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# COURSE INFORMATION

**Sociology of Aging**

Spring 2023-Syllabus Addendum

AGER 4550 Section 900 and 950 \* 3 credit hours

On-line course using Canvas. No scheduled face-to-face meeting times are required.

## Professor/Instructor Contact Information

Wendy Mincer, MS, MA, LPC, NCC, Ph.D. candidate ( Professor Wendy)

Office Hours: Appointments made through CANVAS email, via Zoom if needed

Office Location: Chilton Hall 218

Office Phone: **940-369-7889** (Leave message)

Email: Please use the MESSAGE area in the course first. If you don’t have access to the course, then email me at wendy.mincer2@unt.edu

## About the Professor

# My name is Wendy Mincer, and I am the instructor for this course and would like to welcome you to AGER 4550: Sociology of Aging. I am a Ph.D. candidate in the Department of Rehabilitation and Health Services at the University of North Texas (UNT) with a focus on Gerontology and Mental Health. I earned my BAAS and MS in Gerontology at UNT. My MA is in Counseling and from Lenoir-Rhyne University in North Carolina. My PhD will also be from UNT. My areas of research interest are Native Americans, Harm Reduction, and opioid use disorders (OUD).

What I hope you learn the most in this course is the ability to transfer information from theory to application. It is one thing to learn about something, but it is another to understand it enough to apply it.

**Course Description**

The United States as the world is aging and many social factors (e.g., sex, race/ethnicity, social class) affect the experience and results of aging. Students are presented with the social issues related to aging and focus on different perspectives on successful aging, including what young adults should be doing now to ensure that they have a happy, healthy, wealthy and creative golden years. Also examined are some of the controversies associated with the aging population with highlights of divergent views.

**Course Objectives**

This course will introduce students to a full range of social issues associated with aging including the psychological, political, and the economic problems posed by the increasing retirement of the boomers in the United States. Furthermore, students will demonstrate the ability to reach a judgement about the controversies around the aging population with sound interpretations and decisions to interpret identified problems.

**Student Learning Outcomes**

1. Describe aging and stages of aging through the life course.

2. Define major theories applicable to the social context of aging.

3. Consider societal responses to aging, demographic changes in such responses, and implications of those responses for the aged.

4. Discuss major controversies related to aging, considering different positions on such controversies.

5. Critically analyze problems around aging policies and programs and possible responses to addressing the issues facing the elderly.

## Materials – Text, Readings, Supplementary Readings

Required Textbook

Moody, H.R. 9th Edition. *Aging: Concepts and Controversies*. Thousand Oaks, CA: Sage Publications, Inc.

*NOTE: Each Course Objective / weekly Module Objective is associated with the appropriate level of intellectual behavior Bloom's Taxonomy has identified as important in the learning process. For more information about Bloom's Taxonomy go to https://jf20.wikispaces.com/file/view/Bloom's+Revised+Taxonomy-Digital+Style.pdf*

**Teaching Philosophy**

This course will work best for those of you who are self-motivated and self-driven. To best benefit from this course, it is vital that each of you participate in the class discussions, team activities, and assignments as scheduled on the TIMELINE provided. It is my responsibility to provide you a platform of information and learning to begin thought and discussions from. As excellent students, it is your job to continue to build on that platform.

**Course Content and Organization**

This course focuses on fifteen major topics. For each topic, there are complementary discussion boards, activities and readings, and students will submit a final research paper on a topic selected from the list provided below and approved by the instructor.

|  |  |
| --- | --- |
| **Assessments & Grading Assignments**  |  **Points**  |
| Discussions 9 @ 50 pts. each  |  **450**  |
| Reflection Points 2 @50 pts each  |  **100** |
| Bibliography |  **50**  |
| Midterm Exam (Web Assignment) |  **150**  |
| Final Research Project (including topic selection and outline/final paper draft)  |  **250** |
| SPOT Survey (Optional extra credit)  |  **\*5** |
| **TOTAL POINTS**  |  **1000** |
|  |  |

**It is the responsibility of the student to read the syllabus for this class.**

**Grade Requirements / Student Evaluation**

**Discussions (9 @ 50 pts. each = 450 pts)**

*(See Discussion rubric)*

On-line class Discussions/Case Studies will be a key component of this course.

