

University of North Texas at Dallas
Fall 2024
Syllabus for BIOL 1132- Environmental Science

Department of	Life and Health Sciences	School of Liberal Arts and Sciences
Instructor Name:	Dr. Kelly Varga	
Office Location:	Founders Hall 249	
Email Address:	Kelly.Varga@untDallas.edu	
Office Hours:	Schedule a 15 minute session through Calendly : Virtual Office hours are Tuesday and Thursdays; 9AM-11:15AM. If you are on campus during these times please feel free to stop by. If additional time is needed outside of these hours, please email me directly.	
Classroom Location:	Online	
Class Meeting Days & Times:	Online	
Course Catalog Description:	Interdisciplinary approach to understanding basic concepts in environmental science including scientific thought, biodiversity, resource management, pollution, global climate change, resource consumption and population growth. Emphasis on how these concepts affect and are affected by human society. Includes laboratory. <i>May not be counted toward a major or minor in biology. May be used to satisfy a portion of the Natural Sciences requirement of the University Core Curriculum.</i>	
Co-requisites:	BIOL 1132.3xxx Laboratory	
Required Text:	McGraw-Hill Connect Online Access Code: For <i>Principles Of Environmental Science</i> by W.P. Cunningham and M.A. Cunningham 10th edition- ISBN: 9781266554988	
Access to Learning Resources: Learning Commons: https://learning.untDallas.edu/		UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untDallas.edu/library UNT Dallas Bookstore: Phone: (972) 780-3652; Website URL: http://www.untDallas.edu/bookstore Email: untDallas@bkstr.com
Canvas Resources Supported Browsers: <ul style="list-style-type: none">• Chrome Supported Devices: <ul style="list-style-type: none">• iPhone• Android Chromebook <i>Note: Tablet users can use the Canvas app</i> Screen Readers: <ul style="list-style-type: none">• VoiceOver (Safari)• JAWS (Internet Explorer)• NVDA (Firefox)• <i>Note: There is no screen reader support for Canvas in Chrome</i>		Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: Canvas Student Guide - https://community.canvaslms.com/docs/DOC-10701 For additional assistance, contact UNT Dallas Digital Learning: DAL1, Room 157 Email: DigitalLearning@UNTDallas.edu If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress. If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.
PLEASE NOTE: You cannot take exams on a chromebook or ipad; they must be completed on a computer. Additionally, if you are a macbook user, you must allow extensions for McGraw Hill.		
Course Goals or Overview: The goals of this course are as follows -		
The goal of this course is to introduce students to environmental science and to give students the background information needed to critically think about current environmental issues. Topics will include basic ecology, a review of environmental policy, and resource management theories. The course will include discussions of current environmental and conservation challenges, many of which do not have a clear-cut solution. Students should be		

willing and able to voice and defend their opinions on these subjects as well as be respectful of the opinions of others. Students will be evaluated based on online activities, research paper, exam performance, and laboratory reports.	
Learning Objectives/Outcomes: At the end of this course, students will be able to:	
1	Demonstrate the ability to assimilate and critically think about biological and scientific processes/theories
2	Demonstrate the ability to assimilate and critically think about environmental policy and legislation
3	Explain the various roles of organisms in their environment, and discuss the interrelatedness of living organisms, environmental processes, and human cultural and societal needs
4	Be able to accurately explain the conflicting social, economic, and biological needs of humanity and other living organisms
5	Identify the major attributes and characteristics of the earth's major ecosystems and explain the role they play in economically important ecosystem services and biotourism
6	List and discuss various personal and corporate actions that can mitigate or reverse the negative impact of human activities on the biosphere; explain various tradeoffs related to sustainable stewardship of the earth's biodiversity and its resources

REQUIREMENTS OF THIS CLASS: This is a fully online class- not an asynchronous class that doesn't meet face to face, but a fully online, self-paced course, and it will go by fast! This means that you are absolutely required the following in order to successfully complete the class:

- The required online platform of McGraw Hill (as listed above) as this is where your homework, quizzes, labs and exams will be taken. There is zero work around to this; all classes are required to purchase this platform.
- Working, reliable internet service.
- A working, stable (power supply is included here), computer: not a tablet, a phone or an old, outdated laptop. If this is an issue, I encourage you to *please think through if the modality of a fully online course is the right fit for you*. Not having the requirements for this class will not excuse you from any work.
- Proctoring and lockdown browser extensions that are provided free from McGraw Hill- you will often need to close and refresh the page after installation to ensure that they are ready to go.

