LTEC 4121: Technical Presentation Skills
LTEC 5121(Graduate): Corporate Training Presentation Skills
Department of Learning Technologies, Discovery Park
Mail: 3940 N. Elm St., Office G150, Denton, TX 76207-7102
Phone:940-565-2057   **http://www.lt.unt.edu/**

INSTRUCTOR: Dr. Tai-Yi Huang
Use CANVAS Inbox for all communications
Instructor will respond to your messages (less than 48 business hours)

Course Description

The *LTEC 4121 / LTEC 5121* course emphasizes technical presentation skills and to use emerging technologies for presentation skills. Topics such as developing an audience profile, arranging facilities, topic introduction techniques, questions and summary strategies are addressed. Training strategies, such as job coaching and small group instruction are emphasized, including motivation techniques, one-on-one interaction skills, questioning and summary techniques and the use of electronic presentation media and technology. The course will be offered 100% online in a full session format using Canvas accessed through standard web browsers. Each week will be scheduled with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together throughout each scheduled week. There will be NO face-to-face campus meetings.

Course Objectives

After completing this course, the learner should be able to:

- ✓ Formulate plans for getting a presentation started.
- ✓ Develop an audience profile.
- ✓ Arrange facilities for a presentation.
- ✓ Review the strengths and limitations of selected presentation strategies.
- ✓ Prepare presentation notes, materials, and methods.
- ✓ Develop and use selected presentation media and technology.
- ✓ Develop strategies for kicking off a presentation.
- ✓ Deliver an effective illustrated presentation, e.g. keynote or lecture-style talk.
- ✓ Deliver an effective technical demonstration, e.g. tutorial or "how to" video.
- ✓ Deliver an effective technology-delivered presentation, e.g. audio, screencast, etc.

Late Policy

Late work (after the due date and time) will have a point value of 0 (zero). This policy is strict and does not allow for any late submissions. A final version of your assignment is due on the due date on the syllabus. Students must ensure all tasks have been successfully delivered. It is best to submit work early! If you are given the opportunity to revise and resubmit your paper after the due date, you could risk having 25% deducted or receiving a lower grade.

The course is a 100% online course; therefore, regular attendance and participation in the class will be based on the completed tasks. Please review UNT's policies for **Student Attendance and Authorized Absence**. An exception may be made if you provide documentation that shows a valid personal emergency on a case-by-case basis! If you are overwhelmed or feeling behind, please contact the instructor before the assignment is due to discuss options. Students are encouraged to submit assignments early and not to get behind!

Plagiarism:

Plagiarism is a very serious offense at UNT. Even if you do not intend to plagiarize, you can still commit academic dishonesty. Once you are admitted to UNT, you are expected to adhere to our policies and the Standards of Academic Integrity (as defined in the university's Code of Student Conduct). Plagiarism cases require a report to be filed, and major violations can result in expulsion from the university, and UNT has numerous resources to help students ensure their work does not involve violations, one of which is UNT libraries.
https://guides.library.unt.edu/plagiarism/home
For details on Student Academic Integrity, please review https://policy.unt.edu/policy/06-003
All submitted materials should be original and should not have been submitted to other places (or courses) before

Writing Skills:

This is a writing intensive course, and students should prepare accordingly. Students must write grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent manner. Submissions must include complete sentences, correct punctuation and capitalization, and avoid using abbreviations and acronyms without proper clarification. Consider getting support for this course with your writing at the UNT Writing Lab (http://writinglab.unt.edu) and UNT Career Center (https://studentaffairs.unt.edu/career-center)

Discussions:

Discussion Board: Discussions include two parts: 1). each student will submit an initial discussion, and 2). respond to fellow students' discussions. You must submit your initial discussion item first (before Saturday night) in order to respond to other students. Students are encouraged to develop communication networks with other class members via electronic communication vehicles, discussion or chat postings containing responses such as *"I agree", "You are right on track", "I could not agree more", "I disagree"*, etc. will not receive any credit. Your postings must actually add value to the discussion. You can still use these
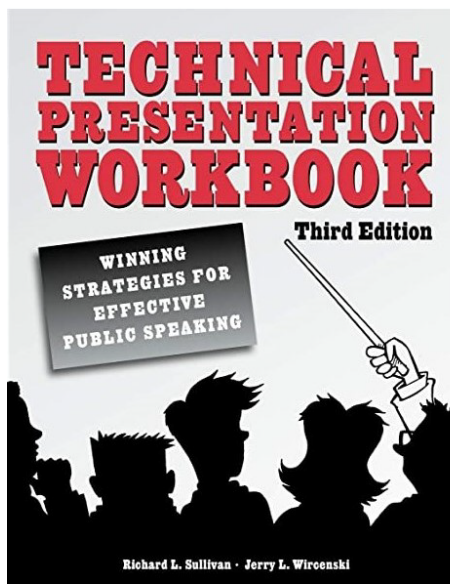
phrases in your posts but if this is the only response posted, no credit will be given. You should respond based on your fellow students' posts and not just use the same responses applied to everyone. Instructors will not grade assignments put in discussion areas. The discussion area is not a place to ask the instructor questions, and please use the *Canvas Inbox Message* for all communication with the instructor.

Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you must notify your instructor at the time of your medical problem. Medical notes must be received during week 1 or 2 of the medical emergency and the documents will not be accepted after that. Requests for an INC or to drop the course must come at the time of the medical emergency

A student is responsible for requesting a medical note, which must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. All requests must comply with standard university policy. Please review UNT's policies for Student Attendance and Authorized Absence.

Required Textbook:

Title: Technical Presentation Workbook (Third Edition)	
Author: Richard L. Sullivan Jerry L. Wircenski	
Publisher: ASME	
ISBN: 978-079-185-9575	

Title: Technical Presentation Workbook (Third Edition)
Author: Richard L. Sullivan & Jerry L. Wircnski
Publisher: ASME
ISBN: 978-079-785-9575

Final Presentation (s): The purpose of this course is to strengthen your presentation skills, including verbal delivery, nonverbal communication, audience engagement through questioning, and clear summarizing/closing.

➢ **Length:** Your final presentation must be **15–20 minutes** (do **not** exceed **20 minutes**).
➢ **Required format:** You must **deliver** the presentation (not just submit slides or notes).

1. **Courses:** This is a combined course that includes undergraduate and graduate courses.
   ➢ Undergraduate students (LTEC 4121): Select One type of presentation.
   ➢ Graduate students (LTEC 5121): Need to deliver Both types of presentations.

2. **Types:** There are numerous types of presentations, but your final presentation will select one or two of the following types:
   A. **Illustrated Presentation (Stand-up Lecture):**
      The learner is required to create a presentation that can be presented in a stand-up lecture, with the use of different media. The content will be cognitive and/or affective because of the method, and there should be questioning and interaction, however, this is not a discussion type presentation.

   B. **Technical Demonstration:**
      The learner is required to develop and present a presentation through a demonstration. The content, depending on the method, will be psychomotor (hands-on), and the demonstration should ensure your safety.

3. **Topics:**
   ➢ Undergraduate students (LTEC 4121): Your presentation topics should be related to your major field or any professional field.
   ➢ Graduate students (LTEC 5121): Your presentation topics should be related to your major field or technical or Corporate Training.

4. **Delivery Method:** Students need to arrange to have their final presentation recorded and submit it to the URL for a YouTube video or an MP4 file.

5. **Presentation delivery is required.**

Assignments and Due Date

==All submitted materials should be original and should not have been submitted to other places (or courses) before==

