University of North Texas at Dallas
<u>Fall 2025</u>

SYLLABUS for Distance Learning in Careers and Writing in Psychology (PSYC2310-0072)

Department of Sociology and Psychology
School of Liberal Arts and Sciences

Instructor Name: Jessica Cintrón, Ph.D.

Email Address: **Jessica.Cintron@untdallas.edu**

For a quicker response, please email me. I will respond within 48 hours or less.

Note: All written communication will be delivered via e-mail or Canvas.

Virtual Office Hours: Please email me to coordinate the time to meet virtually.

Classroom Location: *Online*

Class Meeting Days & Times: *Online*

Course Catalog Description:
Develops students' core competencies in fundamental areas crucial to the discipline of psychology, including academic writing (e.g., APA style, writing literature reviews) and increasing career awareness in a variety of psychology-related domains.

Prerequisites: PSYC 1100 or equivalent with C or better

Required Text:

Helms, J. L., & Rogers, D. T. (2023). *Majoring in psychology: Achieving your educational and career goals* (3rd ed.). Wiley-Blackwell.
ISBN-13: 978-1119723806

Recommended Text:

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association.
ISBN-13: 978-1433832161

Access to Learning Resources:

UNT Dallas Library:
phone: (972) 780-1616
UNTD Library Webpage
email: library@untdallas.edu

UNT Dallas Bookstore:
phone: (972) 780-3652
UNTD Bookstore Webpage
e-mail: untdallas@bkstr.com

Supported Browsers:
Chrome Firefox
Flash 28, 29 (for audio/video)
Internet Explorer 11
Safari 10, 11

Supported Devices:
iPhone Android Chromebook
(Tablet users can use the Canvas app)

Getting Help with Canvas:

Canvas 24 /7 Phone Support for Students: 1-833-668-8634

Canvas Help Resources:
web: https://community.canvaslms.com/docs/DOC-10701

For additional assistance, contact Distance Learning:
DAL1, Ste 150
email: distancelearning@untdallas.edu

If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.

If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me by email.

Course Goals or Overview: The goals of this course are as follows:

1. Students will examine the nature of the undergraduate psychology degree, including its requirements and the educational opportunities it affords, and apply this information to their educational planning.

2. Students will maximize their undergraduate education in psychology through understanding and applying key academic strategies, skills, and resources.

3. Students will explore various career paths within and related to psychology, including those at the undergraduate and graduate level, and apply this information to their career planning.

4. Students will read research articles accurately, being able to understand their essential ideas and implications.

5. Students will write clearly, concisely, and objectively using APA format.

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1. Demonstrate understanding of the differences in career opportunities in psychology at the Bachelor's, Master's, and Doctoral level.

2. Describe the process for seeking job opportunities and applying to graduate schools in psychology.

3. Describe the subfields in psychology and prepare for careers.

4. Develop a resume or curriculum vitae and a cover letter or personal statement.

5. Know library research for psychology.

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 Announcements and Modules Section of Canvas. All activities are due by 11:59PM Central time on their due date.

Weekly Topics	Wednesday	Sunday
Week 1	August 27	August 31
Get to know your peers, your professor, and this course Review the Syllabus and required textbook and recommended textbook Create your Profile on Canvas Review Canvas	• Discussions (Canvas): Introduce Yourself (Bio) due	• Discussions (Canvas): 2+ Peer Replies for Introduce Yourself (Bio) due • Quizzes (Canvas): Syllabus and Course due • Make sure to purchase course material(s) and review Canvas activities. • **Extra Credit Discussions open Weeks 1 - 15 (Canvas): Attend a UNT-Dallas event and submit your post during the same week you attend the event (2 points)**
UNIVERSITY CLOSURE – Labor Day – Monday, September 1, 2025		
Week 2	September 3	September 7
Read Chapter 1: Why major in psychology? Read Chapter 2: Succeeding in College: Transitions, strategies, and resources Read Chapter 3: Succeeding in the psychology major: Adjustments, common difficulties, and strategies Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapters 1 – 3		• Assignments (Canvas): Experiential Learning due
Week 3	September 10	September 14
Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapters 1 – 3	• Discussions (Canvas): Chapters 1-3 (choose one) due	• Discussions (Canvas): 1+ Peer Reply due for Chapter 1, 2, AND/OR 3 • Quizzes (Canvas): Chapters 1 – 3 and APA due

