

## CHEM 2370.005 Organic Chemistry I (online section)

Instructor Contact

**Name:** Dr. Sreekar Babu. Marpu

**Pronouns:** He, Him, His

**Office Location:** CHEM 371

**Phone Number:** 940-565-4850

**Office Hours:** Monday 11.00 am to 12.30 pm

**Zoom Meeting ID (office hour, recommended):** <https://unt.zoom.us/j/82601285238>

**Recitation:** Friday 11.00 am to 12.30 pm

**Zoom Meeting ID:** <https://unt.zoom.us/j/84669264477>

**Email:** [sreekarbabu.marpu@unt.edu](mailto:sreekarbabu.marpu@unt.edu)

**Note:** Please take the time to read the entire syllabus document, course policies are described in this document clearly.

### **Communication Expectations:**

The primary tools that will be used to communicate are email and canvas announcements. I will do my best to respond to your emails within 24 hrs. Please check for announcements regularly. Course updates and important notifications will be posted on canvas. The super TA will also help with the questions, can be reached at: TBA.

We have a crew for this course (Supper TA, Grader and an SI Leader). They will have sessions throughout the semester, they will send out their schedules soon.

Super TA - Shankar K. Sindhu ([sindhukonanurshankar@my.unt.edu](mailto:sindhukonanurshankar@my.unt.edu)); Grader - Ge Xueying ([xueyingge@my.unt.edu](mailto:xueyingge@my.unt.edu)); SI Leader - Kaitlyn Youngblood ([KaitlynYoungblood@my.unt.edu](mailto:KaitlynYoungblood@my.unt.edu)).

### **Welcome to UNT!**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

### **Course Description**

The CHEM 2370 is the first of introductory undergraduate organic chemistry curriculum at UNT. The course will cover material from chapter 1 – 10 from the Solomons and Fryle Organic Chemistry textbook. The focus of the study will be on understanding the organic structure, nomenclature, occurrence and uses of main classes of organic compounds; functional groups and their interconversion; character of chemical bonding; stereochemistry; structure and reactivity; acid/base reactions, resonance, inductive and steric effects; reaction mechanisms. Please look at the [course guide document](#) for detailed timeline of the topics. This is an online/internet course, the required information can be obtained from the text book and/or weekly modules (presentations). During first few weeks, the quizzes and assignments will be posted on weekly basis, once the students are adjusted to the routine, quizzes and assignments will be posted much early so students can finish the assignments at their convenience. The instructor will be happy to provide more practice problems to the interested students.

## Course Prerequisites or Other Restrictions

Student must have taken General Chemistry I and II (CHEM 1410 and CHEM 1420) and earned a grade of C or above. Please check the course requirements at [https://registrar.unt.edu/sites/default/files/feeds/registrar\\_course\\_reports/fall/chemistry\\_fall.pdf](https://registrar.unt.edu/sites/default/files/feeds/registrar_course_reports/fall/chemistry_fall.pdf) or reach out to [chem-advising@unt.edu](mailto:chem-advising@unt.edu) for additional information if required. This is an internet course. Course enrollment is restricted and non-texas resident students residing outside of the state are not eligible to enroll in this section.

## Course Structure and Preparation

The course is designed to be fully online. Course content is available on Canvas, students will have opportunity to meet (online) the instructor and the Super TA during the office hours and recitation for addressing questions, going over the presentations and problems. Because the class is designed online, none of these meeting is mandatory. Students will finish the required homework problems and submit them through canvas for grading. Students will finish the exams and every other graded/non-graded assignment at their convenience and are expected to submit on/before the due dates. All materials, assignments, quizzes, and exams are delivered online on canvas and information about other learning platforms will be provided. Students are expected to go over the materials/resources posted on canvas and complete given assignments, quizzes, and exams.

Because this is an Internet course, the students are expected to be prepared to cover large amount of materials in small interaction time they have with the instructor. Contrary to what you may have heard, organic chemistry does not have to be a difficult course. You will learn more in it than in almost any course you will take—and what you learn will have a special relevance to life and the world around you. However, because organic chemistry can be approached in a logical and systematic way, you will find that with the right study habits, mastering organic chemistry can be a deeply satisfying experience.

1. Be prepared before class -
2. Keep up with your work from day to day—never let yourself get behind.
3. Study material in small units and be sure that you understand each new section before you go on to the next.
4. Work all class review questions before the next class.
5. Work all the in-chapter and assigned problems.
6. Write when you study.
7. Learn by teaching and explaining.
8. Use molecular models when you study.

