

Quantitative Data Collection

Sociology (SOCI) 3220

Spring 2025

Instructor: Mr. Syed Marjan (He/Him/His)
Virtual Office Hours: By appointment
Email: syedmahfujulhaquemarjan@my.unt.edu (please put "SOCI 3220"
in subject line)¹

After the plague the Lord said to Moses and to Eleazar the son of Aaron, the priest. "Take a census of all the congregation of the people of Israel, from twenty years old and upward."

- Numbers 26:1-2

Laud Humphreys didn't just study S-E-X but observed and discussed homosexuality. And it wasn't even the caring-and-committed-relationship-between-two-people-who-just-happen-to-be-the-same-sex homosexuality but tawdry encounters between strangers in public toilets. Only adding the sacrifice of Christian babies could have made this more inflammatory for the great majority of Americans in 1970.

- Babbie, Earl. 2004. "Laud Humphreys and Research Ethics." *International Journal of Sociology and Public Policy* 24(3/4/5):12-18.

We found that females were underrepresented in the titles, central roles, pictures, and stories of every sample of books we examined. Most children's books are about boys, men, male animals, and deal exclusively with male adventures. Most pictures show men singly or in groups. Even when women can be found in the books, they often play insignificant roles, remaining both inconspicuous and nameless.

- Weitzman et al. 1972. "Sex-Role Socialization in Picture Books for Preschool Children." *American Journal of Sociology* 77:1125-50.

PREREQUISITE

SOCI 1510, Advanced (junior or senior standing)

COURSE DESCRIPTION

Principles and procedures, sources of data, techniques of collection and analysis of quantitative data. Focus on survey research, secondary data analysis and other quantitative methods.

COURSE FORMAT

This is an online course intended to provide you with a unique and practical learning experience. The course material will be administered online. You will be introduced to new concepts and material online in Canvas. You will have the ability to check your understanding

¹ Please allow up to 24 hours for a response. If you email me over the weekend, please expect a reply on Monday.

and knowledge of the material through mastery quizzes administered in Canvas. It is a course expectation that you will complete the assigned online modules, quizzes, exams, and assignments in the time allocated on the course outline located at the end of this document.

COURSE OBJECTIVES

In this course, we will:

- 1) learn, evaluate, and discuss sociological research methods.
- 2) apply appropriate sociological methodologies to varied research questions.
- 3) describe and discuss the role of ethics and the influence of politics throughout the research process.
- 4) analyze and present a published peer-reviewed research article.
- 5) study a particular dataset or method, connect this to a published peer-reviewed research article, present this information, write up a SWOT-style report.

REQUIRED READINGS

There is 1 required book. The book may be purchased at the UNT bookstore. It is also available through Internet bookstores (addall.com is a great search engine for used books).

Books:

Babbie, Earl. 2021. The Practice of Social Research. Belmont, CA: Wadsworth. 15th edition. ISBN: 9780357708668

ADDITIONAL MATERIALS

Students will need to be familiar with our Canvas course webpage (<https://unt.instructure.com/>). This page houses the syllabus, readings, handouts, your scores from assignments and exams, etc. Students must have access to a computer, MS Office (Assignments must be submitted with MS Word. Canvas will only accept .doc, .docx, .pdf, .ppt, .pptx file extensions.), and Internet connectivity that will allow them to complete this course. **Students should check the course site and their UNT email daily.** Lack of access to needed technology is not an excuse for late and/or incomplete work.

FORMAT OF WRITTEN ASSIGNMENTS

Writing assignments are expected to meet the following requirements: typed, double-spaced, 12 pt. font, 1-inch margins, and “Normal” style². Students must use ASA format. **Failure to follow these requirements will result in a one letter grade deduction.**³

COURSE REQUIREMENTS

Mastery of the material in this course will be demonstrated through the following requirements. Students are encouraged to work with the UNT Writing Center (<https://writingcenter.unt.edu/>) to improve their writing. Students will need to decide whether they would like to complete their project individually or with a small group. Groups will need to deliver a presentation, individuals will not.

² One of the defaults in Word that is particularly tricky to eliminate is the extra space between paragraphs. To turn this feature off: highlight the text, open the “Paragraph” window, and turn both the “before” and “after” spacing options to 0 pt.

³ The formatting guidelines can seem a bit onerous. They are designed with fairness for all students in mind. If all students are turning in work that is formatted exactly the same, then students are producing the same amount of work, leaving only the quality to vary.

Quizzes. Students will complete 12 quizzes. In contrast to the examinations, the purpose of the quizzes is to help strengthen students' understanding of the material. Students may use their notes from the readings, the PowerPoint slides, and the videos. Each quiz is worth 20 points. The time limit is 10 minutes and students make take the quiz twice. Questions will be shown one-at-a-time and questions will be locked after students answer. The highest score will be recorded.

Please check the Canvas to see the specific dates of the quizzes.

