

	<p style="text-align: center;">AGER 2000: Global Aging and Individual Aging Spring 2024</p>
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## **COURSE INFORMATION**

- AGER 2000
- Global Aging and Individual Aging
- Spring 2024
- Section(s) 900, 3 credit hours
- 100% online course. No scheduled meeting times are required.

### **Instructor Contact Information**

- Rekha Pudur M.Sc., Teaching Fellow (TF)
- **Office hours: Virtual office hours by appointment via zoom**
- rekhapudur@my.unt.edu

### **About the Professor / Instructor**

Welcome to AGER 2000 Global Aging and Individual Aging! I wanted to share a little information about me. My name is Rekha Pudur, and I am so pleased to be your instructor on record for this class. I am a Teaching Fellow, Ph.D. Candidate (ABD) in the Health Services Research program at UNT. Please contact me anytime via email and please do not forget to add your course name in the subject line. I will check messages daily and make every effort to respond as soon as possible. I am looking forward to getting to know all of you, and have a great, learning-filled semester!

### **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

No required pre- requisites or restrictions

### **Materials – Text, Readings, Supplementary Readings**

A Textbook is required for this course that you may find very useful both professionally, and in other courses.

*Mark, Novak (2018). Issue in Aging, Fourth Edition, Taylor&Francis. ISBN 9781138214750, 9781315445366*

### **Course Description**

This course illuminates the cultural, biological, physiological, emotional, cognitive, economic, and the social aspects of aging. The course will discuss the dynamic interactions between older people and their environments and introduce students to gerontology as an interdisciplinary field of study, a field that includes important psychological, social, economic and demographic dimensions and forces that alter the life of individuals and the operation of various societies. The course will briefly examine the dimensions that make up the aging experiences of individuals as well as how the "aging population" affects the way we organize in various societies.

This course is composed of weekly online discussion topics, a midterm exam covering the first 8 chapters of the textbook, and an applied final project paper in which the student will respond to one aspect of aging. The student will develop a strategic response to address the aspect and will demonstrate mastery of the knowledge and techniques that will lead to a successful outcome.

A resource list of helpful websites related to aging has been provided in **Resource Files** for future reference and for additional assistance in preparing their final project paper.

#### **Goals / Rationale of the course:**

- This course is designed to prepare students for a career in aging.
- Students will learn and apply effective problem-solving techniques, and will develop communication strategies and programs, intended to benefit older adults.
- Students will learn to analyze age related problems and will learn how to develop and implement effective strategies to solve them.
- Students will be able to find solutions to the challenges older adults face in building their retirement income.
- Students will be able to promote leisure, spiritual, and civic engagement activities that contribute to a meaningful life in old age.

#### **Learning Objectives**

- The learner will be an active and engaged participant in discussion forums within his/her learning community by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, student research, and class activities.
- The learner will be able to define and describe the changing demographics of the U.S. population, especially as related to aging and apply this knowledge in the final course project.
- The learner will be able to list and explain the shifting perspectives on retirement and demonstrate the new concepts of work and retirement that have evolved in recent years.

## Teaching Philosophy

This course will introduce you to a full range of issues associated with aging. I believe that students perform best when they feel valued in the learning environment and when they believe that they are capable contributors. You will find that each of your classmates will bring experiences to our discussion that will expand your views and challenge your ideas about aging. Engage in getting to know your fellow classmates and in discovering the expertise that each of you bring to this class. Many of you will take other courses together, and this experience will help you to create a bond with other students that could last beyond your time in this course. Networking is an important part of our profession, and this class will give you an opportunity to network with future leaders in Gerontology. You have much to learn from each other, and this class will help you to do that. I will always be available to help you to be successful in this course. My goals are to help every student to develop confidence in his or her abilities, to improve your written communication skills, and for you to feel that the material that I am presenting is relevant and useful.

I will provide clear and specific goals, expectations, and deadlines in the course syllabus, the course calendar, and in rubrics for discussion board participation and for the final project paper. A written examination at the conclusion of week 8 will ensure that you have acquired a basic understanding of key issues in aging and will prepare you to successfully complete the final project paper. Our weekly discussions and the final project paper will encourage you to think critically and help you to apply what you are learning.

Each week I will introduce the week's discussion by sharing the chapter context. Each will appear as a Lesson with the name of the weekly topic, and they appear under the Modules of the course menu. Open the **Lesson** folder associated with the topic of the week and read the Lesson prior to responding to the discussion questions for the week. My goal is to bring a real-world perspective to the material presented in each chapter.