Weekly Topics	Wednesday	Sunday
CENSUS DATE: September 10, 2025 **Last Day to Drop (Drop course but retain one in a session Course(s)/Grade of "W" on transcript): September 10, 2025** **Drop Classes with "W" (Drop course(s) but retain one in a session Course(s)/Grade of "W" on transcript): September 11 – November 7, 2025** **Term Withdrawal (Withdraw from all courses for all sessions Courses/Grade of "W" on transcript: September 11 – November 21, 2025**		
Week 4	September 17	September 21
Read Chapter 4: Assessing and developing career goals Read Chapter 5: Using your bachelor's degree: Preparing for the job market Read Chapter 6: The preprofessional degree: Preparing for graduate school Read Chapter 7: The preprofessional degree: Applying to graduate school Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapters 4 – 7	• **Extra Credit Assignments (Canvas): One of three Checking-in due (2 points)**	• Assignments (Canvas): Using O*NET and Outlook Handbook to Identify Careers (Chapter 5) due
Week 5	September 24	September 28
Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required	• Discussions (Canvas): Chapters 4 – 7 (choose one) due	• Discussions (Canvas): 1+ Peer Reply due for Chapter 4, 5, 6, AND/OR 7

Weekly Topics	Wednesday	Sunday
Learning Materials for Chapters 4 – 7		
Week 6	October 1	October 5
Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapters 4 – 7	• **Extra Credit Assignments (Canvas): Is graduate school right for you (Chapter 6 and 7) due (2 points)**	• Assignments (Canvas): Networking with professionals at UNT-Dallas and/or outside of UNT-Dallas (Chapter 5 and 6) due • Quizzes (Canvas): Chapters 4 - 7 and APA due
Week 7	October 8	October 12
Read Chapter 8: Experimental, Developmental, Social, Cognitive, and Biopsychology Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 8 **MID-TERM EXAMS: Instructor will use the mid-term grade that the student has at this time as the mid-term exam grade.** **October 6 - 11, 2025**		• Assignments (Canvas): Graduate Programs OR Job Opportunities at the Bachelor's Level due (choose one)
Week 8	October 15	October 19
Read Chapter 9: Careers in Industrial and Organizational Psychology Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 9		• Assignments (Canvas): Final Resume/CV due • **Extra Credit Assignments (Canvas): Sent resume or curriculum vitae (CV) to Careers Center for feedback and made the recommended changes (2 points) due**
Week 9	October 22	October 26
Read Chapter 10: Careers in Clinical Psychology and Counseling Psychology Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 10	• Discussions (Canvas): Chapters 8 – 10 (choose one) due • **Extra Credit Assignments (Canvas): Two of three Checking-in due (2 points)**	• Discussions (Canvas): 1+ Peer Reply due for Chapter 8, 9, AND/OR 10 • Quizzes (Canvas): Chapters 8 - 10 and APA due

Weekly Topics	Wednesday	Sunday
Week 10	**October 29**	**November 2**
Read Chapter 11: Careers in Educational and School Psychology Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 11	• **Extra Credit Assignments (Canvas): Self-Care Tip(s) due (2 points)**	• Assignments (Canvas): Create a Cover letter <u>or</u> Personal statement due (choose 1) • **Extra Credit Assignments (Canvas): Sent Cover letter to Careers Services <u>or</u> sent Personal Statement to Learning Commons (choose one) for feedback AND made recommended changes (2 points) due**
Week 11	**November 5**	**November 9**
Read Chapter 12: Careers in Exercise and Sport Psychology Read Chapter 13: Careers in Health Psychology Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapters 12 – 13 **Drop Classes with "W" (Drop course(s) but retain one in a session Course(s)/Grade of "W" on transcript): September 11 – November 7, 2025**	• Discussions (Canvas): Chapters 11 - 13 (choose one) due	• Discussions (Canvas): 1+ Peer Reply due for Chapter 11, 12, AND/OR 13 • Quizzes (Canvas): Chapters 11 - 13 and APA due
Week 12	**November 12**	**November 16**
Read Chapter 14: Careers in Neuropsychology Read Chapter 15: Careers in Forensic Psychology Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 14 – 15		• Assignments (Canvas): Experiential Learning Experiences due
Week 13	**November 19**	**November 23**
Read Chapter 16: Careers in Academe	• Discussions (Canvas): Chapter 14 - 17 (choose one)	• Discussions (Canvas): 1+ Peer Reply due for Chapter 14, 15, 16, AND/OR 17

