COURSE INFORMATION
Welcome to Fundamentals of Inquiry and Discovery! Please carefully read all of the information contained in this syllabus.

• Course: BAAS 3020, Section: 903, 3 Credit Hours
• Semester: Fall 2019
• Format: This is an online course: All coursework is delivered asynchronously in Canvas.

Instructor Contact Information
• Dr. Susan Watson
• Virtual Office Hours via Zoom (Mondays 12-1 pm, Wednesdays 3-4 pm)
• Susan.Watson@unt.edu

Course Pre-requisites, Co-requisites, and/or Other Restrictions
Declaration of the B.A.A.S. degree as the program of study at UNT.

Course Description
The main purposes of this course are 1) to provide an introduction to the concepts and techniques used to develop research questions, and 2) to structure an appropriate research design to collect data and answer these questions. Topics will include the connection between research questions and research design, variable measurement, sampling, the differences between experimental and non-experimental designs, data analysis, reporting, and the social context of scientific research. Social research methods are used to develop and organize data before the application of statistical techniques; therefore, no prior knowledge of statistics is required for this course.

Learning Objectives
Having successfully completed this course, students will:

1. investigate and evaluate the knowledge claims of both themselves and others with evidence and examples. (Critical Thinking and Reasoning)
2. communicate research methods and approaches appropriate to specific problems. (Written and Oral Communication)
3. collaborate with others to formulate researchable questions, strategies, and approaches to address questions. (Teamwork/Collaboration)
Required Materials

- Supplementary materials in Canvas Course Modules. These include presentations, articles, tutorials, and videos.

Optional Materials

Although not required, this book may be useful for those of you looking for additional study materials:


Course Teaching and Learning Strategies

In this required course within the Bachelor of Applied Arts and Sciences degree program, students will examine various ways that data is collected, analyzed, and used to address various research questions. Teaching and learning strategies will include peer and collaborative learning, project-based learning, autonomous online reading and viewing of course materials, instructor lectures, quizzes, practice activities, and a culminating group project. This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are created, and students are expected to be actively engaged. The goals of utilizing these approaches include developing student competencies in the areas of collaboration, communication, and problem solving as well as gaining a deeper understanding of the research process.

Technical Requirements/Assistance

IT Help Desk: [http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm)

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu  
Phone: 940.565-2324  
In Person: Sage Hall, Room 130

Hours are:

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

Canvas technical requirements: [https://clear.unt.edu/supported-technologies/canvas/requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

Minimum Technical Skills Needed

Minimum technical skills include the ability to navigate and use the Canvas learning management system on a regular basis. Students are responsible for all devices (i.e. computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions. Plan ahead and have a back-up plan in place.
Student Academic Support Services

- **Academic Resources**: where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- **Code of Student Conduct**: provides Code of Student Conduct along with other useful links
- **Office of Disability Accommodation**: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- **Counseling and Testing Services**: 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**: library services
- **UNT Learning Center**: provides a variety of services, including tutoring, to enhance the student academic experience
- **UNT Writing Center**: offers free writing tutoring to all UNT students
- **Succeed at UNT**: information regarding how to be a successful student at UNT

Communicating With Your Instructor

The primary tool for communication in this course email. If you have questions or concerns, please send them to Susan.Watson@unt.edu from your UNT email address. You should expect a reply from me within 2 business days. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have to a non-UNT email address because it violates federal law on student privacy. For further information on email communication, please see https://clear.unt.edu/online-communication-tips.

Teamwork

You will be assigned to a working group for a team-based project this term. You will be expected to regularly meet and communicate with your team via conference call, Skype, Zoom, or another means of communication. As a team, you will complete the stages of a research project including writing hypotheses, creating survey questions, analyzing results, drawing conclusions, and presenting research in both written and oral form (oral form will be recorded for submission). The **grades for those assignments are team grades** – all members of the team getting the same score. You will also receive an individual team contribution score based on evaluations by your team members and on the instructor’s observations.

