

University of North Texas at Dallas
Summer 2024
Syllabus for CDFS 3315 Communication in Families

Department of	Child Development & Family Studies	School of	Behavioral Health and Human Services
Instructor Name:	Crystal Benjamin, Ph.D., CFLE		
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Virtual Office Hours:	Thursdays, 9:00 a.m. - 12:00 p.m. (Via Zoom) Fridays, 1:00 p.m. – 2:00 p.m. (In Office)		
Office Hours Meeting Link	https://untdallas.zoom.us/j/86478469221?pwd=Ri9hR1RqbUNlaS9tZ2E2SFFFTi93dz09 Meeting ID: 864 7846 9221 Passcode: 470197		
Classroom Location:	100% Online		
Class Meeting Days & Times:	100% Online		
Course Catalog Description:	Examination of interaction patterns, communication strategies and conflict resolution within the context of families.		
Prerequisites:	Completion of university core courses.		
Required Text:	American Psychological Association. (2019). <i>Publication manual of the American Psychological Association</i> (7 th ed.). American Psychological Association. Galvin, K. M., Braithwaite, D. O., Schrod, P., & Bylund, C. L. (2019). <i>Family communication: Cohesion and change</i> (10 th ed.). Routledge.		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: https://library.untdallas.edu/home email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: https://www.bkstr.com/northtexasatdallasstore/home		

	e-mail: untDallas@bkstr.com
Supported Browsers: Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video)	Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources:

<p>Internet Explorer 11 Edge 41, 42 Respondus Lockdown Browser Safari 10, 11</p> <p>Supported Devices: iPhone Android Chromebook (Tablet users can use the Canvas app)</p> <p>Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p>Web: Canvas Student Guide</p> <p>For additional assistance, contact Student Assistance (Distance Learning): Founders Hall, Rm 124 phone: (972)338-5580 email: distancelearning@untDallas.edu</p> <p><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></p> <p><i>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i></p>
<p>Course Goals or Overview: The goals of this course are as follows -</p> <p>The goal of this course is to examine family communication patterns and practices that promote and/or prohibit relational maintenance, conflict resolution, decision-making, family cohesion and adaptability.</p>	
<p>Program Learning Outcomes</p>	
<p>1). Students will demonstrate knowledge gained through classroom instructions and apply the knowledge learned through an experiential learning process within a child development setting.</p>	
<p>2). Students will gain empirical knowledge through research activities emphasizing how to identify social & cultural influences effecting families, schools, and communities.</p>	
<p>3). Students will create resources to support the community while identifying healthy and unhealthy characteristics pertaining to family relationships and family interactions.</p>	
<p>4). Students will demonstrate professional behaviors that are reflective of ethical standards and industry practice through presentations, research, and practice.</p>	
<p>Learning Objectives/Outcomes: At the end of this course, students will be able to:</p>	
1	Explain basic communication theories, concepts, practices and principles.
2	Use family theories/models to explain communication and interaction patterns within families.
3	Describe family ecology and its effects on families.
4	Discuss literature and research findings regarding family communication.
5	Identify communication practices that promote family cohesion and adaptability.
6	Practice effective communication and conflict resolution.

Family Life Educator Certification	
Course content in CDFS 3315 emphasizes the Family Life Content Area V as identified by the National Council of Family Relations (NCFR).	Family Life Education Content Area V: Interpersonal Relationships- An understanding of the development and maintenance of interpersonal relationships.
<i>The notes from this class should be retained to use for review purposes for the CFLE exam if needed.</i>	

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated via Canvas message or Canvas announcement. Additional readings and activities may be added as well.

CDFS 3315 Communication in Families Course Schedule

Schedule	Topic	Activities	Due Date
Week 1 July 8 - 14, 2024	<ul style="list-style-type: none"> Overview of Course Syllabus & Introductions 	<ul style="list-style-type: none"> Course Syllabus Upload to Canvas 	<ul style="list-style-type: none"> Due by Wednesday July 10, 2024, at 11:59PM CST
		<ul style="list-style-type: none"> Introduction Video Discussion Board and Response to Colleagues 	<ul style="list-style-type: none"> Due by Friday July 12, 2024, at 11:59PM CST
	<ul style="list-style-type: none"> Chapter 1 - What is a Family? Chapter 2 - What is Family Communication? 	<ul style="list-style-type: none"> Discussion Board #1 Post & Responses based on Chapters 1 & 2 	<ul style="list-style-type: none"> Due by Sunday July 14, 2024, at 11:59PM CST
Week 2 July 15 - 21, 2024	<ul style="list-style-type: none"> Chapter 3 - Family Communication Theories Chapter 4 - Communication Patterns and the Creation of Family Identity Chapter 5 - Relational Maintenance within Families 	<ul style="list-style-type: none"> Meet/Communicate with team members to discuss team assignment. Journal Article Review #1 	<ul style="list-style-type: none"> Due by Wednesday July 17, 2024, at 11:59PM CST
		<ul style="list-style-type: none"> Discussion Board #2 Post & Responses based on Chapters 3, 4 & 5 	<ul style="list-style-type: none"> Due by Friday July 19, 2024, at 11:59PM CST
		<ul style="list-style-type: none"> CFLE Credential Assignment 	<ul style="list-style-type: none"> Due by Sunday July 21, 2024, at 11:59PM CST
Week 3 July 22 - 28, 2024	<ul style="list-style-type: none"> Chapter 6 - Intimacy Within Partnerships and Families Chapter 7 - Communication and Family Roles Chapter 8 - Power, Influence and Decision Making in 	<ul style="list-style-type: none"> Journal Article Review #2 	<ul style="list-style-type: none"> Due by Wednesday July 24, 2024, at 11:59PM CST

