BIOL 3770-Biotechnology
Located in UNT Physics Building room 115 every Tuesday and Thursday between 2:00PM and 3:20PM

Instructor Contact
Name: Vanessa Macias
Office Location: Life Sciences B122
Phone Number: 940-565-2599
Office Hours: Tuesday 11 am-12 pm, Friday *
Email: vanessa.macias@unt.edu

Communication Expectations: I encourage you to peruse this document and post questions about course content/organization to your peers on Canvas before messaging me. Please feel free to reach me anytime by e-mail with personal questions and concerns and I will do my best to respond within a day, with the exception that I will likely not see e-mails on the weekend. To make sure that I do not lose your message in the massive volume of e-mails that I receive, please format the subject line of all e-mails with “BIOL3770_[your last name]_[Subject].” For example if Pamela Nantze is e-mailing me about at quiz grade, here e-mail should have “BIOL3770_Nantze_Quiz grade” for a subject. I will filter my e-mails daily for those starting with BIOL3770, so if you don’t use this convention, your email may go unread.

*Office hours will be only in person on Tuesdays in my office and only virtual on Fridays. Feel free to join virtually using the meeting room at https://unt.zoom.us/j/2996968958

Course Description
Applications of biotechnology in today’s society with an emphasis on underlying molecular, cellular and biochemical principles; applications in industry, agriculture, medicine and forensic science; and careers in these fields. Students may enroll in BIOL 4580 for the companion laboratory component.

Course Prerequisites or Other Restrictions
Completion of foundation requirements for the declared biological sciences major and C or higher in BIOL 2041/BIOL 2042 and BIOL 3451/BIOL 3452 or BIOL 3350. If a student’s major is outside of biological sciences, foundation requirements for the biology BA must be completed and C or higher in BIOL 2041/BIOL 2042 and BIOL 3451/BIOL 3452 or BIOL 3350. If these requirements are not met, department consent is required.

Course Objectives
By the end of this course, students will gain:

1. a familiarity with the principles of biochemistry, molecular biology, and cell biology that underly emerging biotechnologies.
2. a hands-on experience with transgene design and familiarity with the nuances of synthetic DNA design that underly much of the technologies we will be exploring.
3. a broad view of what types of careers are available in biotech, including the fields of academia, industry, and government and how such careers can be pursued in each arena.

Materials
- Please bring your computer each day for in class activities, as we will use many open, free and online resources over the semester.
Other required reading may be assigned throughout, in which case the material will be distributed in class and/or available for download on Canvas.

Teaching Philosophy
Students will gain the most out of the class by being engaged with the content, especially while in class. The investment each student places in their learning in this class will be directly related to both the intellectual gain and their grade. I will also do my best to take responsibility for this and have structured the class to promote your preparation to engage with the content during each class. This manifests in several ways. For one, my lectures over course content will not necessarily be an exhaustive detailing of what is in the chapter and will certainly include extra material that I believe will help solidify the learning of that content. It is, therefore, best if students come to the lectures having read the chapter.

To encourage this, the quizzes will contain questions to assess reading.

Because the subject of biotechnology is a marriage of basic biology principles and real world problem-solving, a good grasp of this subject is only gained with an application of the principles we will learn. For this reason, we will apply the course content throughout the semester to a project in which each student will design a synthetic transgene for a real world, currently unsolved problem. Understanding that a lot of disparate knowledge goes into such designs, this project will include both guided, in-class exercises and group work in addition to the individual portions and homework.

Finally, students coming close to finishing off their undergraduate degrees benefit from having a tangible start to their individual careers. For this reason, we will focus heavily hearing from professionals in biotech careers and on career building opportunities available to students in the near future.

Instructor Responsibilities and Feedback
I assume responsibility for communicating the content of this subject effectively, providing clear instructions for projects and assignments, identifying additional resources as necessary for student success, providing grading rubrics, and for reviewing and updating course content.