## TECHNICAL REQUIREMENTS / ASSISTANCE

The following information has been provided to assist you in preparation for the technological aspect of the course.

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

Browser requirements: You need a browser that interfaces well with Canvas, such as Microsoft Internet Explorer or Mozilla Firefox.

Word Processor

Creating and submitting files in Microsoft Office, the standard software for this course

### Minimum Technical Skills Needed:

Using the learning management system

Using email with attachments

Copying and pasting

Downloading and installing software

Using spreadsheet programs

## STUDENT TECHNICAL SUPPORT

The University of North Texas [UIT Student Helpdesk](#) provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

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

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Our hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

## ACCESS & NAVIGATION

### Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Canvas. To get started with Canvas, please go to:

<https://community.canvaslms.com/community/answers/guides/video-guide>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

### Canvas Browser Compatibility

Chrome 66 and 67 Chrome

Firefox 60 and 61 (extended releases are not supported) Firefox

Flash 29 and 30 (used for recording or viewing audio/video and uploading files) Adobe Flash Player

Internet Explorer 11 (Windows only, functionally supported; may exhibit slight visual differences from other browsers, but this will not impair functionality or accessibility)

Internet Explorer

Edge 41 and 42 (Windows only) Microsoft Edge

Respondus Lockdown Browser (supporting the latest system requirements) Respondus Lockdown Browser

Safari 10 and 11 (Macintosh only) Safari

### Student Resources

As a student, you will have access to these resources:

- Locate the “*UNT Helpdesk*” tab at the top of the Canvas, which provides links to student resources of technical information and instruction, and how to contact the Help Desk for assistance.
- Take the Canvas Student Orientation. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.

**Helpful Tip:** Canvas has a mobile app called **Canvas Student**. Canvas Student was designed with you in mind and with the intention of providing a more user friendly and modern experience to help you achieve your educational goals. Your phone needs one of these operating systems installed: iOS8+, Android 4.0+, or Windows 8.1+. You can add your courses and login with your euid and password.

Follow these steps to download and install the Canvas Student app.

From your device, access the appropriate online store.

iTunes Store<sup>SM</sup> on your iPhone®, iPod touch®

Google Play<sup>™</sup> on your Android® device

Windows Store on your Windows® device

Search for Canvas Student.

Install the app on your mobile device.

Open Canvas Student and search for the University of North Texas.

Log in with your EUID and password.

### **Student Academic Support Services**

Links to all of these services can be found on the Academic Support tab within Canvas.

- **Academic Resource Center:** buy textbooks and supplies, access academic catalogs and programs, register for classes, and more.
- **Center for Student Rights and Responsibilities:** provides Code of Student Conduct along with other useful links.
- **Office of Disability Accommodation:** ODA exists to prevent discrimination on the basis of disability and to help students reach a higher level of independence.
- **Counseling and Testing Services:** CTS provides counseling services to the UNT community as well as testing services, such as admissions testing, computer-based testing, career testing and other tests.
- **UNT Libraries:** online library services

- **Online Tutoring:** chat in real time, mark up your paper using drawing tools and edit the text of your paper with the tutor's help.
- **The Learning Center Support Programs:** various program links provided to enhance the student experience.
- **Supplemental Instruction:** program for every student, not just for students that are struggling.
- **UNT Writing Lab:** offers free writing tutoring to all UNT students, undergraduate and graduate.
- **Math Tutor Lab:** located in GAB, room 440.
- **Succeed at UNT:** how to be a successful student information.

## Being a Successful Online Student

-What Makes a Successful Online Student?

-Self Evaluation for Potential Online Students

## How the Course is Organized:

The course is organized into modules with 15 weekly discussions. We will explore a list of topics throughout the semester, and I encourage you to begin the semester by reading this syllabus and the course calendar fully and by marking all assignments and due dates in your agenda before we begin. **This class is time consuming, and you will need to plan to spend a minimum of 3-5 hours per week on your assignments.** Work of high quality is expected to be submitted **on time** as stated in the course calendar.

**Helpful Tip:** One of the most helpful tools in Canvas makes it possible for you to forward posts from each discussion forum to your student email. **You must go into your Canvas account and set up Notifications for a variety of items at the beginning of the course!** If you have a smart phone, that means that you can read and respond to an interesting post from a classmate or me right from your smartphone email, which can be very convenient if you have a few minutes during the day.