Module	Assignments & Discussion Forums	Possible Points	Due Dates
	Introduce Yourself ==(1-2 minutes video)==- *LTEC 4121-Undergraduate students* ==(2-3 minutes video)==- *LTEC 5121-Graduate students*	50	01/18
	Quiz-01	50	01/25
1	*Chapter 1: Getting Started* *Chapter 9: Presenting a Technical Demonstration*		
	Assignment 1 (What types of presentation)	90	01/25
	Discussion 1	50	01/25
2	*Chapter 1: Getting Started* *Chapter 2: Know your Audience*		
	Assignment 2 (Presentation topic)	80	02/01
	Discussion 2	50	02/01
	Assignment 3 (Know your Audience)	90	02/08
	Discussion 3	40	02/08
3	*Chapter 3: Arranging the Facilities* *Chapter 4: Selecting your presentation Strategies* *Chapter10: Using Brainstorming, Case Studies, and Role Plays* *Chapter11: Leading a Discussion* *Chapter13: Delivering Team Presentations*		
	Assignment 4 (Arranging the Facilities)	120	02/15
	Discussion 4	40	02/15
	Assignment 5 (Presentation Strategies)	100	02/22
	Discussion 5	40	02/22
4	*Chapter 5: Preparing your presentation Notes* *Chapter 6: Developing and using presentation media*		
	Assignment 6 (Presentation Notes)	90	03/01
	Discussion 6	40	03/01
	Assignment 7 (Presentation Media)	95	03/08
	Discussion 7	40	03/08

5	*Chapter15: Developing online presentation*		
	Assignment 8	**70**	**03/22**
	Discussion 8	**40**	**03/22**
6	*Chapter 7: Kicking off your presentation*		
	Assignment 9 Kicking off your presentation)	**50**	**03/29**
	Assignment 10 (Slides)	**100**	**03/29**
	Submit Assignment 10 for Peer-Review	**10**	**03/29**
	Discussion 9	**40**	**03/29**
7	*Chapter 16: Evaluating presentation*		
	Assignment 11-Peer Review Assignment 10 (Slides)	**85**	**04/05**
	Discussion 10	**40**	**04/05**
	Assignment 12 (Evaluation a presentation)	**110**	**04/12**
	Discussion 11	**40**	**04/12**
8	*Chapter 8: Delivering your Presentation* *Chapter12: Adding Humor to your Presentation* *Chapter13: Delivering Team Presentation* *Chapter14: Delivering International Presentation*		
	Final Presentation(s) (Delivering Your presentation)	**295**	**04/26**
	Discussion 12	**30**	**04/26**
9	Discussion 13	**50**	**05/03**
	TOTAL	**2025**	

Discussion Board: Discussions include two parts: (1) each student will submit an initial discussion, and (2) respond to four fellow students' discussions. At least five discussion entries will be available to each student. You must submit your initial discussion item first (*before Saturday night*) in order to respond other students.

****LTEC 5121: Graduate students need to submit two presentation videos**

Tasks	%
▪ Discussions	**29**
▪ Assignments+ Quiz	**56**
▪ Final Presentation	**15**
Total	**100**

Grading Rubrics

Assignment 1 Type of Presentation

Assessment Criteria	Points Available
As an audience	
• What style of presentation would you prefer	5
• Why?	15
As a speaker	
• Will you have differing preferences on the type of presentation?	5
• Ask yourself why your audience would be interested in attending your presentation?	15
• How will your presentation catch their attention?	10
• Who will be your target audience?	5
• What you can offer to your audience?	15
A minimum 900-word	10
Assignment format	10
Total	**90**

Assignment 2 Presentation topic

Assessment Criteria	Points Available
The reason to choose the topic	15
Presentation topic and title (p. 8)- A minimum 200-word	10
Purpose(s) of your presentation (p.11) - A minimum 200-word	20
The audience (p.13) - A minimum 200-word	10
Presentation date and time span (p.15)	5
Presentation location (p.16) - A minimum 200-word	10
Following document format	10
Total	**80**

Assignment 3 Analyzing Your Audience

Assessment Criteria	Points Available
Presentation title	10
Analyzing your audience #1(p. 23)	15
Analyzing your audience #2(p. 26) A minimum 250-word	40
Analyzing your audience #3(p. 30) A minimum 200-word	15
Following document format	10
Total	**90**

Assignment 4 Facilities

Assessment Criteria	Points Available
Facility Checklist (create the table) (p. 41)	30
Determining your facility and equipment needs; answer all questions (p. 45)	20
Presentation floor plan (p. 46)	30
Second task- online meeting facility checklist (create the table) p.41	30
Following document format	10
Total	**120**