Project Write-up. The write-up will use a SWOT-style (but without the "T") analysis to describe a dataset or method, connect it to an article (one that is not listed in the course schedule), and extend the dataset/method to explore something of interest. In describing the dataset/method, students will report on its **S**trengths, **W**eaknesses, and **O**pportunities. Project write-ups should be 5 pages in length and include a page of at least 3 academic references (this is in addition to the 5 pages). This assignment is worth 100 points.

Students will:

- 1) Briefly describe the article they found and explain how the dataset/method was used.
- 2) Describe and discuss the strengths, weaknesses, and opportunities of the dataset/method
- 3) Speculate about how the dataset/method could be used to provide insight into something of interest to the student.

Project Write-up: Available from Fri, May 2, 2025, 12:00 AM to Fri, May 9, 2025, 11:59 PM

Examinations. There will be 3 online examinations. They are "closed" exams; that is, you will need to complete them without using any supporting materials (just like you would in a typical in-person class). Each exam has 50 questions and is worth 100 points. Question format will be multiple choice. Each exam covers the material immediately before it. So, Exam 1 covers chapters 1-5; Exam 2 covers 6-9; Exam 3 covers the rest. The time limit is fifty (50) minutes and students may only take each exam once. Questions will be shown one-at-a-time and questions will be locked after students answer.

Exam 1 Sun, Feb 23, 2025, 12:00 AM; Exam 2 Mon, Mar 24, 2025, 12:00 AM; Exam 3 Sat, May 3, 2025, 12:00 AM

Department assessment. The Department of Sociology uses this course (and three others) to conduct its assessment of the undergraduate program. We will have a pre- and post-test during the semester that will assess learning as a class. This has nothing to do with you and no one is interested in your particular performance on the assessment. So, please give it your best "college try" and do not spend a minute more thinking about it. The pre- and post-tests are worth 10 points each (20 points in total for both assessments). Students will have 20 minutes to complete each assessment.

Assessment 1: Wed, Jan 15, 2025, 12:01 AM; Assessment 2: Sat, May 3, 2025, 12:00 AM

COURSE GRADE GUIDANCE

It may be helpful to think of your work as graded along a continuum, ranging from excellent to unacceptable work. Admittedly, this process is subjective; the advantage is the possibility of partial credit. To help address the subjective nature of grading written work, rubrics will be used for all assignments. Below are broad comments that provide insight into the grading of written work in this course.

A range **Excellent work.** Demonstrates superior ability to creatively and appropriately organize and express ideas. Provides a comprehensive and thoughtful response to all assigned questions.

B range **Good work.** Demonstrates good organization and expression of ideas. Provides a solid response to all assigned questions.

C range **Fair work.** Demonstrates moderate skill in organization and expression of ideas. Provides an acceptable response to all assigned questions.

D–F range **Marginal to Unacceptable work.** Demonstrates little to no clear ability to organize and express ideas in an understandable manner. Provides an incomplete response to some or all of the assigned questions.

MISSED ASSIGNMENTS

I do not accept assignments that are emailed, in my mailbox, slid under my door, given to anyone else, etc. Late assignments will receive a score of zero (0).

Early assignments are not available; late assignments necessitate an excused absence. Please review the Student Attendance and Authorized Absences policy (<https://policy.unt.edu/policy/06-039>) and work with the Dean of Students office (<https://studentaffairs.unt.edu/dean-of-students/>). Late assignments must be completed within 1 week of the scheduled assignment/exam.

USE OF ELECTRONIC AND RECORDING DEVICES

The use of electronic devices (including but not limited to cellular telephones, computers, digital cameras, stand-alone video cameras, Internet-accessible webcams, video recorders, audio recorders) to transmit/record images and/or lecture/discussions/conversations during class without explicit permission and acknowledgement of all parties is prohibited.

COURSE GRADES

Quizzes	240 points	37%
Project write-up	100 points	15%
Exams		
First	100 points	15%
Second	100 points	15%
Third	100 points	15%
<u>Department Assessment</u>	<u>20 points</u>	<u>3%</u>
Total	660 points	100%

A = 100–90%,

B = 89.99–80%,
C = 79.99–70%,
D = 69.99–60%,
F = 59.99% and below.

EXTRA CREDIT ASSIGNMENT

There is 1 way to earn extra credit in this class. This is the only mechanism by which students may earn extra points in this course, students requesting individualized assignments and/or consideration will be referred to this section in the syllabus.

Class course evaluation completion percentage. Completing course evaluations is very important! To this end, each student will receive extra credit points that reflect the completion percentage of the entire class. So, if 90% of the class completes the evaluation, everyone gets 9.0 extra credit points. If 33% completes the evaluation, everyone gets 3.3 points. Encourage your classmates!!!