	Families	<ul style="list-style-type: none"> • Discussion Board #3 Post & Responses based on Chapters 6, 7, & 8 	<ul style="list-style-type: none"> • Due by Friday July 26, 2024, at 11:59PM CST
		<ul style="list-style-type: none"> • Family Observations Experiential Learning Project • Mid-Semester Feedback on Course 	<ul style="list-style-type: none"> • Due by Sunday July 28, 2024, at 11:59PM CST
Week 4 July 29 – August 4, 2024	<ul style="list-style-type: none"> • Chapter 9 - Communication and Family Conflict • Chapter 10 - Communication and Family Conflict • Chapter 11 - Family Communication and Unpredictable Stress 	<ul style="list-style-type: none"> • Journal Article Review #3 	<ul style="list-style-type: none"> • Due by Wednesday July 31, 2024, at 11:59PM CST
		<ul style="list-style-type: none"> • Elevator Pitch Video • Communication Video Demonstration – <u>Team Assignment</u> 	<ul style="list-style-type: none"> • Due by Friday August 2, 2024, at 11:59PM CST
		<ul style="list-style-type: none"> • All students will individually respond to another group's presentation 	<ul style="list-style-type: none"> • Due by Sunday August 4, 2024, at 11:59PM CST
Week 5 August 5 – 11, 2024	<ul style="list-style-type: none"> • Chapter 12 - Family Communication and Well-Being 	<ul style="list-style-type: none"> • Journal Article Review #4 • Final Exam 	<ul style="list-style-type: none"> • Due by Wednesday August 7, 2024, at 11:59PM CST

Course Evaluation Methods

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

1). Course Syllabus Upload (50 pts)

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. **NB: No late assignment will be accepted if it does not meet the student policy criteria for missed assignments. Attached is the link to the policy.** <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

2). Introduce Yourself - Discussion Board (25pts)

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 labeled “Introduce Yourself - Discussion Board”. Please ensure that you discuss the following topics in your video:

- The major and degree you are working on.
- State what you hope to learn from the course.
- Tell us what you plan to do after you finish at UNT Dallas.
- Share with us the city and state where you currently live.
- What do you do when you are not online learning (work, hobbies, etc.)?
- Is there anything else you would like to share with us to help us get to know you (this could include family information, vacation/holiday plans, pets, specific research interests, etc.).

The Grading Rubric will be uploaded to Canvas. **NB: No late introductions will be accepted if it does not meet the student policy criteria for missed assignments. Attached is the link to the policy.** <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

3). Discussion Board Posts and Responses (50 pts each)

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 40 points and your response to your peers is worth 10 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. Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.**

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4). Journal Article Reviews (25pts each)

Reviewing scholarly articles pertaining to research in family science is a great way to increase your knowledge of the many variations of family life. In addition, it helps you stay current with the latest trends and fosters critical thinking skills which is important for your career. For this assignment, students will perform research activities covering various topics related to modern-day families.

Assignment Instructions: Ensure that you paraphrase the information and avoid writing information from the article verbatim. You will select a total of (4) four articles of your choice discussing topics listed below within the area of family communication you find most interesting. You will use one article per article review assignment. The selected article dates must be from 2019-2024. The articles selected must also be research studies conducted over factors associated with family life. Your articles should include the following information: 1) Reference source, 2) purpose for conducting the research, 3) research question(s), 4) a description of the subjects, 5) sampling procedures (discuss how the researcher recruited individuals to participate in the study), 6) data collection strategies (describe how the researcher collected the data), 7) data analysis (discuss how the researcher analyzed the data), 8) discuss the findings that emerged from the research, and 9) provide a critique of the research study. Please download the Journal Article Review template from Canvas and fill in the appropriate information. Develop your article review document exactly as presented in the article review guide. Also include the article used to conduct the review with your submission. Thus, each article review assignment you upload must include the article you drew the information from.

