University of North Texas

EDLE 6033: Superintendent Internship

Course Syllabus

Summer 2021 begins on Tuesday, June 1 and concludes Friday, August 6

Contact Information

Instructor: Bill Camp
Email: bill.camp@unt.edu
Canvas: course *Inbox*
Phone: 940-300-4034
Office Hours: by phone, online conferences, or email

Superintendent Certificate Requirements

- Must hold a master's degree from a university that is accredited by an accrediting agency recognized by:
    - Texas Higher Education Coordinating Board
    - U.S. Department of Education Database for Accredited Colleges and Universities
- Principal certificate or the equivalent issued by the TEA or another state or country, or completed the superintendent certificate application and been approved by the TEA to substitute managerial experience in lieu of a principal certificate
- Successfully complete an approved certification program
- Successfully complete the required exam

Key Meeting Dates

1. **June 1 (Tuesday)** – Attend the Orientation Meeting – REQUIRED MEETING -- **ZOOM meeting of all interns at 5:30 p.m.** – The course officially begins. **You may begin logging hours in administrative or leadership activities as of May 24.** Your mentor/supervisor should be aware of your participation in the Internship and approve all activities prior to the beginning of the internship. The mentor/supervisor must also approve all activities in which you participate during your Internship. You may document and "count" these hours toward the required 200 hours and include them in your Intern Time Log of hours and activities. If you miss this meeting you will need to schedule a ZOOM meeting with the instructor.

2. **June 14-June 23** – Second meeting – ZOOM meeting - (intern, mentor/supervisor, and instructor. REQUIRED MEETING. Intern will schedule this meeting by coordinating schedules with mentor/supervisor and instructor.

3. **July 6** – Third Meeting - individual ZOOM meetings with instructor and interns. REQUIRED MEETING. Intern will schedule this meeting by coordinating schedules with instructor.

4. **July 19-August 4** – Fourth meeting with intern, mentor/supervisor, and instructor. Arrange ZOOM meeting REQUIRED MEETING. Intern will schedule this meeting by coordinating schedules with mentor/supervisor and instructor.

Foliotek

This course includes <mark>four assignments</mark> that you will upload to and be assessed in the UNT Foliotek ePortfolio system. Also <mark>sign Ethics Agreement and Complete Intern Placement Form</mark> (Foliotek)**.** Registration codes and tutorials can be found on the [Foliotek site](#).

Textbook

Recommended reading is Elaine Whitmore. Passing the Superintendent TExES Exam. Available from a multitude of internet locations.

Communications

The *Inbox* tool in Canvas will be you primary means of communications with the Instructor. Please also check your messages <mark>daily in your UNT EagleConnect account</mark> during the course. I will regularly post important course-related *Announcements* in the course. **<mark>Please check announcements daily.</mark>** You may use my alternate contact information in an emergency or when you cannot access Canvas. You may also text or phone the Instructor as you have the need.

Description/ Rationale of Course

The UNT Superintendent Internship in Educational Leadership is required for completing the requirements for the Texas Standard Superintendent Certificate for students in the Superintendent's Certification Program, EdD. Program, the PhD. Program. The State of Texas requires an Internship that includes a minimum of <mark>**200 hours**</mark> of documented administrative or leadership-related experiences at a central office site under the supervision of both a university supervisor and school district administrator. The Internship can take place at a public, private, or charter school district. Completing and submitting an Intern Time Log during the Internship and having it <mark>signed by the mentor/supervisor</mark> at the conclusion of the Internship will document this requirement.

The goal of the Internship program is to provide an opportunity to observe and participate directly with on-the-job, hands-on experiences while working under the direction of practicing and successful educational administrators. The Internship experiences are to be aligned with the current Texas Superintendent Competency requirements.

For those not currently employed or connected to a school or district, please contact the instructor for options.

Late Assignments

Responses to assignments submitted past the due date will be subject to a reduction in the assigned point value for the assignment, depending on the date of submission <mark>(one point will be deducted for each day late).</mark> Contact your instructor prior to late submissions for circumstances beyond your control (administrator cancelled, death in family, serious illness, etc.). All assignments must be submitted by the official end of the semester to obtain any credit.

Assessments/Assignments

Assignments

The following items should be completed and submitted by the dates found in the Assignments area of Canvas. Assignments in Canvas should be submitted no later than 11:59 pm on the date due.

June 1 Orientation meeting 5:30 pm by ZOOM

1. **Introduction to classmates** — Create an introductory presentation and post in Canvas discussing your current position, your plans for administration, and sharing personal information, so we will get to know you. Also share information on your mentor (position, district). Provide contact information so other members of the class can contact you. **Due Date — June 6.** Then enter the discussion board and react to other class members. You should react to each class member.