## Course Objectives

Upon successful completion of this course, students will be able to

1. Recognize the key aspects of online learning and evaluate the differences between in-person and online teaching for organic chemistry courses.
2. Correlate Structure-property relationships for physical properties
3. Correlate Structure –property relationships for chemical properties (including chemical reactions)
4. Name chemical structures (i.e. naming compounds)
5. Design synthesis of organic compounds

6. Draw reaction mechanisms using curved arrows
7. Recall reactions of different functional groups
8. Applying basic reactions of functional groups in new reaction designs

## Materials

- 1) **Required:** Organic Chemistry text book, by Solomons and Fryle, 12th edition (published by Wiley). Any format of the textbook is acceptable (bound, unbound, electronic, pdf, online, etc.). Consult with instructor if you have a 11<sup>th</sup> Edition. ISBN for 12 Edition: 9781118875766
- 2) Recommended: Study Guide and Solutions Manual for Organic Chemistry, 12th Ed., Solomons/Fryhle (Wiley) is helpful to check solutions for text book problems. Organic chemistry study guide and solutions manual ISBN: 9781119077329
- 3) Additional resources (recommended): Achieve Essentials for Organic Chemistry, helpful for additional problems. ISBN for the 1 term code is 9781319392017; 2 term code ISBN is 9781319392031 <https://macmillan.force.com/macmillanlearning/s/article/Instructors-Integrate-Macmillan-courses-with-Canvas>
- 4) Additional resources (recommended): WileyPlus platform. 1 semester access (NWP, eText) ISBN: 9781119664574; 2 semester access (NWP, eText) – ISBN: 9781119500940.

These additional resources will be a great for practice problems and also provide additional resources that can be handy for drawing structures, understanding 3d models.

- 5) Recommended: Molecular model kits, which are available at the bookstore or from other sources, such as Duluth Labs (see link below) are helpful, but not required. You may use your molecular during exams. <https://duuthlabs.com/>  
The students can get a lot of information from Canvas (weekly modules/presentation materials and zoom recordings, chapter problems, and chapter problem key)

## Teaching Philosophy

The course covers basic and moderate concepts of organic chemistry. The main objective of the course is to cement the knowledge and understanding of basic organic chemistry concepts. My strong belief is true teaching is evident only if students can learn, understand, and finally in a position to apply their knowledge for the benefit of their own lives and towards the betterment of the society. Teaching or learning process will not have any impact if the teaching process becomes a process of accumulation of information that can be obtained from various resources easily. I believe a good teaching classroom should be safe, friendly, accommodative, and provide the opportunity to every student. All students have the right to learn and should be allowed to expand their knowledge and advance beyond their socio-economic limitations. I will do my best as the instructor of this class to provide information, resources and experience to the students so the course objectives are met at the end of the semester.

## Course Technology & Skills

### Minimum Technology Requirements

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

- Computer with webcam
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)
- LockDown Browser, Respondus.

### 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
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Using the Achieve learning

### 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.

**UIT Help Desk:** UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm>)

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

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

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

**Laptop Checkout:** 8am-7pm

For additional support, visit Canvas Technical Help (<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:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- 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.
- Be cautious when using humor or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail
- Any profanity during the meetings/chats/exams/assignments will not be excused – will result in zero and or removing from class.

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

## Syllabus Change Policy

This syllabus is a guide, but not a contract. You will be notified immediately if any substantial changes are made to the test schedule, grading scheme, or other components of the syllabus.

## Course Requirements

Assignment	Points Possible	Percentage of Final Grade	Bonus Points
Individual chapter quizzes (10*5) - Open Book	50		NA
Chapter Problems (10*20) – Open Book	200		20 bonus points
Exams (three exams, lowest of three can be replaced by a higher final exam). 100 points each – Closed Book	300		10 points each exam.
Discussion Topic (5) – Open Book	50		NA

Assignment	Points Possible	Percentage of Final Grade	Bonus Points
Final exam – Closed Book	100		20 points
Total Points Possible	700		50 points

Total bonus points possible - 50

Additional problems from each chapter (ungraded) will be posted on Canvas for practice purpose. Answer key for all the quizzes, chapter problems and exams will be provided after the submission by every student in the class. Grades will be returned to students once all the students have submitted the assignments/exams. No makeup assignments or quizzes are allowed.

Please check the course guide for tentative time line of the topics and other assignments.

- **Discussion topics** can be streamed on Canvas or asked to submit a short report. Details will be provided during first office hour meeting. Discussion posting must strictly relate to the topic posted, postings and response must strictly adhere to “Rules of Engagement”. Any out of limits postings will be deleted and student will be penalized accordingly.

### Examination Policy

The course consists of one final exam and three exams during the semester. All exams are closed book, administered online on CANVAS using a lockdown browser and webcam during the time window that will be agreed upon. Chapter quizzes, chapter homework assignments, and discussion topics are posted on CANVAS .