**** *If you are uncertain you can guarantee these items, please consider if this course is right for you as failure to have the aforementioned, will not grant you a pass out of any assignment.* *****

Online Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

MODULE	READING ASSIGNMENT	HOMEWORK & SMARTBOOK ASSIGNMENT	READING QUIZ	LAB EXERCISES	VIDEO RESEARCH PRESENTATION
Module 1 Sept 26 th - Sept 1 st	READ: Chapter 1: Understanding Our Environment	Introduction Video Discussion Board Due by Sunday Sept 1st 11:59PM		No LAB DUE	
Module 2 Sept 2 nd - Sept 8 th	READ: Chapter 2: Environmental Systems	<i>SmartBook</i> Ch 1 & 2; HW Ch 1 & 2 Due by FRIDAY Sept 6th at 11:59PM	Quiz on Ch 1 Quiz on Ch 2 Due SATURDAY Sept 7th by 11:59 PM	Applying The Scientific Method Virtual Lab through Connect: Due SATURDAY Sept 7th by 11:59 PM	
Module 3 Sept 9 th – Sept 15 th	READ: Chapter 3: Species Interactions, and Biological Communities	<i>SmartBook</i> Ch 3; HW Ch 3 Due by FRIDAY Sept 13th at 11:59PM	Quiz Ch 3 Due SATURDAY Sept 14th by 11:59 PM	Species Interaction through Connect: Due SATURDAY Sept 14th by 11:59 PM	
Module 4 Sept 16 th - Sept 22 nd	READ: Chapter 4: Human Populations	<i>SmartBook</i> Ch 4; HW Ch 4 Due by FRIDAY Sept 20th at 11:59PM	Quiz Ch 4 Due SATURDAY Sept 21st at 11:59 PM	Population Biology Virtual Lab through Connect: Due SATURDAY Sept 21st at 11:59 PM	Watch Dr. Varga's Overview and Guide Video Covering the directions for the end of semester Research Presentation Under the <i>Video Research Presentation Module 1</i>
EXAM 1 due by SUNDAY SEPTEMBER 22nd by 11:59PM					
Module 5 Sept 23 rd - Sept 29 th	READ: Chapter 5: Biomes and Diversity	<i>SmartBook</i> Ch 5; HW Ch 5 Due by FRIDAY Sept 27th at 11:59PM	Quiz Ch 5 Due SATURDAY Sept 28th by 11:59 PM	Sampling Ecosystems Virtual Lab through Connect: Due SATURDAY Sept 28th by 11:59 PM	
Module 6 Sept 30 th - Oct 6 th	READ: Chapter 6: Environmental Conservation	<i>SmartBook</i> Ch 6; HW Ch 6 Due by FRIDAY Oct 4th at 11:59PM	Quiz Ch 6 Due SATURDAY Oct 5th by 11:59 PM	Resource Consumption and Conservation Virtual Activity through Connect: Due SATURDAY Oct 5th by 11:59 PM	
Module 7 Oct 7 th - Oct 13 th	READ: Chapter 7: Food And Agriculture	<i>SmartBook</i> Ch 7; HW Ch 7 Due by FRIDAY Oct 11th At 11:59 PM	Quiz Ch 7 Due SATURDAY Oct 12th by 11:59 PM	Transgenic Corn Virtual Lab: Through Connect: Due SATURDAY Oct 12th by 11:59 PM	