Assignment 5 Presentation Strategies

Assessment Criteria	Points Available
Presentation title	10
Selecting your presentation strategies (p. 61 or your own ideal strategies) a minimum of 4 Explain how to use those strategies (a minimum of 200-word for each)	80
Following document format	10
Total	**100**

Assignment 6 Presentation Notes

Assessment Criteria	Points Available
Presentation Notes Form (p. 83)	20
Content Outline (p.84-85) (a minimum of 500-word)	30
Summary, practice activities, and evaluation (p.86) (a minimum of 500-word)	30
Following document format	10
Total	**90**

Assignment 7 identifying your presentation media

Assessment Criteria	Points Available
Presentation title	10
Media:	
• Identifying your presentation media (p.93)-7 questions	35
• Selected at least two additional Presentation MEDIA	10
• Explain how to use those Media - A minimum of 200 words for each presentation Media (at least two)	30
Following document format	10
Total	**95**

Assignment 8 online tools

Assessment Criteria	Points Available
Two online tools	
Introduction and Guidelines	20
URL of the videos that include the online tools	10
Explain the role that online tools can play	30
Following document format	10
Total	70

Assignment 9 Kicking off your presentation

Assessment Criteria	Points Available
Writing a personal introduction (p.115)-a minimum 250 words	20
Introducing your participants (p.118) - a minimum 250 words	20
Following document format	10
Total	50

Assignment 10 Slides

Slides Grading Rubric

	Criteria	Points Available
Requirements	At least 15 slides (Excluding the first introduction slide and the final reference slide)	**10**
Introduction	First slide: ✓ Topic of your presentation ✓ Presenter name ✓ Presenter title	**10**
Body	✓ Each slide normally contains around 25-35 words, unless it is a quote. ✓ Writing clearly, concisely, and grammatically ✓ Logical progression of ideas and supporting information ✓ Providing clear sense of the main idea ✓ Overall content with appropriate use of headings and subheadings. ✓ The fonts are easy to read and font size varies appropriately for headings and texting ✓ Use of italics, bolds, and indentations enhances readability ✓ Text appropriate for length ✓ Text on each slide is legible (color contrast, font size, quantity of text) ✓ Text is grammatically correct/consistent and is spelled correctly	**60**
Graphics, images	✓ Consistent visual themes ✓ Using graphics, sound, and animation to assist with overall themes and the enhancement of concepts, ideas and relationships ✓ Using the proper size and resolution of an image enhances the content and the overall experience.	**10**
Reference	One slide contains your reference list (resources). You should always give credit for your sources and resources to avoid the plagiarism issue.	**10**
	Total	**100**

Assignment 11 Peer-Review Assignment 10-presentation slides

Assessment Criteria **You could peer-review 3 fellow students' presentation slides**	Points Available
The author names and Presentation title	15
3 suggestions for each presentation slide (A minimum of 300 words were required for each author's 3 suggestions)	60
Evaluation format	10
Total	85

Assignment 12 Evaluation a live presentation

Assessment Criteria **You should evaluate either a live presentation or an online presentation.**	Points Available
Presentation Evaluation Form ✓ Presentation topic ✓ Presenter ✓ Date ✓ Presentation Location	10
✓ Evaluation criteria	20
The reasons you select this presentation are (A minimum of 200 words)	10
3 impressive parts	15
3 suggestions (A minimum of 300 words)	45
Following document format	10
Total	110

Final Delivering your presentation

Assessment Criteria	Points Available
The length of your presentation will be **15-20 minutes**; no more than 20 minutes.	10
✓ Dress professionally	10
✓ Introduce yourself (beginning)	10
✓ Closing (end)	10
Presentation skills Rubric ✓ General ✓ Verbal Preparation skills ✓ Non-verbal preparation skills ✓ Questioning skills ✓ Summarizing Skills	200
At least three presentation media (Slides and 2 others)	30
A minimum of one page of the Handout	15
Presentation notes	10
Total	**295**

