



University of North Texas  
College of Applied and Collaborative Studies  
Department of Multidisciplinary Innovation  
INDS 1001-501  
Seminar in Industrial Distribution I

## 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.

## INSTRUCTOR CONTACT INFORMATION

- **Name:** Sammer M. Tekarli
- **Office location:** Frisco Landing – Third Floor – Office No. 353-SS
- **Office hours:** via Zoom by appointment. Zoom link: <https://unt.zoom.us/my/sammertekarli>
- **Email address:** [Sammer.Tekarli@unt.edu](mailto:Sammer.Tekarli@unt.edu)
- **Communication expectation:** It is best to reach me through email with any personal concerns or personal questions. Response to email is usually within 48 hours on weekdays and by the next business day on weekends. If I am away, response to email is usually within 48 hours of my return. Grades of assignments will be posted and or updated within a week after due date.

## COURSE INFORMATION

- **Course Name:** Seminar in Industrial Distribution I
- **Course Description:** 1 hour. This seminar prepares students with essential skills and knowledge needed to be successful in the BS in Industrial Distribution program and to secure and maximize learning opportunities during their required internship experience. Students will develop professional competencies including resume and cover letter writing, interview techniques, professional etiquette, and common business software and methodology training. The course emphasizes practical application through mock interviews, networking exercises, and reflection activities. Students will create a comprehensive application portfolio and develop strategies for building meaningful professional relationships. By the end of this course, students will be prepared to confidently pursue internship opportunities and make the most of their time within the Industrial Distribution program.
- **Course Structure:** this course will meet in-person during its regular scheduled time. Attendance will be required during the regular schedule time. Every week there will be a 50-minute meeting.
- **Recommended:** Declared majors in Industrial Distribution. Non-Industrial Distribution majors only with consent of department.

## **COURSE OBJECTIVES:**

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

- **Create Professional Application Materials:** Develop a polished resume, cover letter, and digital professional profile that effectively communicate qualifications, experiences, and career goals to potential internship employers.
- **Demonstrate Effective Interview Skills:** Execute successful interview strategies including researching employers, articulating personal strengths and experiences, asking thoughtful questions, and following up professionally after interviews.
- **Apply Workplace Communication Standards:** Communicate professionally in various workplace contexts using appropriate written, verbal, and digital communication methods while demonstrating understanding of professional etiquette and cultural competency.
- **Develop Strategic Networking Abilities:** Build and maintain professional relationships through networking events, informational interviews, and online platforms while understanding the reciprocal nature of professional networking.
- **Establish Professional Goals and Self-Assessment Framework:** Create goals for internship experiences, develop strategies for seeking feedback and mentorship, and establish methods for reflecting on and documenting professional growth throughout the program..

## **REQUIRED MATERIALS:**

- **Textbook or e-book:** None

## **TECHNICAL REQUIREMENTS/ASSISTANCE**

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

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

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

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are Monday-Thursday 8am-midnight, Friday 8am-8pm, Saturday 9am-5p, Sunday 8am-midnight

- Hardware and software necessary to use CANVAS: <http://www.unt.edu/helpdesk/canvas/>
- Browser requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>
- Computer and Internet Literacy: [http://clt.odu.edu/oso/index.php?src=pe\\_comp\\_lit](http://clt.odu.edu/oso/index.php?src=pe_comp_lit)
- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

**Minimum Technical Skills Needed**

*Using the learning management system - CANVAS, using email with attachments, creating and submitting files in commonly used word processing program formats, downloading and installing software, using spreadsheet programs, etc.*

**Student Academic Support Services**

- [Academic Resources](#): where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Accommodation](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#): library services
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

**ASSESSMENT & GRADING*****Assessments***

**Attendance / Participation (10%):** Attendance and active participation are crucial for success in this class. Therefore, it is expected that students will regularly attend as well as come prepared to actively engage with the course materials. Two absences will be excused per semester.

**Four 100-point Assignments (40%):** These major assignments focus on professional readiness skills and include the Spark Training, résumé, cover letter, introduction speech, job and internship exploration, and career map. All assignments must be submitted on Canvas by the due dates, and none may be dropped.

**Eight 20-point Assignments (30%):** These smaller reflection and participation assignments encourage continuous engagement and include activities such as Spark Training reflections, Career Fair reflections, LinkedIn profile updates, invited speaker questions and reflections, and an imagining-graduation reflection. Two assignments may be dropped, but assignments recorded as zero cannot be dropped.

**Career Fair Attendance (10%):** Students are required to attend both UNT Career Fairs scheduled for the semester. Proof of attendance will be provided through completion of the associated Canvas assignments.

**Speaker Attendance (10%):** Attendance at guest speaker sessions is required and will be verified through the completion of the corresponding Canvas reflection assignments.

**Grading**

<b>Assignment</b>	<b>Percentage of Final Grade</b>
Attendance / Participation	10%
Four 100-point Assignments	40%
Eight 20-point Assignments	30%
Career Fair Attendance	10%
Speaker Attendance	10%
<b>Total</b>	<b>100%</b>

Letter grades will be based upon the following grading scale:

90 – 100 % of the total points	Grade = A
80 – 89 % of the total points	Grade = B
70 – 79 % of the total points	Grade = C
Below 70 %	Grade = F

**Note: A grade below 70% is considered failing in this course. Please keep this in mind as you monitor your progress throughout the semester.**

**Graded work and discussion of your grades:** Every effort will be made by the professor to return any graded work by the next class meeting. If you have any question about your grade on a particular assignment or any other question related to your grades, please discuss it with the professor in person (either during office hours or at a mutually decided convenient time). This is for your own privacy. You have a week from the time that a particular graded assignment is returned to discuss any grading issues on that particular assignment. After that time, the grade will stay unchanged. Grades will be regularly posted on Canvas. Please bring any clerical errors to my attention at the earliest. These clerical errors will be fixed at any time.

**TENTATIVE COURSE CALENDAR:**

The dates for tests are tentative and may be later than what is scheduled

Meeting	Activity
08/20/2025	Introduction to the course, policies, syllabus, and Canvas.  <b>Module 01: The Spark's Machining and Manufacturing Collection</b> <i>Go to "The Spark" in Room 150, Introduce the Spark's Machining and Manufacturing Collection: CNC Milling, Laser Cutters, 3D Printing and 3D Scanning.</i>
<b>8/26/2025</b>	<b>Assignment 01   1<sup>st</sup> Draft of Resume, Cover Letter, Elevator Pitch Due on 8/26</b>
8/27/2025	<b>Module 02: Career Fair Preparation</b> <i>Work on Resume, Cover Letter, and Elevator Pitch</i>
9/3/2025	<b>Module 02: Career Fair Preparation</b> <i>Work on Resume, Cover Letter, and Elevator Pitch</i>
9/10/2025	College of Business Career Fair   September 10 & 11   3pm to 6pm   <b>No Class Meeting</b> <i>Location: 1155 Union Circle, Denton, Texas 76203 *Student Union</i>
<b>9/16/2025</b>	<b>Assignment 02   Career Fair Follow-up Reflection Due on 9/16</b>
9/17/2025	<b>Module 03: Applying for Jobs &amp; Internships</b> Jobs and Internships; Create, Update, and Leverage Linked-In Profile; Imagine! <i>Speaker: Thomas Brindle   Tentative Topics: Internships, Job application</i>
9/24/2025	STEM Career Fair   September 24   11am to 3pm   <b>No Class Meeting</b> <i>Location: 3940 North Elm Street, Denton, Texas 76207</i>
<b>9/29/2025</b>	<b>Assignment 03 &amp; 04   Spark Training &amp; Spark Application Reflection</b>
10/1/2025	<b>Module 03: Applying for Jobs &amp; Internships</b> <i>Jobs and Internships; Create, Update, and Leverage Linked-In Profile; Imagine!</i>

