

Course Number: INFO 4307

**Course Title: Knowledge Management
Tools and Technologies**

Course Section(s): 001 & 005

Merlo, Tereza, Ph.D

SYLLABUS

Fall 2025

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COURSE INFORMATION

- Course Name: INFO 4307
- Course Title: Knowledge Management Tools and Technologies
- Course Section(s): 001 & 005
- Credit Hours: 3 Hours
- Class Meeting: Online
- Course Pre-requisites: None.
- Course Format : Online

Instructors Contact Information

- Name: Merlo, Tereza, Ph.D
- SLIS
- UNT Email: tereza.merlo@unt.edu

Communicating with Your Instructor

Students should communicate with Professor via emails provided above, in case needed. Professor normally replies to emails within 24 hours, with a few exceptions, in which case students will be notified as soon as possible about possible workload or internet connection and similar issue which could prevent a quick reply.

Any personal or academic related concerns should be communicated to the Professor first and foremost. For assignments feedback or grade release related questions, students should communicate directly with the Professor.

Timely for assignment feedback and grade release varies, but it normally occurs within one or two weeks of the submission. Typically that is the timeframe for grade posting as well. Additionally, students will be

invited to participate in live Chats, designed to provide the opportunity for a direct interaction between students and professor to discuss various subjects related the course, including grading criteria and assignments, content, teaching methodology, etc. At this time, students will be advised on the best approach to work and submit assignments, especially the mid-term and final projects. As general rule, for purposes of communicating with Professor about course-related concerns/questions, students should use the Canvas Message feature. If, for some reason, the Canvas system is not available, students can use the UNT email address provided above.

Course Description

Introduction to knowledge management technologies; Internet and web technologies; knowledge management processes and corresponding technologies; collaboration tools and technologies; information and knowledge portals; KM readiness and IT infrastructure; evaluation and selection criteria for knowledge management tools.

- **Course Goals:**

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

1. Understand knowledge management tools and technologies
2. Understand the role of technology in knowledge management
3. Identify technology tools associated with managing different types of knowledge
4. Identify techniques associated with managing and organizing information such as metadata and ontologies
5. Evaluate and develop selection criterion for knowledge management tools
6. Research the latest Knowledge Management technologies, tools and techniques

- **Course Outcomes:**

The INFO 4307 class is a web-based class designed to allow students the flexibility of attending to an online course with a dynamic, well structured, and rich interaction among the students and Professor through weekly discussions, discussions, projects, online chats, and digital presentations. It promotes intensive study and exchange of ideas. The course uses Canvas, UNT's new learning management system, as a key format to manage data and information exchange. Course materials will be available from the course site on Canvas, and students will submit all assignments through the tools available on Canvas. A recently published Textbook is adopted as an updated and relevant source of information to be utilized in this class.

Materials

Merlo, Tereza R (ed.) (2022). Understanding, Implementing, and Evaluating Knowledge Management in Business Settings. Pennsylvania: IGI Global.

- Peer Reviewed papers will be provided as supplemental, recommended readings.

Teaching Philosophy

Expectations for students are to complete each and every assignment following the guidelines provided and submitted by the deadline indicated. Quality work will include the consistent use of the theories

discussed in class, the use of updated research work, and the use of APA guidelines towards ensuring academic language, writing, and integrity. Research work will be expected and peer reviewed journals to be presented must be 5 years older or newer. Students are expected to interact with colleagues and Professor in respectful and insightful manner, watching for appropriate language and always aiming at presenting meaningful ideas and critical analysis. Professor is consistent and fair in the assessment and consistently provides feedback, student should take advantage of the feedback provided at each assignment submission, applying the learned concept for improvement of performance in class. Students are encouraged to contact the Professor via email in case of questions or need for clarification about upcoming assignments/projects or the course content.

Students are required to login regularly to the online class site, Canvas. The Professor will be using the tracking featured on Canvas to monitor students' activities and better assess the level of engagement and interest in the class. Students are also required to participate in all class activities such as discussion board, chat or conference sessions, as well as in individual and group projects. The same guidelines that apply to traditional –on site- classes should be observed in the virtual classroom environment. Please use proper etiquette when interacting with class members and the professor. Students are responsible for reading the course material and work on the assignments on a timely manner. Students have the responsibility to navigate and learn about the Canvas system and learn about the course content, Professor's expectations, grading criteria, etc.

Professor provides contact information in the first page of the syllabus in order to facilitate communication with students and better respond to students' needs, questions, and promptly address concerns. Students should, at any given moment and for whatever academic reason, communicate with the Professor before contacting the department. Professor will assess the situation and assist accordingly. Professor is available to assist via faculty and personal emails provided in this syllabus-see above, and willing to work with students on cases of scheduling issues, tardiness with assignment submission, tragic events, and questions regarding projects. Professor will schedule chats sessions whenever needs are identified, so students will have the opportunity to ask questions and find guidance and advising to successfully perform in this class.

