

Behavior Change Techniques/BEHV3550-001

Instructor Information

Name: Samantha (Sam) Bergmann, Ph.D., BCBA-D, LBA (TX), Assistant Professor

Pronouns: she/her

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Teaching Assistant Information

Name: Carolyn Iduh, Graduate Student

Pronouns: she/her

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Course Description, Structure, and Objectives

This course focuses on designing and implementing behavior change techniques. Topics in this include shaping, discrimination training, instructional and imitation training, and differential reinforcement. Behavior change techniques can be applied in settings such as classrooms, institutions, workshops, and group homes. Data collection methods and supervision systems that can be used to assess their effectiveness will be included. This course is part of the verified course sequence to sit for the Behavior Analyst Certification Board's (BACB) Board Certified Assistant Behavior Analyst (BCaBA) certification examination. Specification of how the units align with the Test Content Outline (6th edition) can be found in the weekly schedule. Successful completion of BEHV 2300 (required), 2700 (required), and BEHV 3440 (preferred) prior to taking this course is recommended.

This course is scheduled for face-to-face delivery and is designed to be a "flipped" classroom. That is, you will work on content acquisition outside of class (lecture videos, chapter quizzes), and we will spend in-class time working on application activities and your semester-long group project. Each module will include a chapter(s) from the assigned textbook, a quiz(zes), a lecture(s), and a learning activity. There will be 1-2 modules assigned each week, and we will follow the full-academic semester schedule. The course will include a group project that will be completed throughout the course of the semester and will culminate in a final portfolio and presentation

This course has 4 credits, and it will require lab activities. These activities include hands-on practice activities in class and a project completed out of class.

There is no final exam, but final presentations are scheduled Thursday, December 11th 10:30 AM-12:30 PM.

By the end of this course, students will be able to:

1. Define and describe behavior-change procedures based on principles of behavior analysis
2. Design behavior-change procedures to address a need and modify the procedures so they are contextually appropriate
3. Identify critical components in effective behavior change procedures, write behavior change programs, and identify the limits of behavior change procedures
4. Communicate behavior-change procedures in a professional presentation

5. Conduct a lesson on the application of behavioral principles with a friend or family member and reflect on their experience as a teacher.

How to Succeed in this Course

Office hours are reserved to help promote your success, please come visit me! If my scheduled time does not work with your schedule, please email me with your availability to arrange a different time. I love helping students and am available to provide feedback, listen to your concerns, and hear other concerns related to your experience as a student.

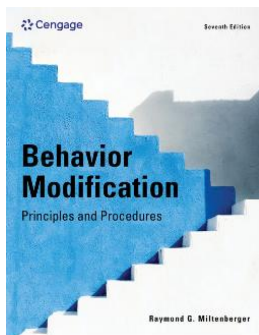
Email is the best way to communicate with me outside of class and office hours. Please send me questions, comments, concerns related to our course. I make every effort to respond to emails within one business day. If I become aware of a situation that will prevent me from accessing email, I will inform you of this as soon as possible.

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course. You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>).

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office hours and let me know. We are all learning together.

Required/Recommended Materials



- Miltenberger, R. G. (2024). *Behavior modification: Principles and procedures* (7th ed.). Cengage.
- PORTL manual – can be purchased at the UNT Bookstore or Voertman's. You may need to search under BEHV 3770 to find it. You can find more information here: <https://behaviorexplorer.com/store/>.

- If you have taken or are in BEHV 3770, you can use the same manual and kit.
- PORTL kit – can be purchased at the UNT Bookstore or Voertman's. You may need to search under BEHV 3770 to find it. You can also make your own: <https://behaviorexplorer.com/articles/portl-kit-instructions/>
- Technology requirements for courses with digital materials:
This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn/) (<https://online.unt.edu/learn/>).