Module 8 Oct 14 th - Oct 20 th	READ: Chapter 8: Environmental Health and Toxicity	<i>SmartBook</i> Ch 8; HW Ch 8 Due by FRIDAY Oct 18th at 11:59PM	Quiz Ch 8 Due SATURDAY Oct 19th by 11:59 PM	Environmental Health Virtual Activity: through Connect: Due SATURDAY Oct 19th by 11:59 PM	Watch Dr. Varga's Video Covering break down of how to make a quality Research Video Presentation <i>Under the Video Research Presentation Module 2</i>
EXAM 2 due by SUNDAY OCTOBER 20th by 11:59PM					
Module 9 Oct 21 st - Oct 27 th	READ: Chapter 9: Climate	<i>SmartBook</i> Ch 9; HW Ch 9 Due by FRIDAY Oct 25th at 11:59PM	Quiz Ch 9 Due SATURDAY Oct 26th by 11:59 PM	Effects of Climate Change Virtual Activity: through Connect: Due SATURDAY Oct 26th by 11:59 PM	
Module 10 Oct 28 th - Nov 3 rd	READ: Chapter 10: Air Pollution	<i>SmartBook</i> Ch 10; HW Ch 10 Due by FRIDAY Nov 1st at 11:59PM	Quiz Ch 10 Due SATURDAY Nov 2nd by 11:59 PM	No Lab Due	
Module 11 Nov 4 th - Nov 10 th	READ: Chapter 11: Water: Resources and Pollution	<i>SmartBook</i> Ch 11; HW Ch 11 Due by FRIDAY Nov 8th at 11:59PM	Quiz Ch 11 Due SATURDAY Nov 9th by 11:59 PM	Stormwater Management Virtual Activity: through Connect: Due SATURDAY Nov 9th by 11:59 PM	Selection on Topic Choice Due by Monday November 4th at 11:59PM <i>Under the Video Research Presentation Module 3</i>
Module 12 Nov 11 th - Nov 17 th	READ: Chapter 12: Environmental Geology and Earth Resources	<i>SmartBook</i> Ch 12; HW Ch 12 Due by FRIDAY Nov 15th at 11:59PM	Quiz Ch 12 Due by SATURDAY Nov 16th at 11:59PM	Assessing the Potential for a Tsunami Virtual Activity: through Connect Due by SATURDAY Nov 16th at 11:59PM	
EXAM 3 due by SUNDAY NOVEMBER 17th at 11:59PM					
Module 13 Nov 18 th - Nov 24 th	READ: Chapter 13: Energy	<i>SmartBook</i> Ch 13; HW Ch 13 Due by FRIDAY Nov 22nd at 11:59PM	Quiz Ch 13 Due by SATURDAY Nov 23rd at 11:59PM	Oil Shale Virtual Activity Through Connect Due by SATURDAY Nov 23rd at 11:59PM	
Module 14 Nov 25 th - Dec 1 st	READ: Chapter 14: Solid and Hazardous Waste	<i>SmartBook</i> Ch 14; HW Ch 14 Due by FRIDAY Nov 29th at 11:59PM	Quiz Ch 14 Due by SATURDAY Nov 30th at 11:59PM	NO LAB DUE	
Module 15 Dec 2 nd - Dec 8 th	READ: Chapter 16: Environmental Policy and Sustainability	<i>SmartBook</i> Ch 16; NO HW DUE Due by FRIDAY Dec 6th at 11:59PM	Quiz Ch 16 Due by SATURDAY Dec 7th at 11:59PM	NO LAB DUE	

EXAM 4 Due by SUNDAY DECEMBER 8th at 11:59PM

1. **Upload of Video Research Presentation**
Under the *Video Research Presentation Module 4*
2. **Comments on Two Student Video Presentations**
Under the *Video Research Presentation Module 4*

BOTH ARE DUE MONDAY December 9th by 11:59PM

COURSE EVALUATION METHODS: This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- **Smart Book Assignments (150 points):** These assignments are meant to guide your learning of the course materials. A total of 15 *Smart Book* assignments will be provided through McGraw-Hill Connect, one per chapter, at 10 points each. After reading the chapters, these assignments will help you review the main concepts from each chapter, thus they will be helpful in preparing for the exams, but only if you have read the chapters before.
- **Homework (150 points):** Fifteen homework assignments are meant to reinforce your understanding of the course materials, these will be submitted through McGraw-Hill Connect, one per week.
- **Quizzes (150 points):** You are responsible for taking a short online quiz after finishing each chapter. Please refer to the syllabus and online schedule for due dates. 15 quizzes have been designed and posted on McGraw-Hill Connect. Each quiz is worth 10 points.
- **Intro Discussion Board (10 points)** - As this is a fully remote, self-paced course, we will not see each other, therefore, in order to get to know one another, this introductory discussion board and video post will serve as an icebreaker.
- **Virtual Video Research Project presentation (70 points)** – This assignment is not a research paper. It is designed for students to engage in researching an environmental issue related to Texas and then present it through a virtual video presentation they have created. Each student will research and create a presentation based upon the outline prompts and produce an **Virtual Video Presentation** following the specified guidelines for submission to the designated discussion board (**60 points**). **Student Engagement on Classmates Presentations:** To encourage student engagement in an online course, students are then required to choose 2 other student presentations to watch and reply on their post with the appropriate responses based on the directions provided. (**10 points**).
- **Exams (400 points)** - These are tests designed to measure knowledge of the course material. The material covered in the exam will come from the textbook, activities, assignments, and discussion boards. Each exam will be worth 100 points. Exams may consist of a combination of multiple choice, matching, fill-in-the-blank, short answer, and essay items. These exams are closed note, closed book, with no assistance from any person, material, or online resource. ***Any student found cheating will receive a zero (0) for that exam and may face other disciplinary action(s).*** **Exam Policy:** Exams should be taken as scheduled. **No make-up examinations will be allowed except for one documented emergency (See Student Handbook).**
- **Laboratory (150 points)** – The laboratory component of the course consists of assignments designed to have you engage with the lecture material in a virtual lab space. Some assignments are worth 20 points (Research based), some are worth 10 points (Virtual activities). You will not receive a separate grade for the lab, so the points received for the laboratory (out of 150) will be added into the course grade calculation.