It is in your best interests to be a highly effective member of a team! **If a member of a team is not contributing sufficiently to the work of the team**, the other members have the right to:

1) notify the team member that they are not contributing well, copying the professor and all other team mates on that email message (using UNT email addresses),
2) give the team member 7 days to improve contribution to the team, and,
3) if contribution has not improved sufficiently, to kick that member out of the team.

**If a team member is kicked out**, he/she may complete a different project on their own in the remaining time left in the term. However, their teamwork score will be zero, and any prior team assignments will also have a score of zero. In other words, the possible points to be earned are not retroactive, but rather pick up at the point of ejection of the team member.
ASSESSMENT AND GRADING

Assessment Overview
This course provides various ways for students to learn including a group project, quizzes, discussions, practice exercises, readings, and lectures. Students who fail to complete any assessment by the due date will receive a 0.

Course Assessments
Below is a brief overview of the assessments in this course. See Canvas for specific details on dates, requirements, and grading. You may take quizzes TWO times before the due date - Canvas will record the best attempt. All quizzes and exams are timed, and you will not be able to “go backward” to return to a question.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Possible points</th>
<th>Approx. percent of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started Quiz</td>
<td>30</td>
<td>3%</td>
</tr>
<tr>
<td>Course Orientation Quiz</td>
<td>30</td>
<td>3%</td>
</tr>
<tr>
<td>Citing Sources Quiz</td>
<td>30</td>
<td>3%</td>
</tr>
<tr>
<td>Module Quizzes (10 @ 20 points each)</td>
<td>200</td>
<td>17%</td>
</tr>
<tr>
<td>Article Quizzes (3 @ 20 points each)</td>
<td>60</td>
<td>5%</td>
</tr>
<tr>
<td>Article Discussions (3 @ 20 points each)</td>
<td>60</td>
<td>5%</td>
</tr>
<tr>
<td>Other Discussions (3 @ 20 points each)</td>
<td>60</td>
<td>5%</td>
</tr>
<tr>
<td>Exams (3 @ 100 points each)</td>
<td>300</td>
<td>26%</td>
</tr>
<tr>
<td>Survey Project (Parts A-F)</td>
<td>150</td>
<td>13%</td>
</tr>
<tr>
<td>Personal Process Paper Checkpoint</td>
<td>30</td>
<td>3%</td>
</tr>
<tr>
<td>Personal Process Paper</td>
<td>100</td>
<td>9%</td>
</tr>
<tr>
<td>Peer Evaluations (Survey Project Part G)</td>
<td>100</td>
<td>9%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1150</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

Getting Started Quiz
*Assignment Purpose: To prepare you for the format of the course.*
The Getting Started Quiz covers the syllabus and the “Getting Started” module which serves as a basic overview of the course.

Course Orientation Quiz
*Assignment Purpose: To connect course content to marketable skills and prepare you to be successful in the course.*
The Course Orientation Quiz covers the “Course Orientation” module which serves to introduce you to the major goals of the course, the B.A.A.S. program, and UNT as well as how these goals connect to skills important to employers.

Citing Sources Quiz
*Assignment Purpose: To demonstrate the ability to properly cite sources.*
The Citing Sources Quiz covers how and when to cite sources using APA style. You will be required to cite sources throughout this course, so understanding how will be beneficial to your success.

**Module Quizzes**

*Assignment Purpose: To assess your comprehension of module content.*

There will be 10 module quizzes administered on Canvas based on the textbook and modules.

**Article Quizzes and Article Discussions**

*Assignment Purpose: To critically evaluate real-world research and engage in scholarly discourse.*

At 3 points during this semester, you will be asked to read a research article then complete a quiz, develop discussion questions, and engage in conversation with your team on a team discussion board about the article.

**Other Discussions**

*Assignment Purpose: To communicate course content meaningfully.*

At 3 additional points during the semester, you will be asked to discuss the content of the course with your peers.