**Purpose:** To provide the student with a general introduction to major issues associated with sexuality and aging in older adults, and to teach participants how to contribute meaningfully to a discussion in an online environment. **Before your first interaction on the discussion board, please review the rubric for discussion board.**

**Description:** The discussion board assignments and activities are organized around the topics covered in the course. Readings are linked to each discussion board topic and the associated articles or website links are provided.

**Instructions:** The course week will begin on **Mondays**, students are encouraged to enter the discussions early weekly, so that you will be prepared to participate early in the weekly discussion. As noted above, refer to the rubric for the grading of the discussion board.

**Participation is required throughout the week:**

1. Your ORIGINAL DISCUSSION POST IS DUE WEDNESDAY NIGHT by 11:59 pm, all discussions will be graded shortly thereafter. If there is not a post from you, in which others can respond to, this hampers your fellow students in reading other posts in which they need to read and respond to.
2. You need to respond to 2, two, of your peers. Your peers are the other students in this class. Make sure to respond to at least two other classmates, throughout the week, to attain full points by Sunday, 11:59 pm each week.
3. EACH RESPONSE, MUST TO BE 24-HOURS APART FROM EACH OTHER.

EACH RESPONSE is worth 5 points. So that is 10+ or 10-, or just 5, either way.

1. For EACH response, it must be at least 4 complete sentences. Your response will need to also reference something directly from your peers’ response. This is carefully detailed in what the expectations are for a respons, in the next paragraph below these directions for how to complete a discussion assignment.
2. If all of your posts are entered on the due date of the assignment, the discussion post will be given a zero. If you do not submit by the deadline on Sunday, and you have not emailed as to why, within 24 hours of the deadline, you will be given a zero. Going forward, ALL discussions will close at 11:59 on Sundays.
3. You must cite your response. It can be from the lecture, or a video, or something from a prior lecture. That is worth 5 points
4. **Late work** will be accepted \*ONLY when a student presents a letter from ODA, or a certified medical issue, or a family crisis that restricted their ability to complete the assignments for that week. **Note however, that past due discussion posts cannot be considered!**
5. **Students may email the instructor with extenuating circumstances to ask for an extension and must be received 24-hours prior to the deadline.** Life happens to all of us and things you cannot control most always happen. There are 7 days in which to complete the discussions and assignments (if weekly). It is the responsibility of the student to notify the instructor when these situations prevent you from completing your assignment, prior to the deadline. After the deadline, without notification, the late work will not be considered.
6. Students have 7 (seven) days in which to read a lecture, respond to that lecture with the questions that are asked in the Module. This can begin as of Mondays. You can respond as soon as you post. If this in on a Monday or Tuesday, you then have 5 days in which to respond to 2 of your peers.

Interaction with your peers is essential in this class. In order to earn credit for the discussion associated with each topic, you are, at a minimum, required to respond to the discussion thread yourself and to post quality responses to at least two of your classmates during each discussion module. Responses like “I agree” or “Well said!” are not substantive responses and will not be counted as a quality response. To earn the maximum credit available each week, you will need to improve or expand the week’s discussion by illustrating your points with examples, video links from YouTube, research or newspaper articles that are relevant, etc. The more you invest in making your responses engaging for your classmates, the more everyone will enjoy and benefit from the discussions. I will be participating each week and will demonstrate the level of participation that I am expecting from each of you. Please note: discussion topics are graded assignments that represent a substantial portion of your grade for the course and it is important to post your initial response each week by the due date posted on the course calendar. Feel free to take the discussion in any direction you choose after posting your initial response to the discussion topic each week. This will keep our discussion dynamic interesting.

Please review the discussion board etiquette websites below for further information. [**http://www.ic.sunysb.edu/Class/che326ff/discussion\_board/etiquette.pdf**](http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf)

[**http://online.uwc.edu/technology/onlEtiquette.asp**](http://online.uwc.edu/technology/onlEtiquette.asp)

**Discussion Links will close on Sunday night every week**. Students should make sure they post before the due date before they can gain access to the responses from other classmates. **If there are questions or concerns on how to handle communication, please message the instructor individually for consultation**. These discussions will be moderated throughout the course duration.

**Web Assignments – 1 x 50 pts = 50 pts.**

*(See web assignment rubric)*

The web assignment is a critical learning activity intended to guide students to reflect on the topic presented for the week. Students will source for key concepts from the focus theme for the week from online sources to broaden their understanding of the topic and to develop the knowledge and skills required to achieve the intended learning outcomes and complete the assigned tasks for the week.