Note: The lab is worth 25% of your final overall grade for the course. However, you must receive a passing grade (60% or higher) in the laboratory on its own to receive a passing grade in the class. Students must pass both the lecture and the lab independently to pass the course. If you do not pass the laboratory portion you will not pass the class and you automatically fail the entire course, and if you fail the lecture, you automatically fail the course as well.

GRADING MATRIX

Instrument	Value	Total Points
SmartBook Assignments	15 SB assignments at 10 points each	150
Homework Assignments	14 assignments worth 10 points each	140
Chapter Quizzes	15 Chapter Quizzes worth 10 points each	150
Introductory Discussion Board	10 points	10
Video Submission of Research Project	Video upload	60
Comments on Peers Presentations	Comments on two student presentations	10
Exams	4 exams worth 100 points each	400
Laboratory	11 Individual Lab Assignments	150
Total:		1070

Grade Determination

A = 90% or better

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = less than 60%

COURSE EXPECTATIONS – *this course will be time consuming.* A general expectation is that for every credit hour earned, a student should spend 3 hours per week working outside of class *during a 16-week semester*. Accordingly, your time management is crucial for success in this course. I do not recommend waiting until the due date to complete your assignments for the week. Late assignments will not receive credit and due date extensions will not be granted. Finally, having a job or other obligations that will take you away from the course, attendance or completion of assignments on time in accordance with the syllabus will not be [accepted per academic policy](#). If you know your work is demanding and you are unable to complete assignments or exams on time, then I highly encourage you to take the course when you are able to commit the time.

LATE WORK, ASSIGNMENTS, AND INCOMPLETES: [Student Code Of Conduct Handbook](#).

I do not accept late work. Justification is only based on an extreme circumstance and absolutely must be covered by supporting documentation. I also will not issue an Incomplete for any course that is missing over 25% of work completed. If you are experiencing a severe medical issue or concern, justification for work missed must be presented no longer than 2 weeks after. Extreme cases are unique and handled on a case by case basis and at the professor's discretion. Finally, do not come to me in the last week of class asking if you can make up for your missing assignments; this classwork is your responsibility.

COURSE ANNOUNCEMENTS

Course announcements (due date reminders, schedule changes, additional instruction, etc.) will be communicated via Canvas Announcements. Please be sure to enable the notification settings for announcements in Canvas. To do this, log into Canvas > Account (global navigation bar) > Notifications > make sure the check mark for Announcements is highlighted green.

E-MAIL COMMUNICATION

When communicating with instructors and other professionals, you are expected to communicate in a professional and formal manner. The best method to communicate with me is via email. *Please send all emails to my faculty e-mail address kelly.varga@untDallas.edu. I will typically respond to your email within 24 hours. Students are also required to use their UNT-Dallas e-mail account in this class.* The University of North Texas at Dallas has adopted the University email address as an official means of communication with students. I will not send emails to alternate accounts. Students are responsible for checking their e-mail regularly. Important announcements and course information will be sent via Canvas. With this in mind, you should either routinely log into Canvas or forward your Canvas messages to your e-mails. *Additionally, an email that has no appropriate title "Hello Professor or Hello Dr. Varga" and included name of who you are and the class/assignment/work you are referring to will go unanswered.*

CANVAS ONLINE LEARNING PLATFORM

Technology Assistance: In order to successfully access the materials in your course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed below. If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

UNIVERSITY POLICIES AND PROCEDURES

STUDENTS WITH DISABILITIES (ADA COMPLIANCE):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO 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 accommodation at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu on the first floor of the Student Center.