To set this up, go into each discussion topic one at a time. and do this in each one. At the bottom of each discussion there is a button that says subscribe. Click it and it will turn green. This will forward all the posts to your my.unt.edu student email, which can be very convenient. If you discover that you don't find this helpful, you can always unsubscribe by clicking "unsubscribe" on the button below the discussion forum. You will have to subscribe to each discussion topic individually, but I have found it to be very useful!

## Course Modules and Weekly Topics:

Week 1 Aging Today

Week 2 Theories and Methods

Week 3 Demography

Week 4 Personal Health and Well-Being

Week 5 The Psychology of Aging

Week 6 Race and Ethnicity

Week 7 The Health Care System

Week 8 Finances and Economics

Week 9 Retirement and Work

Week 10 Housing and Transportation

Week 11 Leisure, Recreation, and Education

Week 12 Family Life and Relationships

Week 13 Social Support

Week 14 Death and Dying

Week 15 Politics and Policies

### **What Should Students Do First?**

When you first access the course, click on **Modules**. Please **read the course Syllabus completely**, and you will find a printable copy available here. Review the **Course Calendar** and **UNT Academic Calendar**. Finally, post your **Personal Introduction**, due week 1. Begin the first week's reading assignment and **note that your Personal Introduction and your initial posts for the first discussion forum are both due in the first week of the course on the date specified in the Course Calendar.**

### **How Students Should Proceed Each Week for Class Activities**

Rely on the **Course Calendar** for information about each week's assignment and all assignment due dates to ensure that all assignments are submitted on time. **There are substantial penalties for submitting work late, so record due dates in your agenda and monitor them frequently.** Rubrics that explain what is expected and how assignments will be graded have been provided for **Discussion Board Participation** and for the **Final Project Paper** and can be found in **Modules**. Please contact the instructor if you have a question.

**IMPORTANT!! You must each go into your Account in Canvas and set preferences for Notifications immediately!** In order to receive notifications when a discussion post has been added that you might want to respond to, you must set the system to notify you immediately when someone posts to the discussion forum. You could also set a daily notification so that you are alerted to new posts once a day. There are settings for many other types of notifications that you can customize in that area. Be sure to set your notifications immediately.

If you have a private question or concern that you would like to discuss, please email the instructor at [rekhapudur@my.unt.edu](mailto:rekhapudur@my.unt.edu), or schedule an appointment to meet with me. I will be happy to speak with you.

## COURSE REQUIREMENTS

1. The student will be responsible for checking the **Announcements** on Canvas and for checking course discussions daily.
2. The student will access and follow all course instructions found in the weekly discussion modules of the Canvas course and in the syllabus.
3. The student will complete all weekly readings in the time frame specified on the course calendar to participate effectively in weekly discussions.
4. The student will complete the assigned 'online' exam during week 8 by accessing module **8 in Canvas**.
5. The student will respond to posted online course discussion questions each week using the Canvas discussion tool and will follow the guidelines provided in the **Discussion Board Rubric**. The Discussion Board Rubric is found by clicking on **Rubrics** in the course menu. Submit your initial posts to the discussion forum each week by the deadline provided on the **Course Calendar** and continue to post throughout the week to maximize points earned each week. Students are encouraged to enhance conversation by providing complementary resource materials and properly referenced supplementary items.
5. The student will complete a final project paper in accordance with the instructions given in this syllabus and in the **Final Project Paper Rubric**. Students will submit the **Final Project Paper** by the deadline provided in the **Final Project Paper Rubric** and on the **Course Calendar**.

## COMMUNICATIONS

**Interaction with Instructor:** I'm looking forward to getting to know all of you and to working with you. Contact me any time via my UNT email address ([rekhapudur@my.unt.edu](mailto:rekhapudur@my.unt.edu)). I will check messages daily and will make every effort to respond as quickly as possible. If you would like to meet personally, please let me know and we can arrange to meet there by appointment. My goal is for you to enjoy this course, to learn how to engage in meaningful and useful online course discussions, to gain a greater understanding of the issues associated with the older population in the health care environment, and to help you in any way that I can to be successful.

### Announcements



Important course announcements and important information from the instructor will be posted in the "**Announcements**" area on Canvas each week, and students are expected to check this area daily for updates.