**Exams**

*Assignment Purpose: To assess your comprehension of course content.*

There will be 3 exams covering material from the textbook and modules. Questions will be application-based and will consist of multiple choice and essay questions. No make-up exams will be given unless a university-approved excuse has been provided prior to the exam or officially documented lack of ability to complete the exam is provided within one week of the students return to class.

**Survey Project**

*Assignment Purpose: To apply course content to a real-world scenario and practice collaborative teamwork skills.*

The Survey Project will involve defining social research questions and creating a research design that will allow students to answer these questions collaboratively. This project will be completed in teams as assigned by the instructor. At the end of the semester, students will have an opportunity to rate the contributions of their fellow team members. That feedback will be taken into consideration by the instructor and individual grades will be assigned accordingly. The project will be assigned in stages throughout the semester. It is critical to the grade on this project that all students in a team participate during each stage of the project. If you contact me with questions about the projects, please be sure to copy all of your team mates on the message so everyone can stay informed (use your UNT email addresses).

**Personal Process Paper**

*Assignment Purpose: To demonstrate understanding of the research process and reflect on collaboratively undertaking a research project.*

The Personal Process Paper is intended for you to describe the stages of the research process, using the semester-long survey project as an example. It should not be a regurgitation of the Survey Project, but, rather, a way to communicate your overall knowledge of the research process critically and clearly. The paper documents your overall knowledge of the entire course as well as your experience working with your group. Part way through the semester, you will have the opportunity to submit the first few sections of your personal
process paper via the **Personal Process Paper Checkpoint** assignment. Feedback on these sections will give you an opportunity to improve for your final submission.

**Grading**

Final grades will be determined through the use of a point system. The maximum value of each assessment along with the range of points associated with each letter grade are listed in the tables below. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas regularly.

**A grade of C or higher in BAAS 3000, BAAS 3020, and BAAS 4100 is needed for credit within the Bachelor of Applied Arts and Sciences degree.**

**Letter Grade Point Range**

Total points possible for semester = 1150

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>1150-1035</td>
<td>100-90%</td>
<td>A</td>
</tr>
<tr>
<td>1034-920</td>
<td>89-80%</td>
<td>B</td>
</tr>
<tr>
<td>919-805</td>
<td>79-70%</td>
<td>C</td>
</tr>
<tr>
<td>804-690</td>
<td>69-60%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;690</td>
<td>&lt;60%</td>
<td>F</td>
</tr>
</tbody>
</table>

**COURSE EVALUATION**

Student feedback is an essential component to improving BAAS courses. Students will be notified prior to the course evaluation date via email from UNT SPOT course evaluation. I will also post an announcement and send an individual Canvas messages. More information is provided on the UNT course evaluation process in the UNT policies portion of this syllabus.

If 85% or more of the students enrolled in this section complete the course evaluation, everyone will receive extra credit.

**COURSE POLICIES**

**Assignment Policy**

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. All assignments will be submitted via Canvas or submitted in class. Written work will be submitted using a plagiarism detection software program. Look for details on how to submit those assignments in the Canvas class site. *If you have any technical difficulty with Canvas, please contact the Student Helpline immediately at (940) 565-2324 or at helpdesk@unt.edu. Remember to get a ticket.* Students will not be allowed to retake any assessment based on technical difficulties. Please check compatibility with Canvas in advance. Specifications are posted in the getting started module.

**Canvas Calendar**

While the Canvas calendar with alerts is an additional organizational tool, it is not always accurate. In other words, students should not rely solely on the Canvas calendar and/or alerts to complete assignments. Rather, students are expected to meet deadlines according to the provided course schedule.
**Extra Credit**

There are two (2) opportunities for extra credit this semester (see Canvas for details). If other opportunities become available, they will be announced and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

**Instructor Responsibilities and Feedback**

The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve problem solving abilities, and build collaboration skills. All assignment information, grading rubrics, quizzes, and exams are provided in the Canvas course site. Written feedback on assignments will be provided through the grading rubrics and/or written instructor feedback provided at the grade center located in Canvas. Students can expect written projects and assessments to be graded and posted in Canvas within 2 weeks of the assessment due date. Email responses will be sent to questions within 2 business days.

