to check announcements/emails so that any and all syllabus changes are documented. Failure to obtain syllabus changes because of not reading emails and/or announcements does not constitute a defense against missed assignments.