CANVAS INSTRUCTURE ACCESSIBILITY STATEMENT:

University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

ACADEMIC INTEGRITY:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

AI POLICY

UNT Dallas acknowledges the evolving capabilities of Artificial Intelligence (AI) technologies and their various effects on student writing and content creation. The Department of Natural Sciences takes a use-with-permission approach to AI. Students are only permitted to use AI technology in the creation of any course content if permitted by the course instructor. If the use of AI technology is detected, without specific instructor permission, the student will be deemed in violation of the plagiarism policy.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

CLASSROOM ETIQUETTE:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

CLASSROOM DISRUPTION: Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate,

threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

COURSE EVALUATIONS: Student evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

STUDENT COMPLAINTS: UNT Dallas strives to achieve high student satisfaction with its services and is committed to addressing student complaints in a fair, consistent, and timely manner. The [Student Complaint Policy \(UNTD Policy 7.030\)](#) establishes a process for students to report and resolve complaints that are not addressed by other UNT Dallas policies. The student complaint procedures are not intended to supersede appeals processes addressed in University and catalog policies including the [Student Code of Conduct \(UNTD Policy 7.001\)](#), which allows the student due process in disciplinary proceedings.

SEXUAL HARRASSMENT, SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE AND STALKING:

UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untDallas.edu or file a report [here](#).

PREGNANCY, PREGNANCY RELATED CONDITIONS AND PARENTING MODIFICATIONS UNDER TITLE IX:

UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untDallas.edu. The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

BAD WEATHER POLICY: Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

INCLEMENT WEATHER AND ONLINE CLASSES: Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

TECHNOLOGY ASSISTANCE: To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus. If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, either e-mail

DigitalLearning@UNTDallas.edu or use the “Help” button in Canvas in the left/global navigation to live chat with support 24/7. Also, no matter what browser you use, always enable pop-ups.

For more information see:

- UNT Dallas Canvas Technical Requirements: <https://community.canvaslms.com/docs/DOC-10721>
- Canvas Instructure Support & Unsupported Operating Systems: <https://community.canvaslms.com/docs/DOC-10720>

OTHER STUDENT RESOURCES

UNT DALLAS LEARNING COMMONS

WRITING CENTER: The UNT Dallas Writing Center offers free, one-on-one or group tutoring services to all registered undergraduate and graduate students. Our goal is to help students write a good paper, and most importantly, become better writers. We work with students on any type of written or oral project and can help students at any stage of the writing process from brainstorming and outlining to citing and looking over a final draft. The Writing Center is located on the **3rd floor of DAL 1** big glass structure in front of the stairs. We are available for appointments during the following hours: **Mon-Thurs: 9:00am-7:00pm; Fri: 3:00pm-7:00pm; Sat: 10am-3:00pm; Sun: closed.** To make an appointment, browse the Writing Center's online resources, or see a list of our student FAQ's, please visit www.untDallas.edu/wc. If students cannot come in for a face-to-face appointment, students can take advantage of our free online tutoring service through SMARTHINKING. To submit drafts and get more information about this service, visit www.untDallas.edu/smart. To make the best use of your time, please bring as much information as possible with you to your appointment assignment, grading rubric, previous graded papers from the class, etc. The Writing Center will not proofread papers or talk with you about grades, but we will help you become better writers over time.

MATH LAB: The UNT Dallas Math Lab offers free, one-on-one or group tutoring services to all registered undergraduate students. Our goal is to help students improve their math skills, succeed in all of courses requiring math, and learn math-related skills they will need post-graduation. We work with students enrolled in all MATH courses at UNT Dallas and provide limited assistance with STATS and ACCT courses. The Math Lab is located on the **3rd floor of DAL 1 in room 336**. Students can be walk-in at any time. Check the hours at: <https://www.untDallas.edu/learning/stem/math.php>

STEM CENTER: The STEM Center offers one-on-one tutoring services for students who have declared a STEM* major. The Center provides academic support for major-related science and math courses. The STEM Center is located in the west wing of Founders Hall, Suite 242A. Please see <http://mywco.com/untdstem> for specific course offerings and tutor availability. The STEM Center was established in 2022 as a resource and support hub for undergraduate students enrolled in science, technology, engineering, and math (STEM) degree programs at UNT Dallas and for BAT-LSAMP scholars. It aims to increase the personal and professional resources available to these students. The Center currently provides tutoring services, access to STEMinars, access to test prep material for the MCAT, DAT, and PCAT, computer use, laptop checkout, printer access, and free poster printing for STEM students. Please see <http://untDallas.edu/stemcenter> for more information.