- **Journal Article Review #1**—Topics: Family Identity OR, Relational Maintenance OR, Intimacy OR Sexuality. Please select one topic. See timeline for due date.
- **Journal Article Review #2**—Topics: Family conflict OR Miscommunication patterns, OR Commitment OR nonverbal communication. Please select one topic. See timeline for due date.

- **Journal Article Review #3**—Topics: Initiate partner violence OR child abuse (physical, emotional, sexual and neglect) OR teenage dating violence OR families of the incarcerated. Please select one topic. See timeline for due date.
- **Journal Article Review #4**—Topic: Stress and coping OR, Family Crisis OR Family cohesion, OR Improving family communications. Please select one topic. See timeline for due date.

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. Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.**

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5). Certified Family Life Educator (CFLE) Credential (100pts). The National Council on Family Relations (NCFR) is the national organization that governs child development and family sciences discipline and issues the CFLE credential to eligible candidates. This credential is nationally recognized and designed to promote the family sciences scholarship using a multidisciplinary approach through education initiatives, prevention and intervention practices, research explorations and theory-building activities; for the purpose of enhancing the well-being of children and families.

Assignment Instructions:

For this assignment, you will review two videos provided by NCFR discussing a historical overview of the NCFR organization to become better acquainted with its purpose, mission and goals and “How to Become A CFLE”. Copy and paste links below into your web browser to listen to a presentation about the history of the NCFR and how to become a CFLE:

Historical Overview of the NCFR:

https://www.youtube.com/watch?v=Xipeg0jHl90&list=PL1_J5Vbj0uC_Z2CtTJA0OkIkO1aZ83W_VC&index=2

How to become a CFLE: <https://www.youtube.com/watch?v=lu1zKz10-w>

Go to <https://www.NCFR.org> to review information pertaining to the NCFR and CFLE Credential Requirements. As you review the website, read about the NCFR organization in detail, then click on the CFLE certification link. You are to prepare a 3-page summary discussing the NCFR and credentialing requirements to obtain the Provisional CFLE. Your summary must include the following components:

- 1) a detailed overview of the NCFR’s mission, purpose and goals;
- 2) Two levels of certification to obtain the credential,
- 3) Two ways to become a CFLE,
- 4) Degree and education requirements,
- 5) number of field-based experience hours needed for full certification,

- 6) cost for fees,
- 7) the exam application process,
- 8) provide a discussion stating how the CFLE can assist you with your future career goals after college and state whether or not you plan on seeking the CFLE credential and
- 9) state where CFLE's are employed. It is expected that students will complete this assignment by writing fully developed sentences in paragraph form. Do not use bullets. Separate the content by headings as per the APA 7th ed. guidelines. You may use the titles listed in the numerical order above as headings. Upload this assignment to the designated area in Canvas by the due date. Be sure to include a cover page, utilize three (3) in-text citations and references. 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 was added to the Assignment area in Canvas. **No late assignments are accepted if it does not meet the student policy criteria for missed assignments.**

Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.

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- 6). Family Observations (150 pts)**– Observing families' natural habitats can assist you in gaining an understanding of how families communicate with each other. Students will complete a minimum of 2 hours of family observations (2 different families, 1 hour for each family) to assess interaction patterns within family subgroups. As you observe the families, please do not interact with the families directly in any manner. You are not allowed to audio or video record the observations, speak with the family member, or ask questions. The goal for this assignment is for you to apply critical thinking skills based on the interactions observed, then apply that information to the content learned in class. A written summary of these observations and field notes must be submitted in Canvas. Use headings as per APA 7th ed guidelines to organize your paper. Also remember to include a cover page. The grading rubric was added to the Assignment area in Canvas. **No late assignments are accepted if it does not meet the student policy criteria for missed assignments. Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.** <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

- 7). Communication Video Demonstration – Team Assignment (100 pts)**- Teamwork is an important skill needed in many careers. As a team, students will role play and create a video demonstrating positive interaction patterns between family members. Highlight strategies that promote family cohesion and adaptability. You can use concepts and theories you have learnt in this course to justify your recommendations. Each team will record a 10-to-15- minute online presentation and upload the video and any other materials to Canvas. Individually, all students will respond to another group's presentation by the due date. The grading rubric and further instructions were added to the Assignment area in Canvas. **No late assignments are accepted if it does not meet the student policy criteria for missed assignments. Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.** <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>

- 8). Elevator Pitch Video (20)** - Working in a professional environment requires many levels of communication. Often times communication takes place in small spaces with minimal time for communication. Students will create an elevator pitch video. The video will include the student's

name, where they attend school, describe their major, and career plans. This video will be uploaded in Canvas. An assignment rubric will also be provided in Canvas. **No late assignments are accepted if it does not meet the student policy criteria for missed assignments. Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.**