Assessing Your Work

Below you will find an overview of the grading criteria for this course. Please know that academic integrity is taken seriously. Please review UNT's policy on academic integrity [Academic Integrity Policy \(PDF\)](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

A = 100-89.5 points

B = 89.4-79.5 points

C = 79.4-69.5 points

D = 69.4-59.5 points

F = 59.4 or fewer points

Assignment Category	Count in Category	Point Breakdown	Points Possible
Quizzes (drop 2)	15	1	13 points
Behavior Change Procedures Portfolio	1	1	40 points
Portfolio group contract	1	1	0.5 points
Group workdays and Feedback sessions (drop 3)	10	1	7 points
Draft Submissions	2	0.75	1.5 points
Portfolio target behavior + recording system with data sheet + scenario/vignette	1	6	6 points
Behavior-change procedures	6	3	18 points
Generalization strategies	1	2	2 points
Presentation	1	5	5 points
Worksheets	6	3	18 points
Technique Procedures Practice	7	2	14 points
BARC Presentation	1	5	5 points
Attendance	1	3	3 points
Summary and Reflection	1	2	2 points
PORTL Teaching Project	1	20	10 points
Video Recordings	1	7	7 points
Review and Self-evaluation with Instructor	1	3	3 points
Extra Credit Opportunities			**5**
Total Points Possible			100 points

Generative Artificial Intelligence (GenAI) Policy

Limited Use: Throughout the semester, you will or may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. It can be helpful to use GenAI to help explain concepts to you, to provide examples of principles and techniques, and to connect you with additional information.

I use GenAI to enhance materials, organize information, and analyze some aspects of your performance. I will always disclose how I use GenAI, and I expect the same from you. In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates academic integrity. If you're unsure whether something is allowed, please seek clarification.

Unacceptable use. It is never acceptable to submit projects or any written work that is partially or fully generated by text-generating software. You should not use AI to generate any parts of your BCPP portfolio or presentation. You should not use AI to answer questions on your worksheets. TurnItIn, which will be used for written projects, scans for content generated by AI; such content will be considered plagiarism and subject to the consequences specified in the Academic Integrity Policy. An additional risk is submitting content that is irrelevant to the assigned topics or lacks citations. This also can lead to a substantial reduction of points.

Late Work

Late work is given a zero. Nevertheless, circumstances come up that draw our attention away from our schoolwork at times. Please communicate with me as soon as possible before or following an incident or issue that affects your ability to complete an assignment on time.

Course Requirements

1) QUIZZES (15 [1 point each, drop 2] = 13 points)

- a) You will have 15 quizzes assigned to you throughout the semester. One quiz will be on the syllabus, and 14 quizzes will be on material in the lectures and book chapters. Quizzes are due Sundays at 11:59 PM.
- b) The syllabus quiz can be taken once. You can use your syllabus and there is no time limit.
- c) You may take each chapter quiz up to three times, and the highest attempt will be recorded.
 - i) Quizzes are timed and you may use your book or notes.
 - ii) Quizzes will close when they are due and will not reopen.

2) BEHAVIOR CHANGE PROCEDURES PORTFOLIO (40 points)

- a) You and a partner(s) will select hypothetical target behaviors at the beginning of the semester and construct a vignette to describe the individual/group whose behavior you will hypothetically change.
- b) You will provide an operational definition(s) of your target behavior(s) and design recording methods and systems to measure the behavior. You will design a data sheet to accompany your portfolio.
- c) You will select 6 behavior-change procedures to include in your portfolio. You will pretend that you are designing the behavior change procedure to address your target behavior with your target organism.
 - i) For each procedure, you will create your own behavior-change programs based on the course content, the textbook chapters, and activities.
 - ii) You must reference all sources that you use in APA 7 format.
- d) The instructor will provide a sample to guide you when writing your own behavior change procedures.
- e) For your final, your group will present portions of your portfolio in a professional 10-min presentation.
- f) Group workdays and feedback sessions will be scheduled throughout the semester. On these days, you and your partner should bring your in-progress portfolio to class. Dr. Bergmann and/or TA will look over sections of your portfolio and provide feedback. Plan to take notes or record the feedback session.

- 3) **CRITICAL THINKING AND APPLICATION WORKSHEETS (6 [3 points each] = 18 points)**
- a) Worksheets will be posted on Canvas for some of the chapters. You will work on the worksheets in small groups during scheduled class time and then upload the worksheets to Canvas by the posted due dates.
 - b) Worksheets will be graded for accuracy and completion.
- 4) **LAB ACTIVITY - BEHAVIOR ANALYSIS RESEARCH COLLOQUIUM (5 points)**
- a) To increase your knowledge of behavior-analytic research, application, and issues, you are required to attend ONE Behavior Analysis Research Colloquium presentation throughout the semester.
 - b) The meetings are held on the 2nd and 4th Fridays of the month from 4:00-5:30 in BLB 005. The updated dates and presenter information (if available) will be posted in the assignment instructions on Canvas.
 - c) Students are expected to attend one presentation, avoid multitasking on electronic devices, and participate in activities or discussions as prompted.
 - d) Students will submit a brief written summary and reflection.
 - e) If extenuating circumstances prevent you from attending one colloquium, please contact the instructor as soon as possible to discuss an alternative assignment.
- 5) **LAB ACTIVITY - TECHNIQUE PROCEDURES PRACTICE (7 [2 points each] = 14 points)**
- a) With a partner, you will practice some behavior-change techniques. These activities will be completed with a classmate.
 - b) Students who are not in class on the scheduled day will have instructions for completing the activity remotely.
- 6) **LAB ACTIVITY - PORTL TEACHING ASSIGNMENT (10 points)**
- a) With a friend or family member, you will teach them two PORTL lessons from those that we do in class.
 - b) You will record your teaching lessons and submit them on Canvas.
 - c) You will schedule a 30-min meeting with the instructor outside of class time to present your video and answer questions about your experience completing the activities.
- 7) **EXTRA CREDIT (Up to 5 points total)**
- a) By completing various approved activities (e.g., participating in research studies, attending additional Behavior Analysis Research Colloquium meetings), you can earn up to 5 points of extra credit. These points will be applied to your final grade. Extra credit opportunities will be announced throughout the semester and posted on Canvas.

Course Schedule

Week/ Dates	Module (M) and Chapters (C)	Assignments	Tuesday Class	Thursday Class	BCaBA TCO 6 th
1 8/19- 8/21	N/A	1. Read syllabus 2. Complete syllabus quiz 3. Read instructions for BCPP and look over Canvas page	Activity: Overview of syllabus, course expectations, introductions Due: N/A	Activity: Explanation of Behavior Change Procedures Portfolio (BCPP) Due: N/A	N/A
2 8/26- 8/28	M1: Defining and Measuring Behavior C2: Observing and recording behavior	1. Watch M1 lectures 2. Read C2 3. Complete C2 quiz 4. Form group for BCPP 5. Worksheet 1	Activity: Worksheet Operational definitions and recording methods Due: Upload worksheet by 11:59 PM	Activity: BCPP- In-class Workshop 1 – group contract, select target behavior Due: Upload contract by 11:59 PM	B-1, C-1, C-2, C-3, C-7
3 9/2- 9/4	M2: Increasing Behavior C4: Reinforcement	1. Watch M2 lectures 2. Read C4 3. Complete C4 quiz 4. Technique practice 1	Activity: PORTL Rapid Intro and Exercise 17 Due: Upload datasheet by 11:59 PM	NO CLASS	B-4, B-7, B-8, C-4, C-5, D-08, G-1
4 9/9- 9/11	M3: Decreasing Behavior C5: Extinction C14: Applying Extinction	1. Watch M3-extinction lectures 2. Read C5 3. Complete C5 quiz 4. Read C14 5. Complete C14 quiz 6. Technique practice 2	Activity: PORTL Exercise 7 and 18 Due: Upload datasheet by 11:59 PM	Activity: BCPP In-class Workshop 2, select target behavior, continue with vignette, operational definition(s) Due: N/A	B-9, G-1, H-5
5 9/16- 9/18	M3: Decreasing Behavior C6: Punishment C17: Using Punishment...	1. Watch M3-punishment lectures 2. Read C6 3. Complete C6 quiz 4. Read C17 5. Complete C17 quiz 6. Worksheet 2	Activity: Worksheet Applying Extinction Due: Upload worksheet by 11:59 PM	Activity: BCPP Workshop 3 – recording methods, present operational definition to class in informal presentation Due: N/A	B-5, B-7, H-2, H-3, H-5

6 9/23- 9/25	M3: Decreasing Behavior C18: Positive Punishment...	1. Watch M3-punishment lectures 2. Read C18 3. Complete C18 quiz 4. Worksheet 3 5. Sign up for BCPP Feedback 1	Activity: Worksheet Punishment Due: Upload worksheet by 11:59 PM	NO CLASS – Dr. Bergmann @ ABAI Single Case Research Conference	N/A
7 9/30- 10/2	None – BCPP Feedback Week 1	1. BCPP Draft 1	Activity: BCPP- Feedback Due: Upload BCPP draft 1 by Sunday 11:59 PM	Activity: BCPP- Feedback Due: Upload BCPP draft 1 by Sunday 11:59 PM	B-2, B-11, G-3
8 10/7- 10/9	M4: Control C7: Stimulus Control-Discrim...	1. Watch M4-stim control lectures 2. Read C7 3. Complete C7 quiz 4. Technique practice 3 5. Technique practice 4	Activity: PORTL Exercise 23 Due: Upload datasheet by 11:59 PM	Activity: PORTL Exercise 24 & Overview of PORTL teaching project Due: Upload datasheet by 11:59 PM	G-4
9 10/14- 10/16	M4: Control C10: Prompting and Transfer of Control	1. Watch M4-prompt lectures 2. Read C10 3. Complete C10 quiz 4. Technique practice 5	Activity: Prompting Exercise Due: Upload datasheets by 11:59 PM	Activity: BCPP-In-class Workshop 4 – behavior-change procedures Due: N/A	B-13, G-5
10 10/21- 10/23	M5: Building Behavior C9: Shaping C11: Chaining	1. Watch M5 lectures 2. Read C9 3. Complete C9 quiz 4. Read C11 5. Complete C11 quiz 6. Worksheet 4 7. Sign up for BCPP Feedback 2	Activity: Worksheet Prompting	Activity: BCPP-In-class Workshop 5 – behavior-change procedures Due: N/A	F-5, G-9
11 10/28- 10/30	None – BCPP Feedback Week 2	1. BCPP Draft 2	Activity: BCPP- Feedback Due: Upload BCPP Draft 2 by Sunday 11:59 PM	Activity: BCPP- Feedback Due: Upload BCPP Draft 2 by Sunday 11:59 PM	

12 11/4- 11/6	M6: Replacement Behaviors C15: Differential Reinforcement	1. Watch M6 lectures 2. Read C15 3. Complete C15 quiz 4. Technique practice 6 5. Worksheet 5 6. Schedule PORTL teaching project meeting	Activity: Worksheet Behavioral Chains Due: Upload worksheet by Sunday 11:59 PM	Activity: Preference Assessment Practice Due: Upload worksheet by 11:59 PM	G-9
13 11/11- 11/13	M7: Strategies to Promote Enduring Change C16: Antecedent Interventions	1. Watch M7-antecedent lectures 2. Read C16 3. Complete C16 quiz 4. Technique practice 7 5. Attend PORTL teaching project meeting	Activity: PORTL 20 x2 Due: Upload datasheets by 11:59 PM	Activity: BCPP-In-class Workshop 6 – behavior-change procedures Due: N/A	G-18, B-12
14 11/18- 11/20	M7: Strategies to Promote Enduring Change C19: Promoting Generalization	1. Watch M7-generalization lectures 2. Read C19 3. Complete C19 quiz 4. Worksheet 6 5. Sign up for BCPP Feedback 3 6. Attend PORTL teaching project meeting	Activity: Worksheet Antecedent Control Procedures Due: Upload worksheet by 11:59 PM	Activity: BCPP- In-class Workshop 7 – generalization Due: N/A	N/A
11/25-11/27 No Class – Fall Break					
15 12/2- 12/4	None – BCPP Feedback Week 3	1. Finish BCPP Final Portfolio 2. Upload BCPP Final Portfolio	Activity: BCPP Feedback Due: N/A	Activity: BCPP Feedback Due: Upload BCPP Final Portfolio by Sunday 11:59 PM	N/A
16 12/9- 12/11	None – Finals Week FINAL PRESENTATIONS Thursday, December 11th, 10:30 AM-12:30 PM	1. Present BCPP 2. Upload presentation 3. Complete group contributions survey	No Class	Activity: BCPP-Final Presentations Due: Upload copy of presentation and Complete group contributions survey by 11:59 PM	N/A

*Note: students will be notified by Eagle Alert if there is a campus closing that will impact a class and the calendar is subject to change [Emergency Notifications and Procedures Policy \(PDF\)](https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf)

Course Policies

Attendance and Participation

Attendance is mandatory, and absences during group workshop days can be very disruptive to the success of you and your partner(s). Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill and be mindful of the health and safety of everyone in our community.