I will respond to all correctly formatted e-mails by the end of the following day, except on weekends. I anticipate posting quiz grades within the week, but reserve that grades may be posted the following week. Assignment feedback will vary on the complexity of the assignment, but I will do my best to be timely.

Syllabus Change Policy
Changes to the syllabus, course information, due dates etcetera will be provided in class and on Canvas. Please ensure that notifications for course announcements are activated on your Canvas profile.

Course Technology & Skills
Minimum Technology Requirements
Provide a list of the minimum technology requirements for students, such as:

- Computer
- Connection to the internet on campus
- Microsoft Office Suite
- Canvas Technical 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
- Internet Searches
• Using presentation and graphics programs

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.

UNT IT Help Desk
Email: helpdesk@unt.edu
Live Chat: https://it.unt.edu/helpdesk/chatsupport
Phone: 940-565-2324
In Person: Sage Hall, Room 330
Hours and Availability: Visit https://it.unt.edu/helpdesk for up-to-date hours and availability

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

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

• While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
• Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
• Ask for and use the correct name and pronouns for your instructor and classmates.
• Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
• Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
• Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
• Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
• Avoid using “text-talk” unless explicitly permitted by your instructor.
• Proofread and fact-check your sources.
• Keep in mind that online posts can be permanent, so think first before you type.

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

Course Structure
This a 15-week face-to-face class that will consist of readings, lectures, guest speakers, and a semester long synthetic transgene-design project.

• The first three weeks are lecture-heavy and are designed to refresh or prepare students with the background needed to understand the course content.
• The remaining weeks follow a structure of Lecture on Tuesdays and in-class activity, such as a work-shop, class discussion or guest speaker on Thursdays.
• Quizzes are given every two weeks on Tuesdays except for the first quiz
Class content, reading and quiz schedule
Any changes to this schedule will be announced prior in class and over Canvas.

