

University of North Texas at Dallas

Spring 2025

Syllabus

CDFS 2033-0071: Parenting in Diverse Families – 3 hrs

Department of	Child Development and Family Studies, School of Behavioral Health and Human Services
Instructor Name	Dr. Crystal Benjamin, CFLE
Office Location	Dal 1 Suite 105A
Office Phone	972-339-1350
Email Address	Crystal.benjamin@untDallas.edu
Office Hours	Tuesdays 9:00 a.m. - 11:00 a.m. CST Wednesdays 9:30 a.m. - 3:30 p.m. CST
Virtual Office Hours	By Appointment Zoom Information Meeting ID: 864 7846 9221 Passcode: 470197
Course Format/Structure	Online
Classroom Location	100% online - Canvas used as an instructional tool
Class Meeting Days & Times	100% online
Course Catalog Description	Commonalities and differences in parenting, caregiving and family life are emphasized from systems, ecological and cross-cultural perspectives. Parenting and caregiving in diverse family forms and cultures are studied in relation to adult-child interactions, parent/school/community relations, family roles, laws, and parenting skills. Satisfies the Cross-cultural, Diversity and Global Studies requirement of the University Core Curriculum.
Prerequisites	None
Corequisites	None
Required Reading	Marotx, L. R. & Kupzyk, S. (2018). <i>Parenting today's children: A developmental perspective</i> (1 st ed.). Cengage
Recommended Reading & References	American Psychological Association (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). American Psychological Association. https://doi.org/10.1037/0000165-000

Access to Learning Resources:	UNT Dallas Library: Phone: (972) 780-1616 Website: https://library.untDallas.edu/home Email: library@untDallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untDallas.edu/bookstore e-mail: untDallas@bkstr.com
Supported Browsers: Chrome Supported Devices: <ul style="list-style-type: none"> • iPhone • Android • Chromebook (Tablet users can use the Canvas app) 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>	Access Canvas via untDallas.instructure.com <ul style="list-style-type: none"> • Username: your EUID # • Password: your password 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 Distance Learning: DAL1, Room 157 Email: distancelearning@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.

Course Overview:

Course Goals/Overview:

The goal of this course is to provide students with an in-depth knowledge of families, and diverse issues surrounding the family system. A number of issues facing the family will be discussed, including traditional and non-traditional families, parenting styles, and caregiving. Both family systems and social ecological theories will be emphasized.

Learning Objectives/Outcomes:

At the end of this course, the student will

1. Explain the role of parenting from a family systems perspective.
2. Analyze the ecological context of parenting and family life in diverse families.
3. Compare and contrast beliefs and practices of traditional and non-traditional families.
4. Examine how families approach diverse challenges within the family structure.
5. Describe contemporary strategies for effective parenting in all families.
6. Identify community resources which support and strengthen all families.

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.

Timeline	Topic	Readings/Activities/Assignments
Week 1 Jan. 13 – Jan. 19, 2025	Getting to Know Each Other	Review, Sign and Upload Syllabus Agreement due Wednesday 15th January 2025 by 11:59PM CST
		Introduction Discussion Board Video due Friday 17th January 2025 by 11:59PM CST
		Introduction Discussion Board – Responses due Sunday 19th January 2025 by 11:59PM CST
Week 2 Jan. 20 – Jan. 26, 2025	Chapter 1 Parenting in Historical, Cultural, and Theoretical Contexts	Discussion Board 1 Responses (based on Chapter 1) due Wednesday 22 nd January 2025 by 11:59PM CST
		Discussion Board 1 Responses (based on Chapter 1) due Friday 24th January 2025 by 11:59PM CST
Week 3 Jan. 27 – Feb. 2, 2025	Chapter 2 Contemporary Families	Discussion Board 2 Post (based on Chapter 2) due Wednesday 29th January 2025 by 11:59PM CST
		Discussion Board 2 Responses (based on Chapter 2) due Friday 31st January 2025 by 11:59PM CST
Week 4 Feb. 3 – Feb. 9, 2025	Chapter 3 Understanding, Supporting, and Collaborating with Families	Discussion Board 3 Responses (based on Chapter 3) due Wednesday 5th February 2025 by 11:59PM CST
		Discussion Board 3 Responses (based on Chapter 3) due Friday 7th February 2025 by 11:59PM CST
Week 5 Feb. 10 – Feb. 16, 2025	Chapter 4 Becoming a Parent	Discussion Board 4 Responses (based on Chapter 4) due Wednesday 12th February 2025 by 11:59PM CST
		Discussion Board 4 Responses (based on Chapter 4) due Friday 14th February 2025 by 11:59PM CST
Week 6 Feb. 17 - Feb. 23, 2025	Chapter 5 Parenting Styles and Children's Socialization	Discussion Board 5 Responses (based on Chapter 5) due Wednesday 19th February 2025 by 11:59PM CST
		Discussion Board 5 Responses (based on Chapter 5) due Friday 21st February 2025 by 11:59PM CST
Week 7 Feb. 24 – Mar. 2, 2025	Chapter 6 Parenting Infants	Discussion Board 6 Responses (based on Chapters 6 & 7) due Wednesday 26th February 2025 by 11:59PM CST