Examples of web sources you might utilize include reputable journals, databases, news media, reports from health care organizations, etc.

**Reflection points – 2 x 50 = 100 pts.**

Students will provide s short paragraph of their personal thoughts to the topic presented in that particular week. There is no need to respond to other students!

**Bibliography 50pts.**

A tentative bibliography
scheduled to be due in Week 13. They must be listed in APA style. At least three peer-reviewed
journal articles are required.

**Research Paper is in 4 Parts = 250 pts.**

* Selection of topic – 25 points
* Project outline – 25 points
* Final paper draft-50 points
* Final project – 150 points

*(See research project rubric)*

**Please see the Instructions and the Rubric in the Rubrics Folder and at designated weekly modules for details.**

Research project should be selected from our topics below dealing with Sociology and aging.

1. The project is an **“Opinion Project”** which is your thoughts supported by peer-reviewed research as well as contemporary journalism. Prove to us why we should think the way you do on your subject matter. Make sure the research used is professional and your project is respectable enough for possible publication.

2. The length for the paper is **a minimum of 8 pages of CONTENT at least 10 pages**, double-spaced in total, with one-inch margins using 12-point font Times New Roman.

3. For your reference page, please have no less than **three** referenced articles in your paper. You will not get full credit without at least eight pages of content and three references. These can be either journal articles or contemporary current reputable articles. Insert your name and document title on all work submitted using a title page and an APA Reference page.

**Individual Research Project Topics to choose from are listed below:**

1. Aging and Society

2. Social Theories of Aging

3. Health Promotion with in Aging Society

4. Promoting Long Life

5. Physical Activity and Aging

6. Socioeconomics & Social Security

7. Social Policy & Entitlements

8. Burdens on Families & Retirement

9. Aging and Cognitive decline

**EXAM**

**Mid-Term Exam 100 pts.**

There will be no final Exam. Note that the **MIDTERM** exam will comprise of all course materials from weeks 2 - 8, and students are graded on the correctness and/or content of their responses, logic and preciseness. An essay test will cover both materials in required readings and anything in the PowerPoints for the first few weeks. The exam will be posted at least one week before the due date. On the exam, you will be presented with five overall questions and asked to write essays in response to three (3) of them. For each question, respond to each component of each sub-questions – failure to respond to each such component results in reduction in grade.

**Course Evaluation – SPOT Survey 5 EXTRA POINTS**

The SPOT survey will be available for all classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on the course. I am very interested in the feedback I get from students because I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in the course and five extra credit points towards your final grade will be available upon completion. **Please send me a screen shot of completion page in order for me to give you the extra credit.**

**Scholarly Expectations**

All works submitted for credit must be original works created by the scholar uniquely for this class. If you have done work in another class and would like to have some of this be considered for submission, please discuss this with the instructor to determine if this is an option. If duplicate work is found to be used, steps will be taken to verify this, and your grade could be significantly compromised. It is considered poor scholarship and, in some cases, unethical, particularly at the senior level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested or approved by the instructor.

**Writing Style Required for all Assignments and Assessments**

APA form and style must be used in all written assignments including discussions. For tips and writing assistance go to Online Writing Lab (OWL) at Purdue http://owl.english.purdue.edu/owl/resource/560/01/ and use of Son of Citation Machine: APA Format, http://citationmachine.net/index.php?callstyle=2&all= is recommended. Use correct grammar (no slang), correct punctuation, check spelling and cite resources and references to support your statements. **As with all written assignments, references are to be listed on a Reference Page at the end of all course documents and formatted as described in the APA style manual.**

All assignments turned in need to **have the student’s name and title of document submitted on a Title Page.**

**Turnitin Software Notice**

Where appropriate, some assignments will require this tool. Additional help and information can be found at: <http://clear.unt.edu/turnitin>

I would highly recommend you uploading earlier than 11:59 pm before the assignment is due so you can see your score and know whether you have to re-work your assignment before it’s due.

**Assignment Submission Instructions.** All assignments will be submitted using the appropriate assignment drop box link within the course.

**Grading**

**(**Please find below the grading scale that will be used for this course.)

|  |  |
| --- | --- |
| Letter Graded | % of TOTAL POINTS |
| A – Outstanding Performance | 90 – 100% (900 – 1000) |
| B – Above average Performance | 80 – 89% (800 – 899) |
| C – Average Performance | 70 – 79% (700 – 799) |
| D – Below Average Performance | 60 – 69 (600 – 699) |
| F - Failing | LESS THAN 59.99% |

**COURSE POLICIES**

**Assignment Policy**

All assignments are to be submitted using the appropriate assignment drop box link available in the weekly folder. Documents must be saved in a .DOC or .DOCX file type before being uploaded.