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday</th>
<th>Thursday</th>
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</thead>
<tbody>
<tr>
<td>Jan 17, 19</td>
<td>Class Introduction</td>
<td>Quiz 1 Lecture on Molecular Biotechnology and Society</td>
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<td></td>
<td></td>
<td>Reading Due: Chapter 1 of Molecular Biotechnology by Glick</td>
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<tr>
<td></td>
<td></td>
<td>and Patten “The Development of Molecular Biotechnology”</td>
</tr>
<tr>
<td>Jan 24, 26</td>
<td>No Class</td>
<td>Lecture on DNA and Information flow from DNA to protein</td>
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<tr>
<td></td>
<td>There is a larger reading assignment due Thursday</td>
<td>Reading due: Chapter 1, only the introduction on pg 3 and</td>
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<tr>
<td></td>
<td></td>
<td>the sections on pgs 18-25 Review Material from Chapter 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>pgs 29-46 that you do not know</td>
</tr>
<tr>
<td>Jan 31,</td>
<td>Lecture 1 on Gene Features and Expression</td>
<td>Lecture 2 on Gene Features and Expression</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Reading due: Chapter 5 pgs 107-124</td>
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<tr>
<td>Feb 7, 9</td>
<td>Quiz 2, Lecture on Fundamental Technologies</td>
<td>Web Resources Workshop</td>
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<td></td>
<td>Assignment due: Benchling account creation</td>
<td>Reading due: Chapter 12 pgs 311-326</td>
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<tr>
<td>Feb 14, 16</td>
<td>Lecture on Production of Recombinant Proteins</td>
<td>In class activity: Plasmid design exercise</td>
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<tr>
<td>Feb 21, 23</td>
<td>Quiz 3, Lecture on Mosquito Transgenics and</td>
<td>Discussion of Synthetic transgene design project</td>
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<td></td>
<td>Transgenic animals</td>
<td></td>
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<td></td>
<td>Paper Reading</td>
<td></td>
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<tr>
<td>Feb 28,</td>
<td>Lecture over Molecular Diagnostics, Background</td>
<td>RNA biomarkers of stroke paper and exercise</td>
</tr>
<tr>
<td>Mar 3</td>
<td>on RNA biomarkers of stroke paper and exercise</td>
<td>Reading due: assigned portions of Potemkin and Clarkson</td>
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<tr>
<td>Mar 7, 9</td>
<td>Quiz 4 and Lecture on Protein Therapeutics</td>
<td>Overflow lecture</td>
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<td></td>
<td></td>
<td>Assignment due: STP Part 1</td>
</tr>
<tr>
<td>Mar 14, 16</td>
<td>Spring break-No class</td>
<td>Spring break-No class</td>
</tr>
<tr>
<td>Mar 21, 23</td>
<td>Lecture on Nucleic Acids as Therapeutic Agents</td>
<td>In Class Discussion on Phage Therapeutics</td>
</tr>
<tr>
<td></td>
<td>Assignment due: STP Part 2</td>
<td>News and paper reading</td>
</tr>
<tr>
<td>Mar 28, 30</td>
<td>Quiz 5 Lecture 1 on Vaccines</td>
<td>In Class Peer-design consultation</td>
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<td></td>
<td></td>
<td>Assignment due: STP Part 3</td>
</tr>
<tr>
<td>April 4, 6</td>
<td>Lecture 2 on Vaccines</td>
<td>In-Class Benchling Workshop</td>
</tr>
<tr>
<td>April 11, 13</td>
<td>Quiz 6 Lecture on Industrial and Environmental</td>
<td>In Class- STP Part 4: Student presentations on transgene</td>
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<tr>
<td></td>
<td>Uses of Recombinant Microorganisms</td>
<td>presentation design</td>
</tr>
<tr>
<td></td>
<td>Paper Reading due-To be announced</td>
<td></td>
</tr>
<tr>
<td>April 18, 20</td>
<td>Lecture on transgenic plants,</td>
<td>In Class- STP Part 4: Student presentations on transgene</td>
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<tr>
<td></td>
<td>Paper Reading due to be announced</td>
<td>presentation design</td>
</tr>
<tr>
<td>April 25, 27</td>
<td>Quiz 7 Lecture over CRISPR-Cas9</td>
<td>Assignment due: STP Part 5</td>
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<td></td>
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<td>Final Project Workshopping</td>
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<tr>
<td>May 2, 4</td>
<td>Overflow lecture</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment due: STP Final Report Due</td>
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<tr>
<td>Finals Week</td>
<td></td>
<td>May 11 Final “Exam”-Quiz 8 from 1:30 to 3:30</td>
</tr>
</tbody>
</table>
Course Requirements and Assignment Policy

Students will be graded based on a combination of in-class activities, out-side of class assignments, presentations and quizzes. The due dates and points for each of these is listed in the table below. Assignments will be discussed in class and posted to canvas. Quizzes will be taken during class time using Respondus on Canvas. In the case of an absence, quizzes maybe taken from outside of class during class-time with prior communication with the instructor. No make-up quizzes will be available, but one quiz grade will be dropped prior to final grade calculation.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Late Submission</th>
<th>Possible Points</th>
<th>Percentage of Final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benchling account creation</td>
<td>Feb 7</td>
<td>Feb 9</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Web Resources Workshop-In Class</td>
<td>Feb 9</td>
<td>None</td>
<td>20 points</td>
<td>4%</td>
</tr>
<tr>
<td>Plasmid cloning design-In Class</td>
<td>Feb 16</td>
<td>None</td>
<td>20 points</td>
<td>4%</td>
</tr>
<tr>
<td>Synthetic Transgene Project- Part 1 Application choice and design strategy</td>
<td>Mar 9</td>
<td>Mar 14</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Synthetic Transgene Project- Part 2: Design Schematic and description</td>
<td>Mar 21</td>
<td>March 26</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Synthetic Transgene Project- Part 3: Peer design consultation summary</td>
<td>Mar 30</td>
<td>Apr 4</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Synthetic Transgene Project- Part 4: Design class presentation</td>
<td>April 13, 20</td>
<td>None</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Synthetic Transgene Project- Part 5: Strategy Adjustments summary</td>
<td>April 27</td>
<td>April 24</td>
<td>10 points</td>
<td>2%</td>
</tr>
<tr>
<td>Synthetic Transgene Project-Final Report</td>
<td>May 4</td>
<td>May 8</td>
<td>90 points</td>
<td>18%</td>
</tr>
<tr>
<td>Attendance: 20 days at 5 pts each</td>
<td>-</td>
<td>-</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes (8 total including the final quiz at 25 points each with lowest score given full credit=110)</td>
<td>Every other Tuesday-In class</td>
<td>None-one grade will be replaced</td>
<td>200</td>
<td>5% each-40% total</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td></td>
<td></td>
<td>500 points</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading

Letter grade will be assigned base on points earned from assignments, in-class activities, presentations, and quizzes according to the following point ranges.

A = 450-500
B = 400-449
C = 350-399
D = 300-349
F = 0-299

For many graded tasks and assignments, late work will be accepted for 5 days after the due date. Late assignments will be graded as on-time assignments, but the final grade for the late assignment will be half the achieved grade. For example, the assignment “Synthetic Transgene Project- Part 2: Design schematic and description” will be accepted until March 26th, but any assignment turned in after March 21st can only receive a maximum of 5 points. Assignments labelled “in class” are for participation points and no late work is accepted, unless otherwise indicated on the schedule, announced in class or at the instructor’s discretion.
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

Office hours credit
Students can earn an additional 10 points by attending office hours prior to March 9th. Additionally Students who have earned less than 60% of the possible points by March 9th can gain an additional 10 points by attending after February 3rd to discuss their strategy for passing the class.

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. These will be available to students starting April 17th through May 4th.

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

Class participation
Students are expected to participate in class by engaging with class exercises and group work, be being prepared with the required reading, and engage with the content delivered during the lectures. This will be assessed and reflected in the student’s grade in part by a weekly quiz, which will have questions over required reading and lecture content. This will also be assessed on in class assignments by participation and content delivered to the instructor at the end of class activities.

Late Work and Make-up Work
For many graded tasks and assignments, late work will be accepted for 5 days after the due date. Late assignments will be graded as on-time assignments, but the final grade will be half the achieved grade. For example, the assignment “Synthetic Transgene Project- Part 2: Design schematic and description” will be accepted until March 13th, but any assignment turned in after March 8th can only receive a maximum of 5 points. Assignments labelled “in class” are for participation points and no late work is accepted, unless otherwise indicated on the schedule or announced in class. In the case of an absence, quizzes maybe taken from outside of class during class-time with prior communication with the instructor. No make-up quizzes will be available, but one quiz grade will be dropped prior to final grade calculation.

Examination Policy
Assessments over course content will be given as a total of 13 weekly quizzes. No make-up quizzes will be given, but each students-lowest scoring quiz will not be counted toward the final grade. In the event that the University moves to remote learning, quizzes will be administered online during class time. In this same event, policies on disrupted internet connection will be provided at the onset of remote learning.

UNT Policies
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.

**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**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

**Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.
Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available April 18 through May 5th, 2022 to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

University of North Texas Compliance

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

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

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

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002).

**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 with prior permission from the instructor for study purposes and may also be reused in future course offerings.
Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?
Additional Student Support Services

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

Academic Support Services

- Academic Resource Center ([https://clear.unt.edu/canvas/student-resources](https://clear.unt.edu/canvas/student-resources))
- Academic Success Center ([https://success.unt.edu/asc](https://success.unt.edu/asc))
- UNT Libraries ([https://library.unt.edu/](https://library.unt.edu/))
- Writing Lab ([http://writingcenter.unt.edu/](http://writingcenter.unt.edu/))