University of North TexasA green and white sign with white text

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College of Liberal Arts and Social Sciences Department of Psychology

PSYC 1630.003

General Psychology

**SYLLABUS**

**Fall 2025**

**Instructor:** Terry Eileen Davis, Ph.D. **TA:**. Cachet Lue

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**Office Hours:** Zoom by appointment **Office:** TH 215

[**Email:**Terry.Davis2@unt.edu](mailto:Email%3ATerry.Davis2@unt.edu) **Office Hours:** Thursday 2-3pm

Friday 8-9 am

**TA:** Priya Johal **TA: Harrison Boynton**

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**Office:** TH 215  **Office:** TH 215

**Office Hours:** Wednesdays 11-11:45 virtual **Office Hours:**

Fridays 8:00-8:45

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**Required Texts:** YOU NEED THIS

*Essentials of Psychology*, Kassin, Privitera & Clayton,(1st Edition)

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## Welcome to UNT!

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

**COURSE OVERVIEW & OBJECTIVES**

This course will introduce psychology as a scientific discipline and a profession. Emphasis will be placed on the diverse theoretical approaches within psychology and applications of these theories. We will broadly cover core areas in psychology such as research methods, developmental, cognitive, personality, abnormal behavior, and social psychology. Online discussion and participation in Canvas comment sections are encouraged. What I hope happens in the course is that some flicker of curiosity and wonder takes place that will get you excited about the field and challenge what you think you know about it. I am hoping that the broad areas we cover will encourage you to further explore the field or at least find sub areas from which to seek more information and knowledge. I hope this class is a bridge to you finding some part of yourself within the scientific topics that we cover.

**COURSE WEBSITE**

The course website contains information about reading assignments, schedule updates, and other important course-related material. The course website is located on Canvas. Please check emails and announcements from the site first.

**COURSE STRUCTURE**

Our course is in person or “Face to Face” but designed so that if we need to make a speedy move to online / remote learning that we can do so relatively quickly. We meet three days a week with Mondays and Wednesdays being lectures and Fridays being catch up or documentaries. I will do my best to let you know ahead of time, what our course will have planned for the week. The CANVAS site will hopefully reflect my desires for our course trajectory.

**COURSE PREREQUISITES**

Come with an open mind and lots of curiosity!

**MINIMUM TECHNOLOGY REQUIREMENTS**

* High Speed Internet
* Mobile Hotspot (if you live off campus)
* Speakers
* Microphones
* Plugins
* Ability to stream videos
* Microsoft Office Suite (Word, Powerpoint and Excel, specifically)
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-> technologies/canvas/requirements)

**Course Structure**

This course consists of 13 Modules. This course is structured to maximize your opportunities for success in the class. Delve into the materials day one, stay focused and familiarize yourself with due dates.

**Course Prerequisites or Other Restrictions**

NONE

**Course Policies:**

This course is designed to foster and maintain a positive learning environment. On Monday of the first week of the session, the course will officially open. I encourage you to take some time to familiarize yourself with the virtual classroom and the syllabus posted in the course, which is the official syllabus. To get into the canvas virtual campus, you should follow the steps outlined by UNT. To save yourself time this session, you can bookmark your home page.

Once you are on your home page you will see the course(s) you are enrolled in. Click on the **(PSYC 1630)** class to go to the home page for this course, where you will see announcements on the screen, and options across the top of the screen. Review these areas to get a good sense for the format of the class, as well as assignments, due dates, etc.

Take special note of the **Assignment**area, and **Discussions**area, where you will find the main course materials and instructions. We will be using the Discussions area extensively, so make sure you know how to navigate through them. Sometimes I might post extra material, announcements section of the course home page, so you should check there on a regular basis.

Please feel free to share any further suggestions for maintaining a positive learning environment that you may have.

**Note:** This course will cover topics – and course materials (e.g., textbook, slides, videos) may contain information and images – that some may find offensive or controversial. Please note this course is taught from the materials within the textbook.