	Chapter 7 Parenting Toddlers	Discussion Board 6 Responses (based on Chapters 6 & 7) due Friday 28th February 2025 by 11:59PM CST
Week 8 Mar. 3 - Mar. 9, 2025	Mid Term Exam	Mid Term Exam – Experiential Learning Activity due Friday 7th March 2025 by 11:59PM CST
Week 9 Mar. 10 – Mar. 16, 2025	Spring Break	Spring Break
Week 10 Mar. 17 – Mar. 23, 2025	Chapter 8 Parenting Preschool-Age Children	Discussion Board 7 Responses (based on Chapter 8) due Wednesday 19th March 2025 by 11:59PM CST
		Discussion Board 7 Responses (based on Chapter 8) due Friday 21 st March 2025 by 11:59PM CST
Week 11 Mar. 24 - Mar. 30, 2025	Chapter 9 Parenting School-Age Children	Discussion Board 8 Responses (based on Chapter 9) due Wednesday 26th March 2025 by 11:59PM CST
		Discussion Board 8 Responses (based on Chapter 9) due Friday 28th March 2025 by 11:59PM CST
Week 12 Mar. 31 – Apr. 6 2025	Chapter 10 Parenting Early Adolescent Children	Discussion Board 9 Responses (based on Chapter 10) due Wednesday 2nd April 2025 by 11:59PM CST
		Discussion Board 9 Responses (based on Chapter 10) due Friday 4th April 2025 by 11:59PM CST
Week 13 Apr. 7 – Apr. 13, 2025	Chapter 11 Parenting Middle and Late Adolescent Children	Discussion Board 10 Responses (based on Chapter 11) due Wednesday 9th April 2025 by 11:59PM CST
		Discussion Board 10 Responses (based on Chapter 11) due Friday 11th April 2025 by 11:59PM CST
Week 14 Apr. 14 – Apr. 20, 2025	Chapter 12 Parenting Young Adult Children	Discussion Board 11 Responses (based on Chapter 12) due Wednesday 16th April 2025 by 11:59PM CST
		Podcast Assignment: Community Resource Spotlight due Wednesday 16th April 2025 by 11:59PM CST
		Discussion Board 11 Responses (based on Chapter 12) due Friday 18th April 2025 by 11:59PM CST
Week 15 Apr. 21 – Apr. 27, 2025	Chapter 13 Family Violence and Child Maltreatment	Discussion Board 12 Responses (based on Chapters 13 & 14) due Wednesday 23rd April 2025 by 11:59PM CST
	Chapter 14 Parenting Children with Exceptionalities	Discussion Board 12 Responses (based on Chapters 13 & 14) due Friday 25th April 2025 by 11:59PM CST
Week 16 Apr. 28 – May 4, 2025		Final Reflection Paper due Friday 2nd May 2025 by 11:59PM CST

Week 17 May 5 – May 11, 2025	Final Exam	Youth Mental Health First Aid Training – Upload Certificate due Wednesday 7th May 2025 by 11:59PM CST
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Course Evaluation Methods

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

1. Upload Syllabus Agreement

The course syllabus includes important details for your success in this course. Students are required to review the course syllabus in its entirety at the beginning of the course and are encouraged to seek clarity on any matter that may seem confusing. The syllabus includes due dates, policies, instructions, resources etc. After students have reviewed the syllabus, students will sign the syllabus agreement provided at the end of the Syllabus. Students will upload their signed agreement to Canvas on the due date detailed in the course outline above. Please take note that you need to upload the syllabus and syllabus agreement as one document. The Grading Rubric will be uploaded to Canvas.