Presentation Skills Rubric	Ratings					
General						
1. Arranged room appropriately	5	4	3	2	1	0
2. Using equipment appropriately	5	4	3	2	1	0
3. Content is well-structured with logical flow	5	4	3	2	1	0
4. The main thesis or purpose is explicitly stated	5	4	3	2	1	0
5. All content directly supports the purpose and credible evidence.	5	4	3	2	1	0
6. Visually appealing, professional-quality slides and materials	5	4	3	2	1	0
7. Well-paced throughout presentation	5	4	3	2	1	0
8. Effective time allocation across different sections and handout	5	4	3	2	1	0
Verbal Presentation Skills						
9. Projecting voice (changed pitch, tone, and volume)	5	4	3	2	1	0
10. Maintaining an appropriate pace	5	4	3	2	1	0
11. Pausing for effect	5	4	3	2	1	0
12. Avoiding fillers	5	4	3	2	1	0
13. Enunciating clearly	5	4	3	2	1	0
14. Using participant names	5	4	3	2	1	0
15. Using familiar terms	5	4	3	2	1	0
16. Making smooth transitions	5	4	3	2	1	0
17. Using lots of examples	5	4	3	2	1	0
18. Providing praise and reinforcement	5	4	3	2	1	0
19. Accepting participant ideas and suggestions	5	4	3	2	1	0
20. Using appropriate humor	5	4	3	2	1	0
Nonverbal Presentation Skills						

21. Maintaining eye contract	**5**	**4**	**3**	**2**	**1**	**0**
22. Maintaining positive facial expressions	**5**	**4**	**3**	**2**	**1**	**0**
23. Gesturing with hands and arms	**5**	**4**	**3**	**2**	**1**	**0**
24. Maintaining good posture	**5**	**4**	**3**	**2**	**1**	**0**
25. Effective integration of visuals into the presentation	**5**	**4**	**3**	**2**	**1**	**0**
26. Moving around the room with energy to get closer to audience	**5**	**4**	**3**	**2**	**1**	**0**
27. Following presentation notes	**5**	**4**	**3**	**2**	**1**	**0**
Questioning Skills						
28. Asking questions at various levels of difficulty	**5**	**4**	**3**	**2**	**1**	**0**
29. Asking different types of questions	**5**	**4**	**3**	**2**	**1**	**0**
30. Encouraging audience participation and interaction	**5**	**4**	**3**	**2**	**1**	**0**
31. Asking targeted questions	**5**	**4**	**3**	**2**	**1**	**0**
32. Involving all participants	**5**	**4**	**3**	**2**	**1**	**0**
33. Repeating participant responses and questions	**5**	**4**	**3**	**2**	**1**	**0**
34. Providing positive reinforcement	**5**	**4**	**3**	**2**	**1**	**0**
Summarizing Skills						
35. Having audience ask questions and responding to them	**5**	**4**	**3**	**2**	**1**	**0**
36. Address questions effectively	**5**	**4**	**3**	**2**	**1**	**0**
37. Checking if the audience comprehends through feedback or interaction.	**5**	**4**	**3**	**2**	**1**	**0**
38. Smooth transitions between different points within the summary.	**5**	**4**	**3**	**2**	**1**	**0**
39. Ensure that all the points that are summarized are related to the main topic.	**5**	**4**	**3**	**2**	**1**	**0**
40. Mentioning appropriately cited sources or references.	**5**	**4**	**3**	**2**	**1**	**0**

Formatting for all paper submissions
- **Most assignments are in *(Word document)*.**
- All papers should be completed by the assigned due date.
- **Plagiarism** will cause seriously issues in terms of academic dis-honest. Check UNT website on cases of Plagiarism. Any suspicious cases are found, your final grade will be "F" and will be reported to the Department / College and University for further actions.

Course Evaluation Scale   Evaluation
- **A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% or below**
- **Grades: If you have questions regarding your grades,** Please understand that I believe it is very important to treat all students under the same criteria.