**Additional Resources holds several important materials:**

**Useful Websites List** A list of helpful websites can be found in the **Useful Websites List**. This list provides a wide variety of resources to assist you in preparing your Final Project Paper

**Chapter Powerpoints** Powerpoint presentations provided by the publisher of our text for each chapter are available for your convenience in Canvas.

## **Discussions**

The Canvas **Discussions** area is a public domain that will be seen by all students.

During the first week of the course, for you to get to know your classmates, your **Personal Introduction** will be posted as **Week 1 Personal Introduction**. Submit your personal introduction by the due date provided on the **Course Calendar** and follow the instructions provided.

Weekly Discussion Forums will be posted in Assignments and will be in sequential folders labeled Week 1 Discussion Forum, Week 2 Discussion Forum, etc. To respond to the discussion topic at hand, create a reply, enter your response and click Submit.

## **Email**

If you have questions or concerns that you do not want made public, please direct them to the course instructor in a message to the instructor's UNT email at [rekhapudur@my.unt.edu](mailto:rekhapudur@my.unt.edu). Messages sent to the instructor will be read as soon as possible and every effort will be made to answer your message within 2 business days. Students are expected to check UNT email daily for messages from the university, other students, or the instructor.

## **Rubrics**

The **Discussion Board Rubric** and the **Final Project Paper Rubric** can be found under **Rubrics**.

## **Exam**

**Your course exam will be offered in week 8. The exam is available in module 8.**

## **Final Project Paper Chapter**

I will approve project sign ups by posting feedback in the grade center, and final project paper topics selections will be final. I will approve of your selection so that you know that you are the

only person working on that topic. The only way that I would not approve your topic is if there is an accidental duplication, but you will receive full credit for submitting your proposed topic if it is submitted by the deadline, even if I have to ask you to change it due to an accidental duplication.

## **Assignments**

You will submit the **Final Project Paper** in two stages: **Final Project Paper Draft (75% of your final project)**, and **Final Project Paper Submission**. **ALL SUBMISSIONS MUST BE MADE AS A WORD DOCUMENT IF FAIL TO DO SO YOUR SUBMISSION AUTOMATICALLY QUALIFY FOR A 50% REDUCTION OF THE GRADE POINTS. PDF DOCUMENTS AND GOOGLE DOCS ARE NOT ACCEPTED.**

The Final Project Paper will be submitted via the **Assignments** tab in the course menu. Due dates for all stages of the Final Paper Project are posted on the **Course Calendar**, and you will receive feedback after you submit the Final Project Paper Draft(75% of your final project) so that your final submission will be a refined product. Follow the guidelines for submission of each stage of the final project paper that are provided on the **Final Project Paper Rubric**, which appears in Rubrics. Submit each stage of the paper to the appropriate tab in Assignments on Canvas. When you submit your assignments, **DO NOT** ask for confirmation. **KEEP COPIES OF EVERYTHING YOU SUBMIT**

## **Policy on Late Assignments**

All work for this course is due no later than 11:59 pm on the designated due date. **Any assignment submitted after that time will receive a highest possible score of 50%.** Additional points may be deducted when the assignment is graded based on the quality of the work submitted. **Work submitted more than 48 hours after the due date will not be accepted, and the student will receive a zero for that assignment.** Please don't lose valuable points this semester by turning in work late. **\*\*Late work is subject to penalty described above unless previously approved by the instructor\*\***

## **Tracking**

Canvas enables the instructor to track information on the number of times each student has posted, the number of times the student has accessed the course materials, and the time of the student's last posting.

## **Downloading**

Copies of discussion board materials, the course syllabus, course calendar, discussion board rubric and final project paper rubric may be downloaded and printed for easy reference.

## **ASSESSMENT & GRADING**

This course is made up of a series of assignments and an exam to assist you in achieving the course learning objectives/outcomes. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you each Monday at 8am and close on the following Sunday at 11.59pm. This gives you the benefit of a full weekend to complete your participation in the week's discussion topic.

Grades will be determined as follows:

90 and above=A
80 to 89=B
70 to 79=C
60 to 69=D

Grade segments	
Discussion Forums	40%
Exam	30%
Final Project Paper	30%

### **Discussion Board Participation and Weekly Activities (40%)**

#### **Your personal introduction (25 points) and 15 discussion forums @ 25 points each**

**Purpose:** To provide the student with a general introduction to major issues associated with aging and to teach participants how to contribute meaningfully to a discussion in an online environment. Before your first interaction on the discussion board, please review the **Rubric for Discussion Board Participation**.