2. **Information form -** Intern is to use the Information Report including district, campus and intern information. **Due Date — June 6**

3. **Plan of Action, Part 1** — The completed Plan of Action, Part 1 should be based on the identified problem/challenge determined to be a need of the district based on longitudinal data. The Intern should, with the guidance and approval of the supervising administrator (mentor), identify internship activities/tasks using the Superintendent Competencies listed in Action Plan 1 to be performed in order to address the internship. The intern may add additional tasks the supervising administrator determines necessary to become an effective administrator. You will submit the **draft** assignment to the instructor prior to the Second visit scheduled with your mentor and instructor.

   a. The intern will use the list of current Texas Superintendent Competencies and the Action Plan Part 1 form found in Canvas to guide the planning of your activities. Once completed and **approved by your mentor and instructor**, this Plan should be submitted in the **Canvas Assignments and Foliotek** by the due date to gain credit for this task. **Due Date — June 13 (no late penalty)**

June 14-23 — Second Meeting

4. **Reports of three Interviews of Administrators and Board President.** — The Intern should interview a central office administrator and superintendent other than your mentor/supervisor to learn about their experiences, perspective, philosophies, and advice about the roles and responsibilities of the school leader. Work with your mentor to arrange these visits. Also **Interview a Board President regarding the role of the board and the superintendent, effective board superintendent relationships.** You should prepare a one page summary and reflective report for each interview of what you learned for each visit. Submit the reports in Canvas by the date due. Include the name of the person, the position held, and the date of the interview. **Due Date — June 27.**

5. **Executive Summary Reports** — Complete and submit in Canvas by the dates due ==three== Executive Summary Reports and a copy of your unsigned Log of Hours to this date.

   a. Each Report should be a brief narrative that describes your participation in administrative-related and leadership-related-activities at the district site during the reporting period, including a reflection/evaluation of the internship at this point, and a report of the total number of hours attained to the date of submission. **The report should also include an update of your progress on your project.**

   b. The Executive Summary Report will be due ==three== times during the course. Submit each Report in Canvas by the date and time due. **Due Dates — June 20, July 11, July 25.**

July 6 — Third Meeting

6. **Report of External District Experience** — The Intern should attend at least ==three== of the following meetings by making choices from the following three classifications:

   A. Report on Superintendent's Cabinet Meeting: Attend one Cabinet level meeting and describe the interaction of the team, the leadership of the superintendent. Include the agenda and your reflections on the purpose and effectiveness of the meeting.
   B. A State or area educational-related conference, such as TASB or TASA summer conference. The Intern should prepare and submit in Canvas a one to page summary and reflection of the event and the learning related to school leadership and administration attained by attending the event. The intern should also submit some type of artifact for the experience (e.g., agenda, certificate)
   C. Report on Budget Workshop: Attend a Budget Workshop with the Board of Trustees that includes discussion of Compensation for the next fiscal year. Focusing on the leadership of the superintendent at the workshop, the interaction with the board and the roles of other central office leadership and administration attained by attending the event. Submit artifact (e.g., agenda, certificate)

   The Intern should prepare and submit in Canvas a one to two-page summary and reflection of each event and the learning related to school leadership and administration attained by attending the event. The intern should also submit some type of artifact for the experience (i.e., agenda, certificate) **Due Date: July 18**

7. **Discussion of activities.** Participate in weeks 2, 4, 6, 8. Assigned discussion leaders will post an introduction to each discussion using the competencies for the previous two weeks. Discuss activities relating to the competencies and discuss what you have learned and applied from this experience. ==The first post must be made by Wednesday night.== Due Sunday of these weeks. (June 13, June 27, July 11, July 28)

8. *Self-Assessment* — Prepare a two-page self-evaluation of the intern experience and evaluate your strengths and weaknesses as a future administrator. Discuss the utility, effectiveness and overall impact of the tasks, experiences, projects and guidance involved in the intern experience. **Due Date - July 25**

July 13- August 3 — **Fourth Meeting**

9. **Plan of Action, Part 2** — The Intern is to use the form located in the Canvas Assignment area to complete this assignment. Use Part 1 of the Action Plan as a beginning point, assess/reflect on which of the planned areas of activities or involvement were accomplished, which ones were not, and what experiences for each area occurred though not listed in the Part 1 of the Plan. Submit the completed form in the Assignment area of Canvas AND in Foliotek. **Due Date** —**Aug 4 (Prior to Fourth Meeting)**