**Late Assignments/Make-up Policy**

No late assignments will be accepted in this course. Assignments and exams are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e. computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Students are given at least seven days to complete all assignments (i.e. quizzes, discussion, and cumulative assessment). Therefore, regardless of the circumstances, students who miss assessments will not be allowed to make them up. Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible.

**Grade Appeals**

If you have a question about a grade on an assignment, please arrange to meet with the instructor via phone or email. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the B.A.A.S. grade appeal policy, which you can obtain from the instructor or from the department’s administrative assistant.

**Requests for an Incomplete**

Students may request a grade of incomplete ("I") only if he/she meets all of the following conditions:

- The request occurs on or after Nov. 11, 2019.
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule; and,
- The student has the approval of the instructor and the faculty director.

Students meeting these criteria must arrange with the instructor to finish the course at a later date (no longer than 12 months after the I grade was reported) by completing specific requirements outlined by the instructor. These requirements must be listed on a “Request for Grade of Incomplete” form signed by the instructor, student, and faculty director. More information on UNT’s incomplete grade policy is available at [https://registrar.unt.edu/grades/incompletes](https://registrar.unt.edu/grades/incompletes).
**Dropping the Class**

The B.A.A.S. faculty all want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at [https://registrar.unt.edu/registration/dropping-class](https://registrar.unt.edu/registration/dropping-class). If you absolutely have to drop the course, you may do so through [https://my.unt.edu](https://my.unt.edu). Nov. 22, 2019 is the last date to drop a class with an automatic grade of “W”.

**Syllabus Change Policy**

Due dates for assignments can be found in Canvas and in the course schedule. In the rare cases that there is a date change for an assignment, exam or any other syllabus change, the instructor will notify students through an announcement in Canvas.

**UNT POLICIES**

**Academic Integrity Policy**

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

**ADA Policy**

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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable 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 ODA website at [https://disability.unt.edu](https://disability.unt.edu). You may also contact ODA 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. Coursework 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 [https://deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).

**Access to Information - Eagle Connect**
Students’ access point for business and academic services at UNT is located at: [https://my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [https://eagleconnect.unt.edu](https://eagleconnect.unt.edu).

**Student perceptions of teaching effectiveness (SPOT):**
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 toward the end of the semester 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 follow 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 [www.spot.unt.edu](http://www.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 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 or at (940) 565 2759.

**Campus Carry**

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT’s concealed handgun policy at [https://campuscarry.unt.edu](https://campuscarry.unt.edu).

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website ([http://www.ecfr.gov/](http://www.ecfr.gov/)). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken 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) 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 (https://policy.unt.edu/policy/07-002).

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

- The work is 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 found at https://dlit.untdallas.edu/sites/default/files/approval_form_permission_waiver_and_release.pdf

Transmission and Recording of Student Images in Electronically-Delivered Courses
1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

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

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

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 26</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Sep. 2</td>
<td>Labor Day (no classes; university closed)</td>
</tr>
<tr>
<td>Sep. 10</td>
<td>Beginning this date, a student may drop a course with a grade of W</td>
</tr>
<tr>
<td></td>
<td>by completing the Request to Drop Class form and submitting it to</td>
</tr>
<tr>
<td></td>
<td>the Registrar's Office.</td>
</tr>
<tr>
<td>Oct. 4</td>
<td>Last day for change in pass/no pass status.</td>
</tr>
<tr>
<td>Nov. 4</td>
<td>Last day to drop a course.</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Last day to withdraw (drop all classes). Grades of W are assigned.</td>
</tr>
<tr>
<td>Nov. 28 -</td>
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<tr>
<td>Dec. 1</td>
<td>Thanksgiving Break (no classes, university closed)</td>
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<tr>
<td>Dec. 5</td>
<td>Last Regular Class Meeting</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Reading Day (no classes)</td>
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<tr>
<td>Dec. 7 -</td>
<td></td>
</tr>
<tr>
<td>Dec. 13</td>
<td>Final Exams</td>
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