**Examination Policy**

The Final exam will be made available using the Assessment tool in . It is recommended that students complete the weekly readings and presented materials prior to initiating the exam.

**Instructor Responsibilities and Feedback**

1. As the instructor it is my responsibility to provide a positive environment that facilitates students’ ability to grow and learn. I am also responsible for providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, provide grading rubrics, and continually review and update course content.

2. Students can anticipate a response to their emails within 24-48 hours; discussion board posts and assignment grades posted within one-two weeks of submission, and final grades posted by the end of the semester.

**Late work** will be accepted ONLY when a student presents a letter from ODA, after the deadline, students must present a certified medical issue or a family crisis that restricted their ability to complete the assignments for that week. **Note however, that past due discussion posts cannot be considered!** Late posts in the discussion board after Wednesday for initial post will lead to a 10% subtraction from the total possible points.

This is a senior level course, as such all weekly assignments are expected by the due dates, Sunday by11:59 pm. Timely communication with the instructor is important if a certified crisis does occur.

**Class Participation**

Students are required to login regularly to the online class site. The instructor will use the tracking feature in CANVAS to monitor student activity. Students are also required to participate in all class activities such as discussion boards.

**Virtual Classroom Citizenship**

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor and read the netiquette information in the Student Help tab.

**Incompletes**

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. According to UNT policy:

*An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and*

*(2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. (http://essc.unt.edu/registrar/incomplete.htm, p. 1)*

If you fail to complete the course requirements by the end of the subsequent semester the grade of Incomplete will be replaced with an “F”. I strongly urge you to complete the course. If you find you are falling behind, or not passing, I recommend you consider withdrawing from the class so that your record and GPA is not negatively affected. Please come talk to me if you find yourself having any difficulties with keeping up with the assignments.

**Copyright Notice**

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

**Administrative Withdrawal**

Please refer to the Office of the Registrar regarding the Withdrawal Policy.

**Syllabus Change Policy**

The course syllabus and timeline are a general plan for the course, so most questions about this course and the guidelines should be able to be answered with these two documents. But deviations may occur and will be announced to the class by the instructor. The University attorney advises faculty members to notify students that the syllabus and timeline used for this course are not

contracts and are therefore subject to change. The goal is to adhere to the schedules provided, but it is important to note that changes may be necessary to meet unforeseen needs and events.

**Policy on Server Unavailability or Other Technical Difficulties**

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 also 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.

**UNT POLICIES**

**Student Conduct and Discipline**

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Additional information can be found in the Code of Student Conduct.

**Academic Honesty Policy**

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. As stated in the Policy: <http://www.unt.edu/csrr/student_conduct/misconduct.html>, misconduct for which students are subject to discipline falls into the following categories:

*For more information regarding policies regarding student conduct, please visit:* [*http://www.unt.edu/csrr/student\_conduct/index.html*](http://www.unt.edu/csrr/student_conduct/index.html)

**ADA Policy**

The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

**Add/Drop Policy**

Please refer to the Office of the Registrar regarding the Add/Drop Policy.

**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.oea.gov/index.php/links/electronic-code-of-federal-regulations. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)” and can be found buried within this document: http://www.gpo.gov/fdsys/pkg/CFR-2012-title8- vol1/xml/CFR-2012-title8-vol1-sec214-2.xml

***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.

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# TECHNICAL REQUIREMENTS/ASSISTANCE

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

* UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas UIT Student Helpdesk provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at: Email: helpdesk@unt.edu

Phone: 940.565-2324 \* In Person: Sage Hall, Room 330-D

The hours are: Wednesday-Thursday 8am-Midnight

Friday 8am-8pm \* Saturday 9am-5pm \* Sunday 8am-Midnight

* Hardware and software necessary to use Canvas: https://clear.unt.edu/services/lms-support
* Browser requirements: <https://clear.unt.edu/supported-technologies/canvas>
* Computer and Internet Literacy: <http://clt.odu.edu/oso/index.php?src=pe_comp_lit>
* Necessary plug-ins: <http://goo.gl/1lsVF>
* Internet Access with compatible web browser
* Headset/Microphone (not required but may be help for any synchronous chats and video conferences)
* Word Processor