  1. Please first-review the comments section of each assignment to discover why and which areas you have lost points.
  2. Second, please review the grading rubrics
  3. If you still have questions, please contact your grading teaching assistants with specific questions.
  4. The final step - Please contact me via the Canvas Inbox if you would like to discuss.

Letter Grade	Your points/ Possible Points Percentage Range	Descriptive Criteria
A	*90% -100%*	Outstanding, excellent work. The student performs well above the minimum criteria.
B	*80% - 89%*	Good, impressive work. The student performs above the minimum criteria.
C	*70% - 79%*	Solid, college-level work. The student meets the criteria of the assignment.
D	*60% - 69%*	Below average work. The student fails to meet the minimum criteria.
F	*59% and below*	Sub-par work. The student fails to complete the assignment.

Student Support- UNT IT Helpdesk

The UNT Helpdesk is a student technical support team dedicated to deal with issues or technical needs. Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.ht m) for updated hours.

Phone: 940.565-2324
Location: Sage Hall, Room 330
Email: helpdesk@unt.edu
https://aits.unt.edu/support/index.html

16-Week Important Deadlines

	Deadline
Classes Begin.	**01/12**
Census - Official Enrollment Determined Last day to drop a course section to no longer appear on the official transcript and to receive a full refund for the course section. *(Dropping courses may impact financial aid and degree completion. See advisors.)*	**01/24**
Drop with a Grade of W Begins Beginning this date students can drop a course with a grade of W. The course appears on the transcript with a grade of W and tuitions fees remain. *(Dropping courses may impact financial aid and degree completion. See advisors.)*	**01/25**
Last day to change to pass/no pass grade option (undergrads)	**02/20**
Last day for a student to drop a course or all courses with a grade of W	**04/10**
First day to request a grade of Incomplete	**04/11**
End of term.	**05/08**
Thanksgiving Break	**03/09 ~03/15**

https://registrar.unt.edu/registration/fall-academic-calendar.html

Incomplete Grade information

Please review https://registrar.unt.edu/grades/incompletes

University Policies https://policy.unt.edu/policy/06-003

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity (Links to an external site.), 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.

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 (Links to an external site.). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.
The Dean of Students Office (opens in a new window) (Links to an external site.) enforces the Code of Student Conduct (Links to an external site.). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

ADA Accommodation

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 the faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (Links to an external site.). You may also contact them by phone at 940.565.4323.

Important Notice for F-1 Students Taking Distance Education Courses

U.S. Citizenship and Immigration Services regulations state that a student can only apply one 3-credit online course toward the 12-credit undergraduate requirement or the 9-credit graduate requirement each semester.
If international students register for more than the required 9 or 12 credits, students may take additional online education credits. For example, an undergraduate student taking 18 credits could have nine on-campus and nine online credits, with nine on-campus plus three of the online credits completing the full-time course requirement. The additional six online credits are additional credits beyond the full-time requirement.
If a course has any on-campus requirement, it is not considered an online course:
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, examinations or other purposes integral to completion of the class. An on-line or distance education class 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." 8 CFR 214.2(f)(6)(i)(G)
If a student participates in a "physical attendance" activity for an online course, the course is not considered an online course for the purposes of this rule.
Examples of "physical attendance" activities include tests, conferences, presentations, laboratory work, or other class-related activities that takes place on the UNT campus. This activity may be completed individually or as part of a group. This activity that is undertaken by the international student on campus may be an activity that is done online by other students registered in the class.
To learn more, click here. There is a form available at the website. Completed forms must be submitted to International Student and Scholar Services before the 12th class day of the semester.

University of North Texas Compliance

The University of North Texas System is committed to operating in compliance with all federal and state laws and regulations.

To help uphold this commitment, the UNT System Office of Compliance works to help ensure that our system administration teams understand the requirements of applicable laws and that they have access to helpful training in order to conduct business in an effective and ethical manner.

Team members across UNT World may report suspected compliance failures to their supervisors, as well as to UNT System authorities including the Offices Human Resources, Equity, Diversity and Inclusion, Internal Audit, General Counsel and Compliance. Our

employees also have the right to report suspected compliance failures to the appropriate state or federal regulatory agency that monitors compliance.