Meeting	Activity
10/8/2025	<b>Module 03: Applying for Jobs &amp; Internships</b> Jobs and Internships; Create, Update, and Leverage Linked-In Profile; Imagine! <i>Speaker: Dr. Hope Garcia   Tentative Topics: Handshake, Internships, Job application</i>
<b>10/14/2025</b>	<b>Assignment 05 &amp; 06   Job and Internship Exploration and Linked-In Profile Update</b>
10/15/2025	<b>Module 03: Applying for Jobs &amp; Internships</b> Jobs and Internships; Create, Update, and Leverage Linked-In Profile; Imagine! <i>Speaker: Thomas Brindle 2<sup>nd</sup> Visit   Topics: Status Update Job Application</i>
<b>10/21/2025</b>	<b>Assignment 07   Speaker 1 Questions</b>
10/22/2025	<b>Module 04: Visitor Speaker Series</b> <i>Engaging with Guest Speakers   Speaker: TBA</i>
<b>10/28/2025</b>	<b>Assignment 08   Speaker 1 Reflection</b>
10/29/2025	<b>Module 04: Visitor Speaker Series</b> <i>Engaging with Guest Speakers</i>
<b>10/04/2025</b>	<b>Assignment 09   Speaker 2 Questions</b>
11/5/2025	<b>Module 04: Visitor Speaker Series</b> <i>Engaging with Guest Speakers   Speaker: TBA</i>
<b>11/11/2025</b>	<b>Assignment 10   Speaker 2 Reflection</b>
Week 13 11/12/2025	<b>Module 05: Imagine You Graduated Today</b> <i>Career Momentum Map</i>

Meeting	Activity
11/18/2025	Assignment 11   Career Momentum Map
Week 14 11/19/2025	Module 05: Imagine You Graduated Today <i>Career Momentum Map</i>
Thanksgiving Holiday   Nov. 24 – Nov. 30   All Campuses Closed	
Week 15 12/3/2025	Module 05: Imagine You Graduated Today <i>Career Momentum Map</i>
12/9/2025	Assignment 12   Reflection on Imagine You Graduated Today
Week 16 12/10/2025	Module 05: Imagine You Graduated Today <i>Career Momentum Map</i>

## COURSE POLICIES

### *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.

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

### **Assignment Policy**

*All assignments will be submitted on Canvas.*

*Due dates are on the syllabus schedule and are also available on Canvas*

*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. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.*

### **Late Work**

*Late work will not be accepted beyond the deadlines.*

- **It is the student’s responsibility to check their e-mail and Canvas often for any posted assignments or announcements**
- Pay close attention to assignment instructions and daily due dates. No late work will be accepted without approval **prior** to deadline.
- I will communicate with you by e-mail only through UNT email.
- You must be on time as attendance is taken at the beginning of the session.
- You are expected to behave in a manner that is respectful to everyone in the session meeting and is conducive to a learning environment.
- **DISRUPTION OF CLASS:** Disruption of classes is forbidden by the Student Code of Conduct and will result in dismissal of the student from the classroom. Disruption of classes includes, but is not limited to, horseplay, chatting socially, noisy or other offensive behavior that is disturbing to fellow classmates, and operation of cell phones. If you behave in any way that disrupts the learning process, consequences will be incurred. These may range from a warning to being counted absent for that class period (see attendance requirement) to being asked to leave the classroom. The professor reserves the right to ask you to leave the room if it was decided that you are a distraction to the professor and others in the class.



- Electronic recording of lectures and recitations is permitted only with proper documentation of need from the UNT Office of Disability Access. All other recordings of lecture or recitation in full or in part are unauthorized, are in violation of the Student Code of Conduct, and will be reported to the Dean of Students. Use of electronic devices must meet the *Electronic Device Acceptable Use Agreement*. Any other use of electronic devices in class will be reported to the Dean of Students.
- Academic dishonesty will be prosecuted to the fullest extent according to college policy.
- **MISSED CLASSES:** Students are responsible for the material that is covered in the class lecture and during the recitation. Should a student miss a lecture, it is the student's responsibility to get the lecture notes from other students.

**Attendance Policy:**

Students should attend all classes. Regular attendance in the lecture and recitation is expected and encouraged. If you miss a lecture class, you are responsible for the material covered during that class and any missed announcements. Please check with a classmate for notes about anything that you might have missed. Attendance in recitation will account for 10% of your course grade.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

**WITHDRAWAL INFORMATION**

November 7, 2025	Last day to drop a course
November 7, 2025	Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office.

**\*Detailed Academic Calendar can be found at:**

<http://catalog.unt.edu/content.php?catoid=24&navoid=2609>

## 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.

### ***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/>).

### ***Course Safety Procedures (for Laboratory Courses)***

Students enrolled in CHEM 1430 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

***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](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail 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) 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/>). 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>).

### ***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***

Synchronous (live) sessions 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/>)