**Technical Requirements & Skills**

Minimum Technology Requirements

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

* Computer
* Reliable internet access
* Speakers
* Microphone
* Plug-ins
* Microsoft Office Suite
* [Canvas Technical Requirements (Links to an external site.)](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

**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

**Rules of Engagement**

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

* Treat your instructor and classmates with respect in email or any other communication.
* Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
* Unless specifically invited, don’t refer to your instructor by first name.
* Use clear and concise language.
* Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
* Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
* Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
* Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
* Limit and possibly avoid the use of emoticons like :) or J.
* Be cautious when using humor or sarcasm as 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

See these [Engagement Guidelines (Links to an external site.)](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

**Getting Help**

**Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk**: [http://www.unt.edu/helpdesk/index.htm (Links to an external site.)](http://www.unt.edu/helpdesk/index.htm)

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

**Phone**: 940-565-2324

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

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

**Telephone Availability**:

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

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

For additional support, visit [Canvas Technical Help (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10554-4212710328) ([https://community.canvaslms.com/docs/DOC-10554-4212710328 (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10554-4212710328)

**Student Support Services**

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 (Links to an external site.)](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services (Links to an external site.)](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team (Links to an external site.)](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services (Links to an external site.)](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling (Links to an external site.)](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

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

**Academic Support Services**

* [Academic Resource Center (Links to an external site.)](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center (Links to an external site.)](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries (Links to an external site.)](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab (Links to an external site.)](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
* [MathLab (Links to an external site.)](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

**EVALUATION**

The final grade will be based on the total number of percentage points accumulated from two exams, several in-class assignments, participation online and a small project. The points for each assessment are as follows:

1. Discussion Questions 20 points each 240 points.

SONA 10 points

Chapter Quizzes 15 points each 180 points

Big 5 Inventory 30 points

End of Term Project 150 points

Final Exam 150 points.

Total: 760 Points.

**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%

C = 70-79%

D = 60-69%

F = 59%

**COURSE SCHEDULE**

This schedule is tentative, likely to change, and this should not be construed as a contract. Any changes to this syllabus will be communicated to you by the instructor and posted on Blackboard. If you miss class, it is your responsibility to find out about any schedule changes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Weeks** | **Modules** | **Readings** | **Assignments** |
| Week 1  8/18-22 | Introduction Section | Read Syllabus  Course Introduction |  |
| Week 2  8/25- 29 | Module 1 | Chapter  **1**  **Psychology and Its Methods** | Quiz  Discussion Question |
| Week 3  9/1-5 | Module 2 | Chapter 8  **Personality** | Quiz  Discussion Question |
| Week 4  9/8-12 | Module 3 | Chapter 10  **Social and Cultural Influences** | Quiz  Discussion Question |
| Week 5  9/15-19 | Module 4 | Chapter 11  **Motivation and Emotion** | Quiz  Discussion Question |
| Week 6  9/22-26 | Module 5 | Chapter 2  **Behavioral Neuroscience** | Quiz |
| Week 7  9/29-10/3 | Module 6 | Chapter 3  **Sensation and Perception** | Quiz  Discussion Question |
| Week 8  10/6-10 | Module 7 | Chapter 4  **Consciousness** | Quiz  Discussion Question |
| Week 9  10/13-17 | Module 8 | Chapter 5  **Learning** | Quiz  Discussion Question |
| Week 10  10/20-24 | Module 9 | Chapter 6  **Memory** | Quiz  Discussion Question |
| Week 11  10/27-31 | Module 10 | Chapter 7  **Thought, Language, and Intelligence** | Quiz  Discussion Question |
| Week 12  11/3-7 | Module 11 | Chapter 9  **Life Span Development and Its Contexts** | Quiz  Discussion Question |
| Week 13  11/10-14 | Module 12 | Chapter 12  **Health, Stress, and Wellness** | Quiz  Discussion Question |
| Week 14  11/17-21 | Module 13 | Chapter 13  **Psychological Disorders** | Quiz  Discussion Question  **SONA 11/19**  **Research Studies 11/21** |
| **Finals Week**  December 8-12 |  |  | Final Exam |

The **instructor reserves the right to modify or change the syllabus as the curriculum and/or program require(s). This syllabus should not be interpreted as a contract*.* This syllabus and the course schedule** are subject to change. Any changes to this syllabus will be communicated to you by the instructor.