In situations of suspected compliance failure when anonymity is preferred, individuals may utilize the UNT System Compliance Trust Line to submit concerns in confidence. This reporting service is hosted by a third party provider, NAVEX Global, to help ensure anonymity. Individuals may also call 877.606.9187 to submit their concerns. In addition to the UNT System Compliance Trust Line, individuals may pursue another option for reporting suspected fraud, waste and abuse by contacting the Texas State Auditor's Office. The Texas State Auditor's Office telephone number is 1.800.TX.AUDIT (892-8348) and their website is https://sao.fraud.state.tx.us.

The UNT System Compliance Trust Line is in place to provide assurances that all individuals throughout UNT World are held to the highest standards of ethical behavior. Most importantly, this Trust Line is all about trust. In that light, the UNT System and its institutions do not tolerate retaliatory action toward individuals who in, good faith, report, seek guidance regarding compliance matters, or participate in any compliance related investigations. Any individuals found to have engaged in retaliation will be disciplined up to and including termination.

You can contact me at compliance@untsystem.edu.

Sexual Assault Prevention

The University of North Texas is committed to providing a safe environment for all community members. Dating violence, domestic violence, sexual harassment, sexual coercion, sexual exploitation, sexual violence, and stalking are prohibited. Please see our page on reporting sexual violence for more information. We are here to help.

For a complete copy of the University's policies governing sexual misconduct visit:

- Policy for Prohibition of Sexual Assault and Retaliation (UNT Policy 12.005)
- Code of Student Conduct (UNT policy 07.012)
- Sexual Harassment Policy (UNT Policy 16.005)
- Sexual Assault Investigation Flow Chart

For Additional Information, view the **Know More Book**. If you have been impacted by violence, you are not alone. There are resources and services available to help. This book will discuss your rights, reporting options, and resources. If you have any questions, please reach out to a Survivor Advocate at SurvivorAdvocate@unt.edu. We are here to help.

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).

Information for LTEC Web-based Courses

Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well:

- Microsoft Word
- Microsoft Excel
- Microsoft Access

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course. Blackboard is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing. In addition, upon starting this or any LTEC Canvas course, students should review the "Check Browser" link in Canvas and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

Communication Parameters

Students should contact the instructor via the instructor's preferred communication (see above). Instructors will   attempt to respond to student emails within five working days. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes. Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Canvas email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates. Please be aware that instructors will not be able to respond to "last minute" requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses

- Access course web page and initiate contact with instructor within the first week of the semester. In many cases, this will be BEFORE the first class meeting
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Complete UNT Student Tutorial prior to taking the first Canvas course

- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account (Eagle mail and Canvas).
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Review Student Resources prior to taking the first Canvas course.
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines

Online Etiquette

Online etiquette, sometimes called Netiquette, takes special attention because it lacks the visual cues that we rely on to give meaning to communication. Included below are some points to keep in mind throughout the duration of the course.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended; then post the statement. Try to be as matter-of-fact and professional as possible. Avoid using all capital letters.

2. Keep writing to a point and stay on topic. Online courses require a lot of reading. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement. Also, it is important to stay focused and on topic.

3. Read first; write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.

4. An online classroom is still a classroom – be respectful. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructor is very important. Be respectful of each other's opinions at all times

Information for All LTEC Courses

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes all web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence   if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments

Honesty and Integrity

 The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence   upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic   material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

For students who have questions about academic planning, need to drop one or all courses, or learn more about academic dates and deadlines, please be sure to speak with your academic advisor/counselor and consult the following UNT resources for planning and guidance:

- **Advising @ UNT: http://advising.unt.edu/**
- **Counseling Services: http://studentaffairs.unt.edu/counseling-testing-services**
- **Dropping a class: https://registrar.unt.edu/registration/dropping-class**
- **Incomplete (I) grades: http://registrar.unt.edu/grades/incompletes**
- **Dean of Students Policies https://deanofstudents.unt.edu/policies**