The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days. Attached is the link to the policy.

<https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

2. Introduction Video Discussion Board (25 pts.)

This activity is an opportunity for students to get to know their instructor and their colleagues. Students will create a video of themselves on YouTube and upload it to the Discussion Board. Please ensure that your video meets the following guidelines:

- The video must be at least 30 seconds in length.
- Share your name, classification (ex: Junior, Senior), major, career aspirations, and projected graduation date.
- You need to respond to four (4) other peers who have introduced themselves to the class & each response should be no less than 50 words in response to your peers.
- Submission on time initial post and response to peers.
- Please test your video link before uploading. Be sure your introductory video link is functioning.

The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days. Attached is the link to the policy.

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3. Twelve (12) Discussion Boards Posts

Discussion boards allow students to interact with their peers as well as utilize their critical thinking skills to respond to thought provoking questions. Students will post responses to each Discussion Board

prompt by the set due date. Students will also respond to two peers on each Discussion Board by the due date set out in the course outline above. Students' initial response to the discussion question will be in APA format, a minimum of 150 words in response to EACH discussion board prompt, and a minimum of two (2) in-text citations from your readings. As it relates to your response to your colleagues, your response to each colleague should be a minimum of 50 words to each of their peers. Initial response is worth 15 points and your response to your peers is worth 5 pts. Posting to your peers requires at least two (2) in-text citations and reference list. You must support your response with your readings, theory, or empirical research. *Please avoid quoting directly from the book. Read the information and put it in your own words (paraphrase) and include citations. When you paraphrase, it is an opportunity for you to show off your knowledge.* **The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days. Attached is the link to the policy.** <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

4. Mid Term Exam – Experiential Learning Activity

The mid-term exam is an opportunity for students to demonstrate their knowledge and understanding of the course materials. Parents may need guidance on selecting appropriate childcare for their children. As budding professionals, it is important for students to be able to assess childcare centers and determine whether they meet the minimum requirements and standards. For this exam, students will gather information about a local childcare provider, writing a summary of their findings and include their reaction/recommendations for improvement. Students will use the following list of questions as their guide:

- What are the teacher/staff credentials? Do teachers have an early education background, and do they receive ongoing supervision and training?
- Is there an appropriate ratio of adults to children?
- Are the group sizes small?
- Is the environment clean, safe, and large enough for the number of children present?
- Are nutritious meals provided?
- Are there varied opportunities for learning? What types of activities are organized and presented? Are the toys and equipment developmentally appropriate? Are there enough toys so that children do not always have to share?
- Are teachers sensitive to diversity?
- How do teachers/staff communicate with one another and with the children?
- How do teachers/staff partner with parents? Are parents welcome to visit? How is information communicated between home and school?

Mid-Term Exam Guidelines:

1. Provide a summary of your findings
2. Provide your reaction to your findings
3. Provide recommendations on how the childcare center can improve
4. Students will follow the APA 7th edition guidelines

The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note)

within two business days. Attached is the link to the policy.