*as of Fall 2022, STEM majors include Biology, Information Technology, and Mathematics

IMPORTANT DATES:

- **Drop Date:** The last day to drop this course, without penalty, is **September 11th, 2024**.
- **Withdraw:** The last day to withdraw from this course is **November 8th, 2024**. Paperwork that must be completed by student, signed by me as professor of the course, and *submitted by the student*.
- **Incomplete Grades:** Please visit the page on Academic Regulations regarding [Incomplete Grades](#). **Please Note:** I will not issue an Incomplete for any course that is missing over 25% of work completed without extensive justification and supporting documentation.

EMAIL ETTIQUETE: PLEASE THINK BEFORE YOU SEND

1. **Read the syllabus.** Most times, the question you would like to ask has already been answered in the material the professor has provided at the beginning of class. Requesting a professor go over this again makes you look like you are not a serious student and only harms your cause.
2. **Don't ask for information before you've done your own investigation.** 99% of the questions professors receive over the course of the semester are questions that students can answer on their own if they just use the resources provided to them and or investigate on their own. Empower yourself!
3. **Use your academic account.** In addition to this being a UNTD requirement, consider that people are deluged with emails every day, and by using your school account, you'll have a better chance of avoiding the spam filter, or your professor skipping right over your email because it's from an unknown address.
4. **Fill in the "to" field last.** This way you can focus on drafting and editing your message and it will not accidentally be sent before you have a chance to proofread it a couple of times.
5. **Include a subject.** Choose your subject line carefully. You want to be descriptive, but concise. Avoid terms like "urgent" or "important" as they are typically spam triggers. NEVER include the entire contents of the email in the subject line. See #7 for more information regarding the subject line.
6. **Always use a greeting.** Launching straight into the message is bad, but "Hi!" is poor form and "Hey Prof!" is an unmitigated disaster. "Dear" and "Hi" are fine, so long as you follow both by a name or title: "Hi Professor" or "Hi Dr. Varga". If you're not sure if the person is a Dr. or not, three seconds on Google or the University's website should tell you.
7. **Briefly and politely state the reason why you are emailing.** Offer only as much information as is relevant to the situation and likely to interest the professor. Get to the point right away. Be sure to include the name or number of the course (including section info) that you are writing about, in the email as well as in the subject line. This information is worth including in the body of the email because some email programs, like Gmail, don't show the subject once you leave the inbox.
8. **Employ the 3-step writing process:** 1-Plan (think), 2-Write (draft), and 3-Complete (proof and send). Don't email faculty with the first thought that drifts across your cortex. Give the matter some thought, often times, students have the wisdom and resources to answer their own questions. Professors often receive an email from a student, followed up by a second mail from the same student a few minutes later saying "please, disregard my previous email, I just realized that...."
9. **Capitalize, punctuate, and spell check:** or ppl may lolz at ur msg, pour speling and gramr.
10. **Avoid the "Nastygram".** Attacking emails that are rude and unprofessional are never appropriate.
11. **If you are emailing with a problem, suggest a solution.** Be considerate, however, of how your solution might create additional work for the professor.
12. **Sign it with your name.** Use first and last name, and even if you know that your professor knows you by name, include your course and section information below your name. You will save her having to figure out what course and section you're talking about if she needs to look up something about the course in order to

answer your question.

13. **Read it over.** If you do not have spell-check on your email, then you can copy the message, paste it into a word-processing program, and run spell-check there. Consider not only the mechanics, but also what you have said. Strive for a polite tone, concise language, and clear purpose.
14. **Re-read your email again before hitting send.** Try to make sure there are no spelling/grammar errors and that your email says exactly what you mean. A poorly written email shows that you don't care about what you're sending and so why should the receiver care?
15. **If the issue is touchy or the email long, ask someone else to read it, too.** Ask if your reader would be offended by such an email if it were directed at him or her.
16. **Allow adequate time for a reply.** 24 hours is a reasonable response time for course- related emails.
 - If you are sending only a piece of information ("I have the flu and will not be in class on Tuesday, but Sue will turn in my paper for me."), then the professor may not consider a reply necessary. In this case, you are done.
 - **Do not** send multiple emails regarding the same concern in a short time frame to your professor; a response will be generated when s/he has had time to generate one and think about your situation.
 - If more than a few days (3 days; 72 hours) have passed and you have not received a response, then it is appropriate to politely ask if the professor received your email and had time to consider what you wrote.