

CHEM 2370 Summer 1 Organic Chemistry I (online section)

Instructor Contact

Name: Dr. Sreekar Babu Marpu

Pronouns: He, Him, His

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Phone Number: 940-565-4850

Office Hours: Wednesday 5.30 to 6.30 pm (fully online, attendance not mandatory)

Zoom Meeting ID: <https://unt.zoom.us/j/84067972613>

Note: Please take the time to read the entire syllabus document, will help with all general (non-subject) questions.

Communication Expectations:

The primary tools that will be used to communicate are email and canvas announcements. Student questions will be responded to within less than 48 hours. Please check for announcements regularly. Course updates and important notifications will be posted on canvas. The super TA (Ms. Sindhu Shankar) can help with regular questions and can be reached at: sindhukonanurshankar@my.unt.edu. Ms. Sindhu will be in charge of grading and will conduct 2 online office hour sessions every week, tentative timing are Monday and Friday 10.00 am to 11.30 am. Zoom link will be available.

Welcome to UNT!

As members of the UNT community, we have all committed to being 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 introductory undergraduate organic chemistry curriculum at UNT. The course will cover material from chapters 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; the 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 the timeline of the topics. This is an online/internet course, the required information can be obtained from the textbook and/or weekly modules (presentations). During the 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. Entire course material is available online, each chapter will contain PowerPoint

presentations, online lectures (pre-recorded with CC), activity quizzes, homework problems, and practice problems.

Course Prerequisites or Other Restrictions

Students 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 or reach out to 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 the opportunity to attend the online office hours with the instructor and the Super TA during specified hours. Because the class is designed online, office hour meetings are NOT 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.

Because this is an Internet course, the students are expected to be prepared to cover all the material using resources available on Canvas. 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 special relevance to life and the world around you. However, because organic chemistry can be approached logically and systematically, you will find that with the right study habits, mastering organic chemistry can be a deeply satisfying experience.

1. Watch for the due dates for each assignment and plan your reading/preparation accordingly
2. Watch online lectures more than once if required. Write notes while watching online lectures.
3. Attend Super TA's session so you can go over the problems or questions in detail.
4. Keep up with your work from day to day—never let yourself get behind.
5. Study material in small units and be sure that you understand each new section before you go on to the next.
6. Work all class review/practice problems.
7. Work all the in-chapter and assigned problems.
8. Write when you study.
9. Learn by teaching and explaining.
10. Use molecular models when you study.

NOTE: The instructor does everything to ensure closed captions are accurate for all the recordings, however, if there are issues with cc's, students are requested to reach out to the instructor or the super TA.

Some of the recordings are from previous semesters, IGNORE DUE DATES, BONUS QUESTION and any references to previous semester. The CHEMISTRY CONTENT REMAINS THE SAME and VALID

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 textbook, by Solomons and Fryle, 12th edition (published by Wiley). Any format of the textbook is acceptable (bound, unbound, electronic, pdf, online, etc.). Consult with the instructor if you have an 11th 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 textbook 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 great for practice problems and also provide additional resources that can be handy for drawing structures, and 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 be in a position to apply their knowledge for the benefit of their own lives and for the betterment of society. The 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, and 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 socioeconomic 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 \(https://clear.unt.edu/supported-technologies/canvas/requirements\)](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 technical issues.

UIT Help Desk: [UIT Student Help Desk site \(http://www.unt.edu/helpdesk/index.htm\)](http://www.unt.edu/helpdesk/index.htm)

Email: 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 \(https://community.canvaslms.com/docs/DOC-10554-4212710328\)](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 based on 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 individuals’ 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 other's).
- 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 removal from class.

See these Engagement Guidelines (<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.

Assignment	Points Possible	*Percentage of Final Grade
Individual chapter quizzes (9*5) -Open Book	45	11.25 %
Chapter Problems (9*20) – Open Book	180	45 %
Practice Problems – Open Book		Not part of the grade
Semester Exams (exams, the lowest of three can be replaced by a higher final exam). 100 points each – Closed Book	100	25%
Discussion Topic (4) – Open Book	25	6.25%
Final exam – Closed Book	50	12.5%
Total Points Possible	400	100%

IMPORTANT NOTES – Read carefully.

Practice Exams: Practice exams will be posted 2 days before the actual exam, every exam will come with a practice exam. Key will not be released for practice exams because 30-40% of questions for actual exams will come from practice exams.

Bonus Points Note:

20 or 25 bonus points will be awarded during the course, the number of questions/points will be instructors discretion. Students are required to send the answers to the instructor& grader within the timeline as mentioned in the announcement. Because of the nature of points (bonus), no additional time will be granted.