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5. Youth Mental Health First Aid Training

The Youth Mental Health First Aid course teaches adults how to recognize and support children and youth who experience a mental health or substance use issue. This course is offered FREE through a grant to anyone who lives, works, worships, goes to school, or provides service or support to anyone in Dallas, Ellis, Hunt, Kaufman, Navarro, and Rockwall counties. The training includes two parts: (1) pre-session work that is self-paced and must be completed before the training session. (2) a training session that lasts approximately 6 – 8 hours (breaks included). The training session is conducted online via Zoom. Students will review the Youth Mental Health First Aid training schedule at the begin of the semester, select a day and time that works for them, complete the training and upload certificate to the Youth Mental Health First Aid Training Assignment section of Canvas. For questions about the Youth Mental Health First Aid course, please contact: mhfa@ntbha.org and keep me informed of the feedback you receive. **The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days. Attached is the link to the policy.**

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6. Podcast Assignment: Community Resource Spotlight

Students will create a podcast episode to highlight community resources available in the Dallas/Fort Worth area. This assignment focuses on resources supporting:

1. **Children with exceptionalities and their families**
2. **Families dealing with violence**

The podcast will serve as an informative tool for parents, caregivers, and the broader community by addressing services that provide educational, financial, and socio-emotional support.

Assignment Requirements:

- **Length:** 10–12 minutes.
- **Resources Highlighted:**
 - Three (3) resources for families with children with exceptionalities.
 - Three (3) resources for families dealing with violence.
- **Content Details (for each resource):**
 - Name of the organization.
 - Brief description of its services.
 - Contact information (website, address, and phone number).
- **Structure:**
 1. **Introduction (2 minutes):** Overview of the topic and preview of the podcast content.
 2. **Resource Spotlight (8 minutes):** Detailed descriptions of the six community resources.
 3. **Call to Action (1–2 minutes):** Encourage listeners to utilize and share the highlighted resources.

Tools:

Students may use podcast creation tools such as **Anchor.fm**, **Audacity**, or **GarageBand** to produce their audio file.

Submission Guidelines:

- Submit the podcast as an audio file (MP3) or provide a streaming link.
- Include a transcript of the podcast in APA format with references for all cited information.

The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days. Attached is the link to the policy.

<https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

7. Final Exam - Reflection Paper

The objective of this written assignment is to assess the impact of subject matter on students. Students will reflect on this course and write a two-page (minimum) reflection paper on what they believe to be the most important components/topics of this course. What stood out to you the most in this Parenting in Diverse Families course and what you have learned. *Please avoid quoting directly from the book. Read the information and put it in your own words (paraphrase) and include citations. When you paraphrase, it is an opportunity for you to show off your knowledge.*

The Grading Rubric will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days. Attached is the link to the policy.

<https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

Grading Matrix:

Instrument	Value (points)	Total
Syllabus Agreement	25	25 pts.
Video Introduction	25	25 pts.
Discussion Boards Posts & Responses	12 @ 25	300 pts.
Mid Term Exam – Experiential Learning Activity	150	150 pts.
Podcast Assignment: Community Resource Spotlight	100	100 pts.
Youth Mental Health First Aid Training	100	100 pts.
Final Exam – Reflection Paper	200	200 pts.
Total		900 pts

Grade Determination by Points

A = 810 – 900; i.e. 90% or better

B = 720 – 809; i.e. 80 – 89 %

C = 630 – 719; i.e. 70 – 79 %

D = 540 – 629; i.e. 60 – 69 %

F = 539 and below; i.e. less than 60%

Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at

<https://www.untDallas.edu/learning/schedule-appointment/>.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>. Class participation is an important expectation of this course. Students are expected to offer comments, questions, and replies to the discussion question in Canvas and in class. Students are expected to actively participate in EACH week's discussion. The faculty's role is as an observer and facilitator.

Assignment Policy:

The Grading Rubric for all assignments will be uploaded to Canvas. No late assignments are accepted if it does not meet the student policy criteria for missed assignments. In essence, to submit a missed assignment, students are required to submit documented evidence of illness or major event (e.g. doctor's note) within two business days.

Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>).

Other Course Specific Policies:

Assignment Submission Instructions and Requirements: You are expected to actively participate in the learning process. This course will utilize various methods to determine student grades and proficiency of the learning outcomes for the course. Methods may include activities, presentations, audiovisuals, case analysis, simulation exercises, films, and a general exchange of ideas. Please note that if a student chooses to work ahead on a module and submits an assignment, the assignment submitted is the assignment that will be graded. The instructor will not go back and clear assignments for students to resubmit. Students are responsible for submitting the correct assignments. Students, please be careful when submitting assignments. Be sure to submit the correct assignment into the correct module and the correct week.