TENTATIVE COURSE SCHEDULE

Jan. 13-18 Introduction

Introduce yourself

Take the Sociological Research Methods Proficiency Pre-test

Review the syllabus

Jan. 19-24 Human Inquiry & Science

Babbie – Chapter 1

Due: Quiz 1 - Inquiry

Jan. 31-Feb.4 Paradigms, Theory, & Research

Babbie – Chapter 2

Due: Quiz 2 - Theory

Feb. 5-10 The Ethics & Politics of Social Research

Babbie – Chapter 3

Due: Quiz 3 - Ethics

Feb. 11-16 Research Design

Babbie – Chapter 4

Due: Quiz 4 - Design

Feb. 17-22 Conceptualization, Operationalization, & Measurement

Babbie – Chapter 5

Due: **FIRST EXAMINATION** (Chapters 1, 2, 3, 4, 5)

Feb. 23-28 Indexes & Scales

Babbie – Chapter 6

Due: Quiz 5 - Indexes

Mar. 1-6 The Logic of Sampling

Babbie – Chapter 7

Due: Quiz 6 - Sampling

March 10-16 Spring Break

Mar. 17-22	Experiments Babbie – Chapter 8 Due: Quiz 7 - Experiments
Mar. 23-28	Survey Research Babbie – Chapter 9 Due: <u>SECOND EXAMINATION</u> (Chapters 6, 7, 8, 9)
Mar. 29-Apr. 2	Unobtrusive Research Babbie – Chapter 11 Due: Quiz 8 - Unobtrusive
Apr. 3-8	Evaluation Research Babbie – Chapter 12 Due: Quiz 9 – Evaluation
Apr. 9-14	Quantitative Data Analysis Babbie – Chapter 13 Due: Quiz 10 - Quantitative
Apr. 15-20	The Logic of Multivariate Analysis Babbie – Chapter 15 Due: Quiz 11 - Multivariate
Apr. 21-26	Statistical Analysis Babbie – Chapter 16 Due: Quiz 12 - Stats Due: project write-up
Apr. 27- May 9	<u>FINAL EXAMINATION</u> (Chapters 11, 12, 13, 15, 16) Due: May 12

Take the Sociological Research Methods Proficiency Post-test

EMAIL ETIQUETTE

Email is a professional form of communication – more like a letter – and should not adopt an informal, texting-like style or tone. Emails that are professionally written with a formal tone are set up for success. Here is an example of a professional, formal email:

Subject: SOCI 3220

Professor:

I have class during your office hours and would like to meet with you. When is a good time for you? I'm free MWF afternoons after 3:30pm.

Thank you.

Russell Babbie

TIPS FOR SUCCESS

This course is challenging and will require dedicated effort both inside and outside of the classroom. To provide some insight into successful scholarly behavior, here are some tips:

Before reading the slides and watching the lecture. Students should actively read all of the assigned chapters and articles. There is a document posted on Canvas that explains active reading (“how to read at the collegiate level”). I expect that students have read and are familiar with the assigned readings for each class period. I will feel free to call on students during class to answer questions about the reading and to facilitate discussion.

Each week. Students should devote between two (2) and three (3) hours of preparation/studying for each course credit per week. So, for this course, students should prepare/study between six (6) and nine (9) hours each week. Students will also benefit from reviewing the course material on a consistent basis, rather than waiting until an exam looms. Students who spend more time with the material increase their ability to retain the information and recall it at a later date. I recommend that students develop a schedule in which they review the material for this course every day. When studying, students should draw on the readings, their notes, and discussion. Past students have benefited from creating flash cards and/or studying in groups or with a partner.

NOTE

This syllabus may be modified to achieve course goals.

TECHNICAL REQUIREMENTS

- Computer w/ reliable Internet connection
- Speakers/Headset/Microphone (if students would like to connect over Zoom)
- MS Word
- Other related hardware or software necessary for the course

Technical Assistance

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

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

Hardware and software necessary to use CANVAS: <https://clear.unt.edu/supported-technologies/canvas>

Browser requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

Email: helpdesk@unt.edu

Live Chat: <https://it.unt.edu/helpdesk/chatsupport>

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Hours and Availability: Visit <https://it.unt.edu/helpdesk> for up-to-date hours and availability

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

Computer Skills and Digital Literacy

Examples include:

- Using Canvas
- Using email with attachments
- Creating and submitting files in MS Word format (or as a PDF)
- Copying and pasting
- Downloading and installing software
- Using spreadsheet programs

Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, CANVAS. To get started with the course, please go to: <https://clear.unt.edu/home>
You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

Student Resources

As a student, you will have access to:

- Student Orientation via CANVAS. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- CANVAS's On Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- From within CANVAS, you will have access to the "UNT Helpdesk" tab which provides student resources and Help Desk Information.

Student Behavior / Rules of Engagement

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 www.deanofstudents.unt.edu

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

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. The time frame for completing SPOT evaluations will be announced at a later date. 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.

UNT POLICIES

Attendance Policy

This course will follow UNT's attendance policy:

https://policy.unt.edu/sites/default/files/06.039_StudentAttendanceAbsence.Pub2_19.pdf

Students are expected to complete the assignments in this course, which will constitute attendance.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

(<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) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Face Coverings

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.

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.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable 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, refer to the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

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) (<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. 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) (<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 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) 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.

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 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.

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.

Academic Support & Student 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:

- o [What are pronouns and why are they important?](#)
- o [How do I use pronouns?](#)
- o [How do I share my pronouns?](#)
- o [How do I ask for another person's pronouns?](#)
- o [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/>)