**Description:** The discussion board assignments and activities are organized around the fifteen major topics covered in the course. Textbook readings are linked to each discussion board topic.

**Instructions:** The **course week will begin on Mondays at 8am**, and initial postings to the weekly discussion board assignments (your own response to the discussion topic and responses to two of your classmates' responses) are **due every Sunday, no later than 11:59pm**. These posts will lay the foundation for the beginning of our conversation, but students are expected to post throughout the week, and to introduce supplementary materials to expand the conversation or to illustrate your point. Begin reading weekly materials early, so that you will be prepared to

participate each week in the weekly discussion. As noted above, refer to the rubric for the grading of the discussion board.

Each discussion forum is worth 25 points. Students that fail to respond to a weekly discussion forum will receive a 0 for the week. Poor responses like “I agree” or “Well said!” are not substantive responses and will not be counted as a quality response. Quality interaction with your instructor and with your peers is essential in this class. To earn credit for the discussion associated with each topic, you are, **at a minimum**, required to respond to the discussion thread yourself and to post quality responses to at least two of your classmates by the specified deadline. To earn the maximum credit available each week (25 points), you will need to improve or expand the week’s discussion by illustrating your points with personal examples, video links from YouTube, academic journal or professional magazine articles or Web based articles that you identify through your own research, or newspaper articles that are relevant, etc. If you add such materials, please do so by posting the web link to access the material you would like to share. The more you invest in making your responses relevant and engaging for your classmates, the more everyone will enjoy and benefit from the discussions.

#### **How to submit your response to the Discussion Board:**

- Submit your response to the discussion topic in the Canvas discussions labeled by the appropriate topic by creating a thread.
- After you have responded to the discussion questions each week, respond to the postings of two of your classmates.

Be aware of the policy for late work provided in the syllabus. Mark all due dates on your calendar to be sure that course assignments are turned in on time.

#### **Exam (30%)**

**There will be a single online exam**, given during week 8 which will be available in the **module 8**. The exam will have multiple choice questions covering material presented in the first 8 chapters of the textbook and is worth 30% of your course grade. You are expected to complete the exam by yourself, and you will be given 120 minutes to complete it online. The exam will be open book/open notes and is designed to ensure mastery of major course concepts prior to beginning the final project paper. You are expected to know the information and to be able to respond to most questions without taking the time to look in the text for an answer. The exam is timed and can be attempted only one time within the scheduled time window and must be completed in one sitting. Please read the on-screen instructions carefully before you click “Begin”. Should a student lose their Internet connection during an exam, please make an immediate attempt to get back in to the exam because the exam clock will continue during this process. Contact the Student helpdesk immediately and document the remedy ticket number before contacting the instructor. Then, email the instructor immediately via the course email system. Accommodation will be made to extend the time permitted for the student to complete

the exam. After the exam is graded and released, you may go back to the exam page and click “View All Submissions” to review your exam results.

Students are expected to take the exam as scheduled on the Course Calendar. Students that identify a conflict must contact the instructor at least 24 hours in advance of the scheduled exam. The instructor may ask for documentation regarding the reason that the student is unable to take the exam as scheduled. If the student has a viable reason for not being able to take the exam as scheduled, an alternate but comparable exam will be provided as soon as possible after the scheduled exam date.

### **Final Project Paper-30%**

The final project paper is designed to provide an opportunity for you to analyze an issue in aging and synthesize and apply what you have learned throughout the semester. Students will choose to respond to a single issue based on one chapter of the textbook and the aspect of Gerontology that they are most interested in.

After the student selects the chapter that will provide the foundation for his or her Final Project Paper, the selections will be approved by the instructor prior to moving on to the next stage, so take your time and choose your chapter carefully. Your selection cannot be changed once it has been approved.

The student may work on preparing the final project paper throughout the semester. The final project paper will be submitted and evaluated in two stages: **Final Project Paper Draft (75% of your final project)** (100), and **Final Project Paper Submission** (100 points).

### **Accessing Grades**

#### **Assignment Submission Instructions**

Students should submit each stage of the **Final Project Paper** in a double-spaced Microsoft **Word document with 1-inch margins, using Times New 12 font**, to the proper folder in the Assignment tab, by the due date specified on the Course Calendar. The student’s first and last name, the course number, and the submission date should appear in the right corner of the header, and we will utilize the APA 6 formatting and style guide for layout and reference guidelines. A good resource for information about APA 6 is available from the Purdue Online Writing Lab (or Purdue Owl, found at <https://owl.english.purdue.edu/owl/resource/560/01/>

Create a thread to add your response to the weekly Discussion forum and “reply” to the posts of other students to comment on what they have posted. If you have additional resource material to support your post or to expand the discussion, “browse your computer” and upload the item before you submit your response.