Assignment format:

All posted writing assignments must be typed in 12-inch font, using either Times New Roman or Arial font (APA guidelines). Handwritten assignments in any part are not acceptable. All assignments must be in complete sentences and checked for spelling, mechanics and grammar. **Include a standard cover page** with all written assignments, except responses to discussion board questions and syllabus upload. In Canvas, I have shared a Cover Page template that I would like students to use for this course. The Cover Page was adapted from the APA 7th edition publication manual guidelines for student paper. Assignments **missing a cover page will receive a 5-point deduction**. Students are responsible for all course assignments and notices posted on the course home page, announcements and all messages sent to students via Canvas. Having problems with the computer and/or printer or failing to view the assignment are unacceptable reasons for failing to complete an assignment on the due date. **No Late Assignments, Quizzes, Discussion Boards, Projects, or Final Accepted unless you have made arrangements with the instructor.**

Requirements:

APA 7th edition publication manual standards including but not limited to: cover page, headings, three (3) in-text citations in each half page, include page numbers, and include a reference section/page. Avoid using quotations, I encourage you to practice paraphrasing. You may utilize other scholarly resources to support any assignment (journal articles, books, etc.). Please avoid .com websites or Wikipedia resources in this class. Please insert any outside scholarly information correctly and reference properly.

Use of Canvas: It is a good practice to log onto the course several times per week to review announcements, course updates, or other related course correspondence. Due to the amount of content and the assignments scheduled for the course, I recommend you log onto the shell four (4) to five (5) times per week, if possible. Modern technology has made it possible for you to log onto the course shell and complete assignments using smart phones, tablets and other mobile devices anywhere at any time. However, keep in mind that depending on your mobile device(s), when you access Canvas using mobile devices such as smartphones and tablets, some of the images may be distorted, or you may have limited access to browse around the course shell. Despite the mobile device used to access the course, you are expected to submit assignments by the due date and according to the established guidelines per assignment. Students must have a media player downloaded on their computers. To find out how to download a media player (and other software) on your computer, you may contact the Canvas Helpdesk. It may be necessary to download an older version of Realplayer to be able to view the videos. Please test the videos immediately to be sure you can open them, if you cannot open the videos, please send me a Canvas message as soon as possible I would be happy to help.

General Assignment Submission Guidelines Checklist

- Writing and referencing should conform to the writing style and reference guidelines found in the *Publication Manual of the American Psychological Association (7th ed.)*.
- Double space using Word files using an appropriate 12-point, black color font, Times New Roman or Arial writing style and one-inch margins.
- Use a Cover Page and make it APA style with assignment/project title, your name, the date, the course (see Canvas from the Cover Page template you will use in this course, this may vary based on the instructor).
- Add page numbers to your assignments as per APA 7th ed. guidelines (top right hand corner of each page).
- Always write an introductory paragraph and a final concluding (i.e., synthesizing, evaluative) paragraph; always include a references section page, per APA 7th ed.
- Please be careful and attend to issues of good grammar, spelling, and presentation.
- DO NOT USE CONTRACTIONS in academic writing (e.g. write there is instead of there's). This course's writing is academic and scholarly.
- Be very careful to maintain consistency in use of verb tense and voice (e.g., third, second-, or first-person voice) throughout papers.
- An important note about plagiarism as it pertains to this course, avoid writing more than 2 or 3 consecutive words of anything that might be borrowed from another source without citing. When in doubt, cite the source. Realistically, until the conclusions are being drawn and the reflective thoughts are being conveyed, chances are that most students' thoughts and writings are drawn from reliable and valid sources. Therefore, citing appropriately, sentence by sentence, adds credibility to the writer's work. Furthermore, do not copy either by physically typing or by simply pasting from another source's website or article and call it your own work by failing to

cite the material as a direct quotation. The instructor has been known to sleuth out plagiarism (within minutes of detecting a possible problem with a document) despite any desire **to not find** the evidence. One key way to avoid problems with plagiarism is to submit assignments informally and early by a date upon which has been mutually agreed. The instructor will return the document with feedback and make suggestions for how to better engage in source citations and how to avoid inappropriately handled quotations. **Also, students who make such efforts tend to earn higher grades.**