10. **Evaluation by Mentor/Supervisor** — The Intern should secure a copy of the *UNT Superintendent Intern Evaluation Instrument by On-Site Mentor/Supervisor* form from the "Internship Field Documentation" assignment in the Foliotek System or from the Internship Handbook, and provide to their administrator for completion near the end of the term. The Intern should meet with their supervisor to review and debrief the experiences of the Internship. Submit the completed form in the Assignment area of Canvas AND in Foliotek. If your supervisor prefers to submit the form confidentially to the Instructor, please make arrangements for emailing the completed form to the Instructor, whose email address is found on page 1 of this Syllabus.

    a. The completed Evaluation Form should be signed, scanned, and uploaded into Foliotek in the section titled "Internship Field Documentation" and in Canvas. **Due Date** — **Aug 4**

11. **Intern Time Log** — **Attainment of at least 200 hours** — As indicated earlier in the Syllabus, the requirement is that at least 200 hours of active involvement, observations, leadership, or other approved activities are required of the Intern during the course. You may count 20 hours for your writing of reports for this class and document it at the end as Reports. The Log will document the number of hours and the types of activities undertaken during the term (project, shadowing, other). The supervising administrator must sign and date the Log before final submission of Log in Canvas AND in the Foliotek System.

    a. The completed Intern Time Log of Hours should be signed, scanned, and uploaded into Foliotek in the section titled "Internship Field Documentation" AND in Canvas. **Due Date** — **August 5**

12. **Project Report** — As indicated earlier in the Syllabus, the requirement is that at least 40 hours of active involvement, observations, leadership, or other approved activities are required of the Intern during the course on one major project **recommended by your mentor.** The Intern Time Log will document the number of hours and the types of activities for your project and be labeled as Project hours in the log. You will submit an abstract summary for your project. **Due Date** — **Aug 5**

Performance Assessments – Grades

Each assignment will have the indicated value.

Require Meetings (Orientation, Second, Third, and Fourth)	40 points (10 points each)
Plan of Action, Part 1	50 points
Introduction to Classmates and discussion	10 points
Intern Information Form	10 points
Executive Summary Reports (3)	30 points (10 points each)
Reports of Administrative Interviews (3)	30 points (10 points each)
Discussion of activities (4)	40 points (10 points each)
Report of External School Experience (3)	30 points (10 points each)
Self-assessment of Internship	30 points
Plan of Action, Part 2	50 points
Evaluation by Supervising Administrator	40 points
Log - Attainment of Required Minimum Hours	100 points
Project	40 points
Total Possible Points	**500 points**

Letter Grades

450 - 500 points = A
400 - 449 points = B
350 - 399 points = C Below
350 points = F

TECHNICAL INFO AND OTHER SUPPORT SERVICES

Minimum Technology Requirements
    Reliable internet access
    Canvas-supported computer system
    Canvas-supported browser

Minimum Technical Skills Requirements
- Navigating and using Canvas basic tools such as posting and replying to discussions, submitting assignments, reading announcements, viewing grades (see informational links below and on the course *Home* page when you enter the course)
- Reading and sending UNT EagleConnect email via the Canvas *Inbox*
- Saving files in DOC and PDF formats
- Copying and pasting text
- Participating in live-meeting applications such as Zoom your instructor may request
- Converting PDF files to editable word-processing format

Canvas Information
    Canvas student guide featuring text and video instructions for look-up or learning
    Technical requirements and information on browser compatibility, mobile app resources, and mobile device compatibility.

Student Technical Support
- Search the Canvas Guides
  Find answers to common questions
- Student Helpdesk
  Submit a ticket to the UIT Helpdesk.
- Online Student Resources
- Ask Your Instructor a Question
  Questions are submitted to your instructor
- UNT Library
  For library assistance, use the library Ask Us feature.

UNT Student Helpdesk
Make a note of this information now in case of a situation where you can't login to the course.

    Email: helpdesk@unt.edu
    Phone: 940.565.2324
    Site: UIT Help desk
    Help: Submit a Help Request
    Chat: UIT Help Desk LIve Chat
    Hours: Subject to change

Technical Emergencies and Advice for Taking Online Exams and Quizzes
- Avoid using a wireless connection for exams unless you're certain of its reliability.
- When at all possible, compose text offline and copy/paste your answer into the quiz. Canvas will save your exam after each answer.
- ***Please note**: Should you encounter technical problems affecting your ability to access or complete a task, immediately contact the UIT Help Desk for assistance so they can document the issue with a helpdesk ticket number.
- If the UIT Helpdesk cannot resolve the problem, they will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
- If UIT staff is unavailable, Report an Issue online.

Additional Support Resources
- [Graduate Student Support Services](#) of the Toulouse Graduate School
- CLEAR [Online Student Resources](#)
- [UNT](#) [UIT Helpdesk](#)
- Change or update your [AMS](#) password
- UNT Library: Retrieve articles from UNT's [electronic library resources](#).