## Minimum Technical Skills Needed: At a minimum, students should have the following technical skills:

* Navigate and utilize the features of the learning management system (i.e., Canvas ), such as:
	+ access and open posted files documents, videos, and web links for team projects
	+ submit assignments using assignment links if needed
	+ access and post comments on team discussion boards during projects
	+ use email and send documents as attachments
* Create documents using commonly used word processing program (e.g., Word)
* Save documents as .doc or .docx files (***all*** documents submitted as an assignment must be saved as a .doc or .docx file)
* Copy and paste within documents
* Download and install required software to ensure proper operation of Canvas

# ACCESS & NAVIGATION

## Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: <https://learn.unt.edu>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

## Student Resources and Academic Support Services

Links to all of these services can be found on the Academic Support tab within CANVAS.

• Academic Resource Center: buy textbooks and supplies, access academic catalogs and

programs, register for classes, and more.

• Center for Student Rights and Responsibilities: provides Code of Student Conduct along with

other useful links.

• Office of Disability Accommodation: ODA exist to prevent discrimination on the basis of

disability and to help students reach a higher level of independence.

• Counseling and Testing Services: CTS 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: online library services

• Online Tutoring: chat in real time, mark up your paper using drawing tools and edit the text of

your paper with the tutor’s help.

• The Learning Center Support Programs: various program links provided to enhance the student

experience.

• Supplemental Instruction: program for every student, not just for students that are struggling.

• UNT Writing Lab: offers free writing tutoring to all UNT students, undergraduate and graduate.

• Math Tutor Lab: located in GAB, room 440.

• Succeed at UNT: how to be a successful student information.

**Helpful Tip: Canvas has a new mobile app called Canvas Student for student use.**

1. Canvas Student was designed with you in mind and with the intention of providing a more user friendly and modern experience to help you achieve your educational goals. Your phone needs one of these operating systems installed: iOS8+, Android 4.0+, or Windows 8.1+.

2. Some of the key features include:

 a.) Activity Stream: The majority of the time you spend in Canvas Student will be spent on the activity stream, the home screen. It represents a “smart view” of prioritized events and actions, and pushes content to you.

 b.) Course Outline: This provides you with a familiar way of exploring content, quickly accessing information, and identifying the main materials you need to focus on. Content presentation is simple, clean, straightforward and fun.

 c.) Test & Quizzes: You are able to view, complete, and submit assignments and tests, right in the app.

 d.) Grades: Gives you real-time access to your grades in a comprehensive and friendly format which enables you to quickly identify your academic results and progress in a given class or assignment.

3. Follow these steps to download and install the Canvas Student app.

 a) From your device, access the appropriate online store. (iTunes StoreSM on your iPhone®, iPod touch®). (Google Play™ on your Android® device.) (Windows Store on your Windows® device)

 b.) Search for Canvas Student and install the app on your mobile device.

 c.) Open Canvas Student and search for the University of North Texas

 d.) Log in with your Canvas EUID and password.

## Policy on Server Unavailability or Other Technical Difficulties

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 also 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.

## Being a Successful Online Student

* [What Makes a Successful Online Student?](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)
* [Self-Evaluation for Potential Online Students](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

**Communications**

Communication among participants in this course, including the instructor and students will use the following tools in the course in the following way:

1. Announcements - I will post announcements as necessary throughout the course.

2. Message – **Using the course Message link on the left side is** **the best way to contact me** and your fellow students. That way, the messages stays within this particular course.

3. E-mail - E-mails can be sent using the course e-mail feature. However, I would prefer you use the Message link in the class. If needed, you may e-mail me or other students using the course e-mail feature. If you cannot get into the class to Message me, use my UNT email at wendy.mincer2@unt.edu

**Interaction with other students**

You are expected conduct yourself in this class with maturity and integrity. This will help maintain a positive and productive learning community for all students. Additionally, here is a minimum of my basic expectations for students:

1. I do expect you to demonstrate mature and professional behavior towards your fellow students, the instructor, and the educational process.

2. I do expect you to demonstrate tolerance for listening to other students’ opinions and points of view. In return, you should not make offensive or inflammatory statements as they will not be tolerated.

If you have any questions or need assistance with any of the before mentioned policies, please do not hesitate to contact me.

Thank you,

Professor Wendy