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

- 9). Final Exam (100 pts)**– 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 Communication in Families course and what you have learned. Students may reflect on the learning objectives of this course and how the various activities in this course helped you to achieve those objectives. *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 was added to the Assignment area in Canvas. **No late finals are accepted if it does not meet the student policy criteria for missed assignments. Therefore, if you realize that you may be late on an assignment, please reach out to me as soon as possible so we can discuss the way forward. Attached is the link to the policy.**

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Grading Matrix:

Instrument	Measures SLO	Value (pts)	Total
Syllabus Upload			50
Introduction Yourself - Discussion Board			25
Discussion Boards Posts	1, 2, 3, 4, 5	3 x 50	150
Family Observations Experiential Learning Project	2, 3, 5, 6	2 x 75	150
Communication Video Demonstration – <u>Team Assignment</u>	5, 6		100
Journal Article Reviews	4	25 x4	100
CFLE Credential	1, 2, 3, 4, 5		100
Elevator Pitch Video	6		20
Final Exam	1, 2, 3, 4, 5		100
TOTAL			795

Exam policy: Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

GRADE DETERMINATION:

A = 715 pts – 795 pts; i.e. 90% or better

B = 636 pts – 714 pts; i.e. 80 – 89 %

C = 556 pts – 635 pts; i.e. 70 – 79 %

D = 477pts – 555 pts; i.e. 60 – 69 %

F = 476 pts or below; i.e. less than 60%

Classroom and University Policies and Procedures

INSTRUCTOR EXPECTATIONS AND CLASSROOM GUIDELINES

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.

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.

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 is due on Wednesdays, Fridays, and Sunday by 11:59 p.m. (unless otherwise noted). LATE ASSIGNMENTS WILL NOT BE ACCEPTED unless an arrangement has been made with your instructor.**

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_CFLE Credential 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_CFLE Credential Assignment 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 7 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 3315 Communication in 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 3315 Communication in Families - Question about an assignment

Dr. Benjamin,

I had a question about Assignment #1.

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: Each week you must access Canvas and the materials in this course in order to be successful. Read the Learning Modules and assigned readings in order to make a contribution to weekly course activities such as discussions, exercises, activities,

and/or tests. Carefully review the "Assignments" folder in each module for a description of required assignments.

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

University Policies and Procedures

Students with Disabilities (ADA Compliance):**Chapter 7(7.004) Disability Accommodations for Students:**

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Disability 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 delay in implementation. Note that students 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 [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untdallas.edu or at Building 2, room 204.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its 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. [Canvas Instructure Accessibility Statement is also provided.](#)

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.

Course Evaluation Policy:

Student evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. 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.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

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 [UNT Dallas'](#)

[Student Code of Academic Integrity](#) for complete provisions of this code.

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.

Web-based Plagiarism Detection: Please be aware in some online or hybrid 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 Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

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.

Online "Netiquette":

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's

policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

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](#)

Learning Commons Tutoring Services

The UNT Dallas Learning Commons offers free, one-on-one or group tutoring services to all enrolled students at UNT Dallas. We are located on the 2nd Floor of the Student Center (above Starbucks and below the Library). For information about our services and how to make an appointment, please visit <https://untdallas.edu/learning>.

To make an appointment using our online scheduling system, visit <https://untdallas.mywconline.com>

For questions and assistance making appointments, contact us at lcwriting@untdallas.edu (for Writing Tutoring) or lcstem@untdallas.edu (for STEM Tutoring).

We offer tutoring for the following subjects: writing, math, science, and others (varies by semester, see our website for specific subjects).

	Monday-Thursday	Friday-Saturday
In-Person Tutoring	10am-4pm	12pm-7pm
Remote Tutoring	10am-10pm	1st Saturday of the month:12pm-7pm

Syllabus Agreement

I have read and understand the syllabus. I also understand it is my responsibility to adhere to the course guidelines and conduct myself in accordance to the following policies.

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

- ☐ There is no late work accepted (exceptions as provided by University Policy)
- ☐ To be successful in this course I will read every chapter of the textbook.
- ☐ I understand that this course is writing intensive.
- ☐ I should regularly check Canvas so that I know what grades I am receiving on assignments.
- ☐ I should regularly check Canvas so that I know if there are messages from the instructor.
- ☐ It is my responsibility to save my work before I post it into the Canvas website into the correct module for the week.
- ☐ By staying in the course beyond the drop date I am agreeing to the terms of this syllabus.
- ☐ Further, I have been informed and am aware that:
 - ☐ Frustrations and difficulties are a normal part of the learning process, and I should expect to experience them myself.
 - ☐ My instructor is here to help me succeed by providing feedback on my progress, dispensing and explaining course content to me via Canvas and office hours.
 - ☐ The possibility for success lies squarely in my hands.

Printed Name: _____

Signature: _____

Date: _____