ACADEMIC SUPPORT AND 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](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric Services](#)
- [Individual Counseling](#)

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](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Multicultural Center](#)
- [Counseling and Testing Services](#)
- [Pride Alliance](#)
- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)

UNT AND DEPARTMENT POLICIES

Accessibility
It is my goal to create a learning experience that is accessible to all. If you anticipate any issues related to the format, materials, or requirements of this course or encounter any barriers, please let me know immediately so we can determine what design changes are possible.

Student Evaluation of Courses (SPOT)
Completing the Student Perceptions of Teaching (SPOT) is expected for all students in organized classes at UNT. This brief online survey will be emailed to you near the end of the semester, providing you a chance to comment on how this class is designed and taught. Please respond when you receive it. I am very interested in the feedback I receive from students, as I work to continually improve my teaching and online course design. **<mark>*IMPORTANT</mark>**: I consider the SPOT to be an important part of your participation in this class. You will receive an invitation to complete the SPOT toward the end of the course. The message will come through your UNT EagleConnect mail account.

Ethical Behavior and Code of Ethics
The Teacher Education & Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators (Chapter 247 of the Texas Administrative Code) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Submitting Work
All assignments will be submitted via Canvas. Activities for a grade posted after the deadline will be considered late and points will be deducted from the final grade.

Grading and Grade Reporting
Grading rubrics for assignments can be found at the bottom of each assignment, and links to discussion rubrics can be found in the top-right of each discussion. You are encouraged to review the grading rubrics to guide you in successfully completing all activities. (Not applicable to the internship class.)

Copyright
Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to documents, articles, slides, images, audio, video, and other resources. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the UNT Policy Office or Copyright.gov.

Writing Policy
Teachers are judged on the accuracy of everything they write, whether it is a letter to parents or an email to a principal or a worksheet for students. Your written products – including, but not limited to, papers, lesson plans, and email messages – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all compositions you submit will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. The UNT Writing Lab (Sage Hall 152) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call (940) 565-2563

Foliotek e-Portfolio
Foliotek is a software data management system (DMS) used in the assessment of your knowledge, skills, and dispositions relevant to program standards and objectives. At this time, the only Educational Leadership course requiring Foliotek is the Internship, EDLE 5500. All students in the Internship must register for Foliotek, and students can join Foliotek before the Internship. You can find registration codes and tutorials on the [Foliotek site](#).

Collection of Student Work
In order to monitor students' achievement, improve instructional programs, and publish research findings, the Department of Teacher Education and Administration collects anonymous student work samples, student demographic information, test scores, and GPAs to be analyzed by internal and external reviewers.

Academic Integrity Policy
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

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

Disabilities Accommodation
 "The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class." Contact the Department of Teacher Education & Administration for the compliance officer and contact person.

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 and Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (e.g., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please check for announcements 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 submitted via the Canvas online learning management system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have a right to view their individual record.

Information about a 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.

Grade of Incomplete
The only time an instructor in our College can give an incomplete is if a student is passing the course, but has a severe illness/situation during the last third of the course. The student must submit a form requesting an incomplete and provide documentation supporting the need for an Incomplete. Students can get these forms by contacting our Student Services Coordinator, at marilyn.deuble@unt.edu.

Progress in Class/Dropping a Class
You may add a course or withdraw in accordance with the University's policy currently in effect.If you are having difficulties with assignments or the pace of the class, please keep in touch with your instructor through the course Inbox. If you think you might need to drop the class, be sure you keep track of the last dates you can drop a class. You can find these dates on the UNT Registrar's site. If, by dropping a class, you will not be enrolled in any classes during an 8-week period, you have to withdraw from the university. You can come back later. To withdraw, you have to contact the Dean of Students, deanofstudents@unt.edu.

JULY 23 is last day to withdraw from one class or withdraw from all classes and receive a grade of W. If you are dropping a class or withdrawing from all classes, be sure, you do that through the registrar. ***IMPORTANT**: Just telling your instructor or the Educational Leadership office that you are dropping is not sufficient. Also, please be aware that dropping classes may affect financial aid. However, if you are going to drop or withdraw, be sure you do it as soon as you know that is what you plan to do. If you stay on the roll until the end, but have not submitted assignments, your instructor will have to give you a failing grade.

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 messages) they create 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 the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses
1. No permission is needed from a student for their 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, they must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings and Student Likenesses
Any synchronous (live) sessions in this course may 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.

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 their need to participate in an on-campus experiential component for this course, they 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.

This Syllabus may be modified by the instructor as needed.