Weekly Topics	Wednesday	Sunday
Read Chapter 17: Assessing the Career Outlook for the Psychology Major Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 14 – 17 **Term Withdrawal (Withdraw from all courses for all sessions Courses/Grade of "W" on transcript: September 11 – November 21, 2025**	due • **Extra Credit Assignments (Canvas): Crossword Puzzle due (2 points)**	
Week 14	November 26	**University Closure – Fall Break November 27 - 28**
Review on Canvas Chapter Summaries, Learning Objectives, and Instructions; Required Learning Materials for Chapter 14 – 17	• **Extra Credit Assignments (Canvas): Final (three of three) Checking-in (2 points) due**	**ENJOY YOUR BREAK!**
Week 15	December 3	**Thursday, December 4**
Wrapping it up **NO FINAL EXAM** **LAST DAY OF CLASSES/ Last Day to File for an Incomplete Grade (all signed paperwork must be received in the Registrar's Office by this date): December 4, 2025**	• Discussions (Canvas): Reflection discussion due	• Discussions (Canvas): 1+ peer comment due • Quizzes (Canvas): Chapters 14 - 17 due • **Extra Credit Assignments (Canvas): Complete the course evaluation (2 points) due** • **Extra Credit Discussions - last day to submit Week 15 UNT-Dallas Event (Canvas; 2 points) due**

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. All activities will be turned in on Canvas.

Introduce Yourself:
In the first week of class, you will be asked to provide a personal biography with two peer comments and post in the Discussion section of Canvas. In an online setting it is important that we get to know and welcome one another

early in the course so that we can create a sense of community with your instructor and peers. Introductions will be due by 11:59PM Central Time on the assigned date (see course schedule for due dates). Please see Canvas for instructions.

Assignments:

You will be asked to complete individual writing assignments to help you develop and plan for your personal, career, and educational goals (e.g., resume, personal statement, reflection essays). These assignments are in the Assignment section on Canvas. Individual assignments are personal and only the student and professor can see them. Assignments will be posted Day 1 (Monday) of the week in which it is assigned, and due by 11:59 pm Central Time on the assigned date (see course schedule for due dates). You will want to carefully review the Assignment Rubric document located in Canvas. This will be used in evaluating your assignment. Please see Canvas for instructions.

Discussions:

You will be asked to answer discussions in the Discussion section of Canvas and comment on your peers' work. These discussions will be related to the weeks' readings from the required textbook. The questions will require critical thinking or application of course topics and will be used to help students stay engaged with their readings, study for their quizzes, and practice writing in **APA style** when citing sources within text and preparing a reference list for the Discussions. Missing APA style citations and/or references may result in a **zero**. Discussions will be posted Day 1 (Monday) of the week in which it is assigned, and due by 11:59 pm Central Time on the assigned date (see course schedule for due dates). You will want to carefully review the Discussion Board Rubric document located in Canvas. This will be used in evaluating your discussion board contributions each week. **Students cannot make up discussion activities after the due date, as the class moves on to the next week's topics.** Please refer to Canvas for detailed instructions.

Peer Replies/Comments:

In addition to answering discussions, you will also be required to interact with your peers in the discussions. Your participation grade will consist of replies made to peers. You are welcome, and encouraged, to post more than the minimum required peer replies, as these discussions make the online experience rich and interactive. The purpose of peer interaction is to aid in processing material, to promote class discussion, to emphasize the practical applications of some of the concepts learned in class materials and in your readings, and to build community. Comments should be more than one sentence and should have the following to earn the full credit: (1) paraphrase what you learned from your peer; (2) add information to the discussion; and (3) ask a question related to the discussion. **Students cannot make up peer replies/comments after the due date, as the class moves on to the next week's topics.** Please see Canvas for instructions for number of peers to reply.