TECHNICAL SUPPORT AND ASSISTANCE

The UNT University Information Technology provides student IT services and technical support, including Canvas.

- UIT Homepage: <https://it.unt.edu/uit>
- Email: helpdesk@unt.edu
- Phone: 940.565-2324
- In Person: Sage Hall, Room 330

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

For the purpose of this web-based class, students are encouraged to participate in the scheduled chats, therefore, the use of proper related hardware will be necessary.

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

Hardware and software necessary to use Blackboard:

PC: Windows 98 (2nd Edition), 2000, XP, Vista, Windows

7 Mac: OS 9, OSX

Internet Access with [compatible web browser](#) (Select link for Vista 8.0

SP4) Headset/Microphone (if required for synchronous chats) Java:

Version 1.6.0 Update 18: Click [HERE](#) and choose "Download Java" Word

Processor [*Other related hardware or software necessary for the course*]

Browser and computer settings check: <https://ecampussupport.unt.edu/browser> #Computer

and Internet Literacy: Visit http://www.clt.odu.edu/oso/index.php?src=pe_comp_lit

Plugins necessary to access course materials and resources: <https://ecampussupport.unt.edu/plugin>

Minimum Technical Skills Needed

At the undergraduate level course, students are expected to have the following technology skills to fully participate in learning. Students should be able to use the learning management system – Canvas to access course related materials and resource, keep up with emails regularly, create, modify or submit files according to instructors direction, such as proper file format, be able to download and install software when needed, and utilize the basics of the Microsoft Suite (Word, Excel, Power Point).

Success in the Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link to or adapt tips from this webpage for students, ["How to Succeed as an Online Student."](#)

Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): 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](#)
- [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, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

COURSE MODULES, TOPICS AND LECTURES

INFO 4307 is organized into 9 Learning Modules:

- *Module 1: Introduction to Knowledge Management*
- *Module 2: Information Overload and Knowledge Management*
- *Module 3: Knowledge Creation*
- *Module 4: Knowledge Discovery*
- *Module 5: Knowledge Sharing and Collaboration*
- *Module 6: Knowledge Organization, Tools, Metadata, and Ontologies*
- *Module 7: Information and Knowledge Portals*
- *Module 8: Knowledge Retention and Enterprise Content Management*
- *Module 9: Technology Innovation- Selection and Evaluation of KM Tools and Technologies*

ASSESSMENT & GRADING

Assignments and Assessments

Students will be asked to submit weekly assignments: discussions and paper /analysis, quizzes, and one mid-term and one final project designed with the objective of evaluate the learning process. An assignments calendar is provided at the first day of class. In this document students can find detailed course program, including assignments information, due dates, and summary of the expectations.

Each assignment will have a different weight and criteria. For students exceptional participation in class: conducting extra research work, engaging in insightful and critical exchange in class, attend to the live chats, etc. the possibility of extra credit can will be considered in a case by case basis, per Professors' discretion.

Grading

The grading table below explains the grading guidelines:

Assignment	Points Possible	Percentage of Final Grade
Weekly Assignments: Discussions, quizzes, and paper analysis		20%
Mid-Term Project		30%
Final Project		35%
QUIZZES		15%
Participation <ul style="list-style-type: none"> • Participation in Chats and research work beyond requested, and any extra exceptional/constructive discussion posting 	Potential for 10 extra points at the final grade, per Professors' discretion	
Collaborative Participation <ul style="list-style-type: none"> • Shared knowledge on new trends related to the topic of KM 	Potential for extra 10 points to be added to the	

	<i>final grade. Per Professors discretion</i>	
Total Points Possible		100%

Total Points Possible for Semester/Grading Scale = 100

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59-50 = F

CALENDAR/ASSIGNMENTS

Segments/Weeks	Assignment Due
Introduction - Week 1/2	Welcome to Class INFO 4307- Introductions
Segment 1 - Foundations of Knowledge Management - Week 3	Read textbook Ch. 1. Discussion/Text Analysis
Segment 2 – KM Processes and Practices - Week 4	Textbook Ch. 2. Quiz
Segment 3 - Knowledge Creation – Week 5	Textbook Ch. 6. Discussion/Text Analysis
Segment 4 – Knowledge Discovery – Week 6	Review course material. Quiz
Segment 5 – Knowledge Sharing and Collaboration – Week 7	Textbook Ch. 4. Discussion/Text Analysis
Segment 6 – Knowledge, Metadata, Ontologies – Week 8	Textbook review. Quiz.
Segment 7 – Knowledge Portals, Organization, KPIs – Week 10	Textbook review. Quiz.
Segment 8 – Enterprise Content Management – Week 11	Research work and analysis. Discussion
Segment 9 – Selection and Evaluation of KM Tools and Technologies – Week 12	Research work and Analysis.
Mid-Term project – Week 9	Research work, Analysis.
Final Project	Research, Presentation of final project

Note - Projects:

Mid-Term and Final Projects guidelines and due dates will be detailed on Canvas at least two weeks before the due date. In addition, live chats and zoom calls can be scheduled upon request (contact Dr Merlo for details on office hours and zoom meetings).