**Assignment Expectations/Instructions**

Research Participation

* The UNT Department of Psychology requires that 10% of your grade is earned by completing the [SONA](http://unt.sona-systems.com/) research requirement. You are expected to earn **10 credits** by either participating in psychology experiments and/or writing summaries of research papers (4 credits for a 2 page summary. These articles are different and separate from your research article critiques assigned above). If you are under the age of 18, you are not legally allowed to participate in research studies, but you can earn research credits by writing research summaries. If students have any questions about SONA – including summary instructions – all questions can be answered on the [SONA help page](http://sites.google.com/site/sonasystemshelp). Any additional questions regarding SONA should be sent to [untsonarep@yahoo.com](mailto:untsonarep@yahoo.com). You may access an updated presentation on Canvas.
* SONA Research Studies
* You must be 18 years or older to participate in research studies. To participate in research studies [click here](http://unt.sona-systems.com/) to create an account. Once you create an account, you will be able to find and sign up for studies that interest you. The last day to participate in a study is **Wednesday November 19, 2025. Be sure you’ve collected at least 5 credits by Friday, October 10, 2025 to be sure you have enough time to complete it.**
* Research Summaries (in lieu of Research Studies)
* Each successfully completed summary is worth 4 credits. If you would like feedback on your summaries and a chance for revision, you email your summary to [untsonarep@yahoo.com](mailto:untsonarep@yahoo.com) before **Friday November 7, 2025 at 5pm**. If you do not want feedback or a chance for revision, the final due date for summaries is **Friday November 21, 2025 at 5pm**. **NO LATE PAPERS ARE ACCEPTED**, so plan ahead!

**Research Studies**

# Wellness Intervention

* With potential outcomes using knowledge about psychology
* Apply the scientific process of operant conditioning to a real-world health problem
* Participate in perspective-taking to develop a manageable lifestyle change for a person unlike yourself
* Clearly communicate your wellness plan to a group of peers for a constructive review
* Collaborate with others to provide feedback about possible improvements to their wellness plan

The expectation for this assignment is listed as a form under the syllabus tab in Canvas.

**Group Discussion Questions**

Students will work with the same group members from group assignments to discuss chapter materials. There are twelve (12) discussion questions worth 20 points. They are worth twenty (20) points for the actual response to question and four (4) extra credit points for responding to a minimum of two peers. The more you discuss the more you will retain from the information.

**Quizzes:** Dates and procedures will be announced Canvas. Students are expected to take each exam alone (i.e., not with others). Quizzes are housed in Canvas.

**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.

**Assignment Policy**

All dates for assignments are listed by modules in chronological order. Your assignments should be written in a word doc and posted in the assignment box.

**Important:** The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

**Quiz Policy**

Quizzes are open book and available from Monday to Sundays weekly. Quizzes will coincide with course materials and readings for the week. There are no make ups without documented proof that you encountered a problem, if this occurs you should contact the Student Helpdesk and document the remedy ticket number before contacting you.

**Late Work** UNT instructors have the prerogative to accept or not to accept late work. **I do not accept late work.**

**Attendance Policy:**

This is a college level course. As such, attendance is expected and students are responsible for all course assignments.

If you are a member of a University Athletic Team or if you represent the University in another capacity, please notify the instructor during the first week of class with the dates you will be absent and provide official documentation, including a phone number, name, and email of your coach or official club supervisor.

**Syllabus Change Policy**

The instructor reserves the right to modify or change the syllabus as the curriculum and/or program require(s). This syllabus should not be interpreted as a contract*.* This syllabus and the course schedule are subject to change. Any changes to this syllabus will be communicated to you by the instructor.

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**

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 (Links to an external site.)](http://www.unt.edu/oda) at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard 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 Blackboard 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 (Links to an external site.)](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 (Links to an external site.)](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 (Links to an external site.)](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 [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 (Links to an external site.)](http://spot.unt.edu/) (http://spot.unt.edu/) or email spot@unt.edu.

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**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 (Links to an external site.)](http://www.ecfr.gov/) ([http://www.ecfr.gov/ (Links to an external site.)](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 (Links to an external site.)](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.