Quizzes:

Traditional on-site courses typically have Midterms and Finals. We will have similar Quizzes, only ours will be administered based on individual learning units. Students will complete a multiple-choice quiz independently, and the questions will be based on material taken from the required textbook and course. All Quizzes will be administered via Canvas. You may work on your quiz for several days or in one sitting, and they are not timed. Quizzes are also limited to two attempts. The highest score will be recorded. Due dates for quiz completion are included in the "Course Schedule," and quizzes should be completed by 11:59PM Central Time on the due date. For a midterm grade, the instructor will use the student's current grade as the exam grade.

Extra Credit:

Extra credit of **two points** will be offered to students who attend (1) UNT-D events related to graduate programs and Career fairs, (2) receive feedback from the Learning Commons or Career on activities that the professor suggests for students to receive feedback on, (3) complete the end of the semester course evaluation, and/or (4) other course activities. Additionally, students who attend an event must share their learning experience with their classmates in a discussion post on Canvas. Also, students must provide a document from the Learning Commons/Career Center with their feedback AND make the recommended changes to earn the two points. Extra credit opportunities will be announced on Canvas or in the "Course Schedule." Please note that extra credit means that the tasks are optional, and this should not affect the student's final grade if they decide not to complete the extra credit.

Grading Matrix:

Activities	Total Points	Points Earned
Assignments (Canvas)	• 7 Assignments total • 20 points each • 7 Assignments X 20 points = **140 points**	
• Week 2: Experiential Learning (Part 1)		
• Week 4: Using O*NET and Outlook Handbook to Identify Careers		
• Week 6: Networking with professionals at UNT-Dallas and/or outside UNT Dallas (Chapter 5 and 6)		
• Week 7: Graduate Programs or Job Opportunities at the Bachelor's Level (choose one)		
• Week 8: Final Resume/CV		
• Week 10: Create a Cover Letter or Personal Statement (choose one)		
• Week 12: Experiential Learning Experiences (Part 2)		
Discussions (Canvas)	• 7 Discussions total • 20 points each • 7 Discussions X 20 points= **140 points**	
• Week 1: Introduce Yourself		
• Week 3: Chapter 1 – 3 (choose one)		
• Week 5: Chapter 4 – 7 (choose one)		
• Week 9: Chapter 8 – 10 (choose one)		
• Week 11: Chapter 11 – 13 (choose one)		
• Week 13: Chapter 14 – 17 (choose one)		
• Week 15: Reflection		
Discussions (Canvas) **Peer Replies/Comments/Questions**	• 8+ Replies total • 8 points each	

Activities	Total Points	Points Earned
	• 8 Replies X 8 points = **64 points**	
• Week 1: 2+ Replies Bio		
• Week 3: 1+ Reply for Chapter 1, 2, AND/OR 3		
• Week 5: 1+ Reply for Chapter 4, 5, 6 AND/OR 7		
• Week 9: 1+ Reply for Chapter 8, 9, AND/OR 10		
• Week 11: 1+ Reply for Chapter 11, 12, AND/OR 13		
• Week 13: 1+ Reply for Chapter 14, 15, 16 AND/OR 17		
• Week 15: 1+ Reply Reflection		
Quizzes (Canvas)	• 18 Quizzes • 20 points each • 18 Quizzes X 20 points = **360 points**	
• Week 1: Syllabus and Course		
• Week 3: Chapters 1 – 3 and APA		
• Week 6: Chapters 4 – 7 and APA		
• Week 9: Chapters 8 – 10 and APA		
• Week 11: Chapters 11 – 13 and APA		
• Week 15: Chapters 14 – 17 and APA		
Extra Credit (2 points; this is optional and should not affect student's grade if they decide not to participate; Assignments Canvas)	• 10 extra credit activities • 2 points each • 10 extra credit activities X 2 points = **20 points (this may vary)**	
• Week 4: Checking-in (one of three)		
• Week 6: Is graduate school right for you (Chapter 6 and 7)?		
• Week 8: Send Resume/CV to Careers Center (Handshake) for feedback		