All students are expected to engage in the discussion forum in a professional and cordial manner. The etiquette/protocol for participating in the online discussion board can be found by pasting the link below into your browser.

[http://www.ic.sunysb.edu/Class/che326ff/discussion\\_board/etiquette.pdf](http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf)

## **ACADEMIC CALENDAR and COURSE CALENDAR**

Both the UNT academic calendar and the course calendar appear in **Canvas** for your convenience

## **COURSE EVALUATION**

The end of course evaluation will be made available to students as soon as it is released by the University. Your feedback is important and valuable, so please take the time to complete it.

## **SCHOLARLY EXPECTATIONS**

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. The work submitted is expected to demonstrate higher-order thinking skills and be of significantly higher quality.

## **RESOURCES**

UNT Portal: <http://my.unt.edu>

UNT Library Information for Off-Campus Users:

<http://www.library.unt.edu/services/facilities-and-systems/campus-access>

UNT Computing and Information Technology Center:

<http://citc.unt.edu/services-solutions/students>

UNT Academic Resources for Students: <http://www.unt.edu/academics.htm>

Computer Labs: *[provide information if departmental labs are available for use to students]*.

General access computer lab information (including locations and hours of operation) can be located at: <http://www.gacl.unt.edu/>

## **Instructor Responsibilities and Feedback**

The instructor is responsible for guiding and supporting student learning and engagement throughout the course, and for providing clear instructions for discussion forums, the single course exam, and for the Final Project Paper. Rubrics have been provided for the Discussion Forum participation and for the Final Project Paper. The instructor is responsible for responding to student questions about assignments and projects, about the course material presented, and for providing additional resources to enhance understanding of course material. Timely feedback is essential for student success and the instructor is responsible for providing timely feedback to students throughout the course. The instructor will actively participate in each week's discussion

forum and will provide feedback to students each week regarding their participation. The instructor will grade submitted assignments and will post grades for students within 10 days of assignment due date.

### **Class Participation**

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Get advised. Be prepared. Get involved. Stay focused.

To learn more about campus resources and information on how you can achieve success, go to [succeed.unt.edu](http://succeed.unt.edu).

### **Virtual Classroom Citizenship**

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

### **Incompletes**

This course will observe the UNT policy on incompletes, found here:

<http://registrar.unt.edu/grades/incompletes>

### **Policy on Server Unavailability or Other Technical Difficulties**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### **Copyright Notice**

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

### **Graduate Online Course Attendance Policy**

Students are expected to participate actively each week and to meet all deadlines for course assignments as detailed in the Course Calendar.

*Information about the University of Texas' Attendance Policy may be found at:*

<http://policy.unt.edu/policy/15-2-5>

### **Administrative Withdrawal**

This course will observe the UNT policy on academic withdrawal found here:

<https://deanofstudents.unt.edu/withdrawals>

### **Syllabus Change Policy**

*Changes to the course syllabus or due dates is not anticipated but should they be necessary, the instructor will provide ample notification to students to allow them to complete assignments in a timely manner without penalty.*

## **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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### **Student Conduct and Discipline:** *Student Handbook*.

You are encouraged to become familiar with the University's Policy of Academic dishonesty found in the *Student Handbook*. The content of the Handbook applies to this course. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

The UNT Code of Student Conduct can be found here:

[https://deanofstudents.unt.edu/sites/default/files/code\\_of\\_student\\_conduct.pdf](https://deanofstudents.unt.edu/sites/default/files/code_of_student_conduct.pdf)

### **ADA Policy**

*The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodation 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu/>. You may also contact them by phone at 940.565.4323.*

## **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to 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.

## **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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

## **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### **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 at <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

### **Add/Drop Policy**

The University of North Texas Add Drop Policy for Spring 2023 can be found at the following link:

<http://registrar.unt.edu/registration/fall-add-drop>

## **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 at <http://www.oea.gov/index.php/links/electronic-code-of-federal-regulations>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml>

The paragraph reads:

(G) For F-1 student enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

## **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](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.

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

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

### **Download the UNT System Permission, Waiver and Release Form**

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

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records a student's presentation, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

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.