- Do not cite using Wikipedia, Answer.com, Ask.com, About.com, or any other non-scholarly or non-academic Websites. The instructor will critically grade the use of such reference choices to the disadvantage of the student who uses such.
- No assignment should be submitted as pdf file, Microsoft Works, Publisher, or WordPerfect, etc. Assignments are due on different dates throughout the semester. I recommend you download the course syllabus; pay attention to assignment instructions and due dates. **All assignments scheduled for this course are due on Tuesdays, Fridays, and Sunday by 11:59 p.m. (unless otherwise noted).**

Turnitin: Turnitin software may be used to ensure the originality of your work. As you draw on research information publicized as journal articles, books, websites, etc, be sure to use your own words by paraphrasing the author's work and including a citation. Limit the use of quotations. As a rule of thumb, use quotations sparingly. Your work should reflect a scholarly dance between your voice and the voice of other authors for which you used to develop the research paper. Plagiarism will not be tolerated. I recommend you purchase the APA 7th ed. publication manual that clearly define and explains what plagiarism is and how to avoid committing plagiarism.

Required Filename Format for Word Attachments Submitted Online:

For this course, all written assignments created as Word or PDF documents and submitted to Canvas must be saved utilizing the following filename format:

Example: YourLastNameFirstInitial_Name of Assignment

BenjaminC_Research Paper Assignment (your filename attachment should look like this example. Do not use my name as the filename, use your name)

To save your work according to the correct filename format follow the instructions below.

- 1). Open a word or PDF document
- 2). Click on save as; Title/save the document according to the require filename format.
- 3). Example: BenjaminC_Research Paper
- 4). Then click the save as button.

Failure to save and submit your document according to the guidelines will result in an automatic 3 points deductions from the total points earned. No assignments will be accepted via email unless otherwise noted. On occasion, Canvas (and some email programs) have problems with file attachments that include symbols in the filename. Avoid use of periods, hyphens, ampersand &, slash marks / \, pound sign, at sign @, etc.

Communications With Professor

Developing strong written communication skills is crucial for your professional journey. Adhering to these communication guidelines will help you cultivate desirable career-ready skills. Please use Canvas messages for all course-related inquiries. The instructor will respond to messages within two (2) business days. **Note that the instructor is unavailable after 5 pm on weekdays, as well as on weekends and holidays. Messages sent during these times will receive a response on the next business day.**

For a timely and organized communication process:

- Use Canvas messages exclusively for contacting the instructor. Emails sent to the instructor's untdallas.edu email will not be answered.
- Regularly check Canvas for important updates, assignment descriptions, grading criteria, and to submit your assignments.
- Canvas and Zoom will serve as our primary communication platforms throughout this course.

The instructor is committed to responding to all messages promptly and appreciates your understanding and cooperation.

To log directly into Canvas, go to. untdallas.instructure.com. You will need to use your EUID and password. **For more information on accessing Canvas** go to - [Accessing Canvas](#). Be sure to format your Canvas message communications using the following guidelines below:

1. In the subject line of the Canvas message state the course name and the purpose for the email. (Example: CDFS 2033 Parenting in Diverse Families - Question about an assignment).
2. Include salutation. Example: Dr. Benjamin. Do not state Mrs. or Ms. Benjamin because these prefixes are not the professor's professional title.
3. In the body of your email state your question and comments. Be clear and specific.
4. Make sure messages are free of spelling, grammatical and capitalization errors close the email by including your first and last name and student ID #.

SAMPLE Canvas Message

Subject: CDFS 2033 Parenting in Diverse Families - Question about an assignment

Dr. Benjamin,

I had a question about the Discussion Board #1, where can I find journal articles for this assignment?

Yours sincerely,

Renee Clarke

Student ID#: 23456789

Canvas messages or emails not correctly formatted will not receive a response from the professor. When communicating with classmates, please exercise courtesy and respect whether you are sending a classmate a direct email or responding to discussion assignments.