Activities	Total Points	Points Earned
AND make recommended changes		
• Week 9: Checking-in (two of three)		
• Week 10: Self-care tip(s)		
• Week 10: Send Cover Letter or Personal Statement to Careers Center (Handshake) or Learning Commons for feedback AND make recommended changes		
• Week 13: Crossword Puzzle		
• Week 14: Checking-in (three of three)		
• Week 15: End of the year course evaluation survey (University will email you the link or you can log in to mydallas.unt.edu and search for course evaluation to complete evaluations for all your courses)		
• Weeks 1-15: UNT-D events (See Canvas for more details; due within the week of attending the event)		
TOTAL	**704 points + Extra Credit opportunities**	

Grade Determination:
UNT-D's Grade determination can be found at: [Grade determination](#).

Points	Percentages	Letter Grade
704 – 631	90-100%	A
630 – 560	80-89%	B
559 – 490	70-79%	C
489 – 419	60-69%	D
418 – 0	0-59%	F

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 accommodations 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 accommodations 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 the Disability Services Office website. You may also contact them by phone at 972-338-1787; by email at UNTDdisability@untdallas.edu or in the Student Center Building, 1st floor.

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 Course Management System's 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's 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. Once you complete the course evaluation, you are welcome to let me know to receive **2 points extra credit**.

Late Work Policy:
Make-up activities are allowed with proper documentation (e.g., doctor's note, automobile accident report, funeral announcement, etc.). This documentation will be verified by your instructor, which means that documentation must provide a contact name and number. Exceptions will be made for legitimate emergencies at the instructor's discretion (e.g., illness, death in the family), but only if you contact me immediately. Computer problems, like crashes or lost/corrupted files, are not acceptable emergencies. Be sure to make back-up files of your work. Legitimate make-up work will only be allowed within one week of the missed assignment. If arrangements are not made in a timely manner, I will need documentation (e.g., hospital notice, etc.) explaining the delay. Otherwise, make-ups will not be allowed beyond one week. **Since participation must involve classmates, missed participation for discussions and peer comments cannot be made up after its due date.**

Final Grades:
Grades will not be changed after final grades for the semester are submitted, except in cases of documented errors in the computation of a student's total course points earned or in the recording of a student's grade. Students should retain all returned assignments until students have confirmed that the final grade has been computed and reported accurately. Please note that students must earn the exact number of points that correspond with the percentage associated with a letter grade to earn that grade.

Drop/Withdrawal Policy:
If you are unable to complete this course, you must withdraw from it by <mark>Friday, November 21, 2025.</mark> Withdrawing from a course is a formal procedure, which you must initiate. Therefore, the instructor cannot do this for you. You may withdraw from a class by contacting the Registrar's Office. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of "F." Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with your instructor if you feel you need to withdraw. The full drop and withdrawal policy is online at Drop/Withdrawal Policy.

Incompletes:
Incompletes are generally reserved for students who have completed most of the coursework, but due to circumstances, are unable to complete the rest of the coursework. An incomplete will be granted at the instructor's discretion. If an incomplete is granted it is the student's responsibility to complete the coursework in accordance with University policy. If an incomplete is not granted, the student is responsible for all the work assigned in the course

during the current semester. Last day to file for an incomplete grade is <mark>Thursday, December 4, 2025.</mark>

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 in the [Student Code of Academic Integrity](#) Code 7.002 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 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 [Registrar's Office](#) 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 forum threads 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 the [Student Code of Student Rights Responsibilities and Conduct](#) Code 7.001. Respect is a given principle in all online communication. Therefore, please be sure to proofread all 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 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:
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 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 Canvas 24/7 Help Desk 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 Canvas Student Guide.

Resources:
No student should go hungry. If you face hunger, need access to immediate food, or struggle to afford food, you are not alone. Our campus offers free food and resources to students at the Trailblazer Care Pantry. For help, visit the pantry on the second floor of the Student Center (behind the speaking lab) any day between noon and 4pm. If you arrive before or after hours, please call 972-338-1816 for access or contact: carepantry@untdallas.edu.

Additionally, your mental health and wellbeing is critical to your success. If you have any questions, concerns, or simply need support in any way, please visit the Counseling and Wellness Center or contact them via email Counseling.Wellness@untdallas.edu.