Disregard the bonus questions from the online lectures, new bonus questions will be posted through announcements. Do not respond to the bonus questions from online lectures. Respond to the bonus questions posted through Canvas announcements.

Individual Chapter Quizzes – Open book, 5 points for each chapter, questions are based on fundamentals and background concepts of that chapter to evaluate students' readiness for that chapter.

Chapter Problems (graded) – Open book, 20 points for each chapter. Questions are easy to moderate level of difficulty.

Practice Problems (not graded) – Open book, points vary for each chapter. Questions are easy to moderate level of difficulty. Helps with chapter problems.

Zoom Recordings – Full lecture recordings are available for every chapter, new recordings from 2023 Summer 1 (5 week 1) will be posted as required or if any new material is covered during the office hours. **DISREGARD THE DUE DATES, BONUS QUESTIONS, EXAM KEY DISCUSSIONS, AND OTHER DISCUSSIONS RELATED TO THE PREVIOUS SEMESTER IN THESE RECORDINGS.** If there is a confusion, please reach out to the the super TA or the instructor.

Submission – All submissions are online (Canvas). Chapter and Practice problems, – Students, are ONLY required to submit their choice of answer for auto-grading on Canvas. Please submit your responses/answers within the given timeline, do not ask for an extension unless there is an emergency or DOS note available.

Please check the course guide for a tentative timeline of the topics and other assignments. The timeline will be modified based on progress made every week.

- **Discussion topics** will be streamed on Canvas. Discussion posting must strictly relate to the topic posted, and postings and responses must strictly adhere to “Rules of Engagement”. Any out-of-limits postings will be deleted and the student will be penalized accordingly.

Examination Policy

Note: At the end of the semester, student's final grade will be calculated based on 400 points, one of the mid-terms will be dropped for a higher Final. The course consists of one final exam and two-semester exams. All exams are closed book, administered online on CANVAS using a lockdown browser and webcam during the time window that will be agreed upon.

Exam rules:

- Semester exams (not including the final) are 90-120 minutes in length and will cover the most recent material, 20-30 questions.
- The final exam will be comprehensive covering 9 chapters and will be 90-120 minutes in length (30-45 questions)
- Modeling kits are allowed during the exams.

- No extra time will be provided for tardiness.
- Questions will be multiple choice mostly. Be prepared for both multiple-point questions and short-answer questions during the mid-term and final exams.
- Exams are done under the lockdown browser (**LDB**). 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
- Students are required to explain any red flags on LDB during the exam, if not, the grade will be upheld until the red flag is cleared or explained.
- Exams must be completed online. LockDown Browser(LDB) with a webcam is required to take the exams and quizzes. LDB is like any other browser, the only difference is that LDB will not let you open additional pages while you are working in Canvas. Please notice that LDB is not available for Chromebook. Installation information will be uploaded as a separate document into CANVAS.
- Note: The lowest of the term exams can be dropped for a higher final. Students are **required** to take all midterm exams, with no exceptions. An absent exam will not be dropped, in this case, all 3 exams (including the absent exam) will be considered towards the final grade. The absent exam will be counted as a zero.

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: at 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 the 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 help from the professor or super TA if needed.

Achieve/Solomons chapter problems will be used for a 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 evaluations are important for feedback.

Course Policies

Attendance – This 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, or quiz on/before the due dates. Please submit an excuse note and arrange for an extension much before the due dates. Any extension requests after 3 days of the due date will not be entertained or accepted irrespective of the nature of the request.

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 the required permission from the instructor for late submissions. **Late works will be penalized and the penalty will be the instructor's discretion depending on the student's excuse and delay time.** Any extension requests after 3 days of the due date will not be entertained or accepted irrespective of the nature of the request.

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 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 special relevance to life and the world around you. However, because organic chemistry can be approached logically and systematically, you will find that with the right study habits, mastering organic chemistry can be a deeply satisfying experience.

Instructor Responsibilities and Feedback

Announcements will be posted on 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 email response 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 accommodations 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 the 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 before implementation in each class. For additional information see the ODA website (<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 about 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 records; however, information about students' 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 classrooms, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Student's access point for business and academic services at UNT is located at: 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-mails [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is 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 as per department due dates 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) 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/) (<http://spot.unt.edu/>) or email spot@unt.edu. Students will receive 5 bonus points for submitting the SPOT confirmation.

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 based on 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 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) 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 eUIDs 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/)