Notifications: Any changes to the course schedule will be posted on Canvas Announcements. Periodically, announcements may appear in the course to provide general information, make special requests, or notify you of any changes. These announcements can be accessed from Canvas by clicking "Announcements" listed in the menu on the left side of the screen.

Grading: While I will do my best to have your assignments grading in a timely manner, which will not always be possible. I may take up to 2 weeks to grade any assignments and will post grades to the Grade Center. I usually include comprehensive feedback on assignments, I encourage you to review all my comments and feel free to reach out to me if you have any questions.

Grade Inquiries: Students are encouraged to inquire about their academic performance in class throughout the semester. All grade inquiries will be reviewed, and responses provided within 3 business days of the initial inquiry. Students with questions about their grades and scores should contact the instructor within 5 days after the grades have been posted. After this deadline, scores and grades on assignments will not be reviewed or changed.

How Students Should Proceed Each Week for Class Activities: Several times a week, you must access Canvas and the materials in this course in order to be successful. Review the Learning Modules and assigned readings in order to contribute to weekly course activities such as discussions, assignments/activities, and/or finals. Carefully review the "Discussion Board" and "Assignments" folder in each module for a description of required discussion boards and assignments. Discussion Boards and Assignments are due by the dates and times provided in the course timeline. **Please note there will be no late assignments accepted or extensions given if the student's rationale does not align with Student Policies at UNT-Dallas.** Attached is the link to the policy.

https://president.untDallas.edu/sites/default/files/7.005_student_attendance.pdf Modules will close after the due date time of each assignment.

Cameras

Cameras must be on during office hours or meeting times. Students must be on time to their scheduled meetings. Students must be in a secure place while receiving instructions. Students must not be in their beds. Students must not be at a place where they cannot actively participate in the class. Students must not be driving during the course period time. Students must contact the instructor if there are issues with their camera or if they do not have a camera.

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.

Artificial Intelligence (AI) Use Policy Statement:

In this course, AI tools such as ChatGPT may be used for ideation and brainstorming, but all submitted content must be written in your own words. Properly cite any information or ideas derived from AI tools to avoid plagiarism and be sure to fact-check AI-generated information as it is not always accurate. Direct copying of AI-generated content is prohibited and will be considered a violation of academic integrity. Ensure that your submissions reflect your original thinking and understanding, demonstrating respect for academic honesty and intellectual property. Inaccurate information and poor or lacking citations will result in poor grades for assignments. I do not recommend relying heavily on AI-generated content.

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.

Sexual Harassment, 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, call 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: <https://community.canvaslms.com/docs/DOC-10721>
- Canvas Instructure Support & Unsupported Operating Systems: <https://community.canvaslms.com/docs/DOC-10720>

Syllabus Agreement

By signing below, I certify that:

- ☐ I have read the syllabus in its entirety and understand the course requirements and expectations.
- ☐ I acknowledge that it is my responsibility to ask questions during class, via Canvas message, or during office hours if I need clarification on any aspect of the course.
- ☐ **I understand that Dr. Crystal Benjamin is not available after 5 PM on weekdays, nor on weekends and holidays**, and that any messages sent during these times will be responded to on the next business day.
- ☐ **I am aware that no late assignments will be accepted unless due to illness or an emergency**, and that documented evidence, such as a doctor's note, is required within two business days of the missed deadline. (See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>).
- ☐ I understand that the UNT Dallas Library is available to assist with finding journal articles, books, and other resources needed for assignments.
- ☐ I acknowledge that the Learning Commons is available to support me with writing, proofreading, and other academic needs.
- ☐ I am aware that the Experiential Learning Office is available to assist with service-learning projects and related activities.
- ☐ I understand that Canvas has a 24/7 hotline for any technical issues related to assignment uploads or access to the platform.
- ☐ I recognize that all team members have responsibilities outside of school, and I understand the importance of communication and time management in completing group assignments.
- ☐ I understand that if I do not communicate and/or contribute to group assignments, I will not receive a grade for those assignments.
- ☐ I understand that if I am late to class, points will be deducted from my participation grade because I would have missed valuable discussion with my peers.

Printed Name: _____

Signature: _____