I have great respect for students who are balancing the demands of their coursework with the responsibilities of caring for family members. If you run into challenges that require you to miss a class, please contact me. There may be some flexibility we can offer to support your academic success.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will be available from November 11th until December 4th.

Class Participation

Class participation is expected in all aspects of the course. This includes watching the lecture videos, completing homework, working with your group, and practicing the techniques. Your mastery of these behavior change techniques depends upon your active engagement with the material during and outside of class.

Grade Disputes

If a student believes an error has been made in grading, a written request for reconsideration of the item(s) in question may be submitted within 1 week of receipt of the graded material. The written request should specify the item(s) in question, and the reason the student believes the answer given was correct, citing relevant sources (e.g., page number from readings on which the answer was based).

Assignment Policy

Student Conduct: Each student automatically certifies that any material submitted for grading is their own independent work. UNT policies require reporting of plagiarism or any suspected violations that constitute possible academic misconduct. Students are responsible for being familiar with the Code of Student Conduct.

Group work is encouraged; however, in the past there have been situations in which group work could have been considered cheating or plagiarism. “Legitimate” group work takes advantage of consultation with your peers, provides you with ideas, suggestions, corrections, etc., which you take into consideration in the development of your unique and individual product. Copying someone else’s work products (or making your work available to another student to copy) is not legitimate; it is cheating. Although we encourage and require students to work together, assignment sharing is not acceptable. File sharing, copied & pasted portions, & assignments duplicated from previous semesters will result in a zero and possible further disciplinary action.

Due dates are listed in the course schedule and on Canvas. Due dates may change, and those changes will be communicated via Canvas. Due dates will only be extended and never moved temporally closer. Assignments will be submitted via Canvas. Documents can be .doc, .docx, or PDF. Turnitin will be used for written assignment submission.

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 or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback

As your instructor, I commit to providing opportunities to acquire and master behavior-change techniques and concepts of applied behavior analysis.

- I will make every attempt to assist your learning by guiding discussion, providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics/criteria, and reviewing and updating course content.
- I will make every attempt to return feedback on assignments within two weeks and respond to emails within one business day.

Syllabus Change Policy

As the instructor of this course, I reserve the right to modify this syllabus at any time. Updates to this syllabus may include changes to the reading list, modified assignments, updates to due dates, etc. Changes will be communicated on the course Canvas page and via email. You are responsible for staying up to date with any syllabus changes.

UNT Policies

Academic Integrity

Academic Integrity Standards and Consequences. According to UNT Policy 06.003 (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf), 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.

Honesty is a core value in the practice of behavior analysis. Progress depends on honesty in data collection, reporting, and documenting. For that reason, plagiarism is especially troublesome for behavior analysts in training.

Please note that all work in this course has specified individual and group work. Individual work must be completed on your own. All assignments must be your own work in your own words. Plagiarism, including submitting content identical or highly similar to other student's papers and copying content from journal articles, websites, or other sources, is strictly prohibited. Using your own previous work without citation is also considered plagiarism.

You are responsible for reading and understanding the UNT Student Academic Integrity Policy (<https://policy.unt.edu/policy/06-003>).

Course Technology & Skills

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Using spreadsheet programs
- Using presentation and graphics programs

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT IT Help Desk

Email: helpdesk@unt.edu

Live Chat: [Helpdesk Live Chat](https://it.unt.edu/helpdesk/chatsupport) (https://it.unt.edu/helpdesk/chatsupport)

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Hours and Availability: Visit [UNT IT Helpdesk](https://it.unt.edu/helpdesk) (https://it.unt.edu/helpdesk) for up-to-date hours and availability

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Rules of Engagement

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

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”

- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.