#### Exam rules:

- Semester exams (not including the final) are 50 minutes in length and will cover most recent material, 20-25 questions.
- Final exam will be comprehensive covering 1-10 chapters and will be 120 minutes in length (50-60 questions)
- Modelling kits are allowed during the exams.
- No extra time will be provided for tardiness.
- Questions will be multiple choice mostly, all questions will not carry same points.
- Quizzes/exams are done under lockdown browser. Please be prepared for that(download/install)
- Cell phones are not permitted (may not use cell phones as calculators) and TI Nspire or any other electronic devices are not permitted
- Cheating will result in a zero.
- No one is permitted to leave the room and return during the exams
- Be prepared for both multiple point questions and short answer questions during the mid-term and final exams.
- There is no talking or asking questions during exams. Hold all questions until exam has concluded.
- Exams must be completed online. LockDown Browser with a webcam is required to take the exams and quizzes. LockDown Browser is like any other browser, the only difference is that LockDown Browser will not let you open additional pages while you are working in Canvas. Please notice that LockDown Browser is not available for Chromebook. Intallation information will be uploaded as separate document into CANVAS.

- Three exams and a final exam will be given for the course. Each exam will consist of multiple-choice questions and will be closed book. The exam will be administered online on CANVAS (more details will be provided in an announcement) during the time window agreed at the beginning of the semester.

### **Assignment Policy**

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 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.

For each lecture recording, review questions covering the topic discussed in the class will be posted on CANVAS. You are strongly encouraged to do the problems before listing to next recording. Answer key will be posted in canvas and recorded answers will be posted for some class review questions. Before the exam, an exam review will be posted on CANVAS. Again, you are strongly encouraged to do the practice exam and get the help from the professor or super TA if needed.

**Achieve/Solomons chapter problems** will be used for homework assignment. Assignments and due dates will be announced through email and/or will be posted at the course CANVAS site.

### **Grading**

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

A = 90-100%

B = 80-89.9%

C = 70-79.9%

D = 60.0-69.9%

F = 50.0-59.9%

### **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 evaluation dates are from 11/15/21 to 12/2/21.

### **Course Policies**

#### **Face Coverings – Does not apply for the online course**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance – Does not apply to this online course.

Please inform the instructor and the super TA, if you are unable to submit the assignments, discussion topics, quiz on/before the due dates. Please submit excuse note and arrange for an extension much before the due dates.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

#### Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

#### Class Participation

Not required for this section.

#### Late Work

Students are expected to submit assignments on time. All assignments, quizzes and exams have due dates and they can be found on canvas, please keep track of the due dates. Friendly reminders will be sent but remember it is your responsibility to keep up with the due dates. It is the responsibility of the student to get required permission from the instructor for late submissions. **Late works will be penalized and the penalty will be instructor's discretion depending on students excuse and delay time.**

In the event of technological technical difficulty 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 and obtain a ticket number. There will be no acceptance of late assignments, unless there is a remedy ticket number from the UNT helpdesk.

#### Studying Organic Chemistry

Contrary to what you may have heard, organic chemistry does not have to be a difficult course. You will learn more in it than in almost any course you will take—and what you learn will have a special relevance to life and the world around you. However, because organic chemistry can be approached in a logical and systematic way, you will find that with the right study habits, mastering organic chemistry can be a deeply satisfying experience.

1. Be prepared before class -
2. Keep up with your work from day to day—never let yourself get behind.
3. Study material in small units and be sure that you understand each new section before you go on to the next.
4. Work all class review questions before the next class.
5. Work all the in-chapter and assigned problems.
6. Write when you study.
7. Learn by teaching and explaining.
8. Use molecular models when you study if possible.



## **Instructor Responsibilities and Feedback**

Announcements will be posted at the course CANVAS site and/or distributed by e-mail. Do not hesitate to reach out to the instructor for any questions regarding the course (exams, assignments, quizzes, homework problems, etc.). It is best to reach me through email with any concerns or questions. I will respond as soon as possible or response to email is usually within 24 hours on weekdays and by the next business day on weekends. The students can expect their grades to be posted within two weeks after exam submission, students are more than welcome to reach out to the instructor to discuss their grade situation.

## **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.]

### **ADA Policy**

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

### **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **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. Visit UNT's Code of Student Conduct (<https://deanofstudents.unt.edu/conduct>) to learn more.

### **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 Eagle Connect (<https://it.unt.edu/eagleconnect>).

### **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 [insert administration dates] 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 (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### **Survivor Advocacy**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

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](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](https://policy.unt.edu/policy/07-002) (<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

### **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.

### **Class Recordings & Student Likenesses**

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

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### *Chosen Names*

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

### *Additional Student Support Services*

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### *Academic Support Services*

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)