COURSE EVALUATION

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT, implemented in summer 2015, to comply with the State of Texas House Bill 2504. Each semester student will receive an email from UNT to their student UNT email to response to the anonymous survey. For more information, visit Office of the Provost, SPOT page: <https://vpaa.unt.edu/spot>

COURSE POLICIES

Assignment Policy

Regarding assignments due dates, a calendar is available on Canvas detailing all the assignments and due dates. Additional reading material are also available on Canvas under files.

Please note that the Turnitin will be utilized to check for plagiarism for mid-term and final projects submissions. As explained above, some extra credits might be granted for those deserving students who went above and beyond the class requirement. Credits will be granted per Professors' discretion and as appropriate. .

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 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.

Attendance Policy

An attendance policy is required for every UNT syllabi. Visit the University of North Texas' Attendance Policy (<http://policy.unt.edu/policy/15-2->) to learn more.

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction

The UNT Spring schedule requires this course to have fully remote instruction beginning August 24th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone and

internet access to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Examination Policy

Quizzes, discussions and projects are designed to encourage learning. The Professors trusts that students will show integrity and honesty in expressing opinions and demonstrating knowledge.

Plagiarism will be addressed per UNT policy.

As a web-based class there will be no face-to-face meetings, and student should make sure that internet connection is not a problem. In case the student loses Internet connection during an assignment, it is recommended that the students contact the Student Helpdesk and document the remedy ticket number before contacting the Professor.

Instructor Responsibilities and Feedback

- *Helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc.);*
- *Students are encouraged to communicate with the Professor as needed. Professor normally reply to emails within 24 hours, with a few exceptions as example of technical issues with the University's system or networking problems as examples. Professor normally releases feedback and grades within one or two weeks of the submission, exceptions might occur, and students are notified in case of delays.*

Late Work and Missed Work

Assignments are due via the assignment drop box or appropriate discussion board no later than 12:00 pm (midnight) on the stated due date. Late assignments will **NOT** be accepted except for special circumstances, some described above under Teaching Philosophy and **ONLY** by prior arrangement with the Professor- in the case of a documented illness or unexpected event/emergency. Professor will deliberate on a case by case basis in accordance with the Departments policies and guidelines.

Course Incomplete Grade

In some cases an incomplete grade might be granted. The Professor will make the decision on a case by case basis following the University's guidelines. If students is unable to complete the class for justifiable- beyond of the control- reasons, the student should seek advising from the Professor in how to proceed. For information on incomplete grade for the course; please check the UNT policy on incomplete: <https://registrar.unt.edu/grades/incompletes>]

Attendance Policy

Students are expected to actively participate in the class by engaging in the discussions and submitting the assignments on time. For more on the attendance policy, which is required for every UNT syllabi, access the University of North Texas' Attendance Policy found at: <http://policy.unt.edu/policy/15-2-5>

Class 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 web based activities: interact with colleagues, submit assignments, email Professor, attend to chats, etc.

Students that are not participating in class regularly will NOT have the mid-term and final projects accepted. Weekly participation and assignments are critical part of the learning process and indispensable for students' evaluation.

Information about the University of Texas' Attendance Policy may be found at:

<http://policy.unt.edu/policy/159295>

Students' Responsibility for Their Learning

It is the student's responsibility to read the course material and submit assignments on time. Students are expected to engage in positive/respectful interactions with peers and Professor as well as members of the department. Students also have the responsibility to follow the assignments guidelines and communicate with the Professor in case of questions or issues with assignments submissions or any related academic subject. Students that fail to submit assignments on time will suffer penalty, reflected in a ZERO grade. For the exceptional case when late submission is accepted (cases of proven emergency will be analyzed by the Professor on a case by case basis), points will be deducted at the Professor's discretion. Students are responsible for communicating with Professor in case of emergency or unexpected circumstances which affect or might affect his/her performance and ability to submit assignment on time.

Syllabus Change Policy

In case of necessary change to the assignments deadline, course content, or any aspect of this syllabus, the Professor will communicate promptly with the students via email.

UNT POLICIES

[The following are standard statements required by the University, see [Policy 06.049](#) for full policy and attachments]

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.

Plagiarism will be reported to the SLIS department chair immediately and student will be punished according to the UNT policy.

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 at disability.unt.edu.

Course Safety Procedures (for Laboratory Courses)

Students enrolled in [insert class name] 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.

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.

Optional UNT Policies Statements

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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

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 at <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.

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.

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 at <http://www.ecfr.gov/>. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f) (6) (i) (G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses.