

University of North Texas at Dallas

Spring 2024

SYLLABUS for Distance Learning in Careers and Writing in Psychology (PSYC2320)

Department of Sociology and Psychology
School of Liberal Arts and Sciences
Instructor Name: Brock Rozich, PhD
Office Location: Virtual
Office Phone: Zoom/Teams meetings only
Email Address: brock.rozich@untdallas.edu Please note that I am an adjunct faculty member and have full-time outside employment. I typically reply quickly to emails, but it may take up to 48 hours to respond in rare circumstances. I do not check emails on the weekend until Sunday night. Please wait until after this time period to send a follow-up email.
Virtual Office Hours: Mondays: 6 PM – 7 PM Please email me to set up a virtual appointment- I am always willing to meet outside of my office hours, you just have to contact me in advance to set up a meeting.
Classroom Location: DAL1 Room 304
Class Meeting Days & Times: Tuesday 7-9:50 PM
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, writing research proposals) and increasing career awareness in a variety of psychology-related domains.
Prerequisites: PSYC 1100 or equivalent with C or better
Required Text: Provided via Canvas (Semester Resources Module)
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

Department of Sociology and Psychology

School of Liberal Arts and Sciences

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. The modality of the course is subject to change with advance notice. Individual class periods may also change. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added. All activities are due by 11:59PM Central time on Sunday evenings, unless otherwise noted.

I will have *additional* office hours during Tuesday class time for you to approach me with questions about course material.

Weekly Topics		
Week 1	January 16th	Homework
<p>Get to know your peers, your professor, and this course</p> <p>Review the Syllabus and required textbook</p> <p>Review Canvas</p>	<ul style="list-style-type: none"> Discussions (Canvas): Introduce Yourself (Bio) due 	<ul style="list-style-type: none"> Discussions (Canvas): 2 Peer Replies for the Introduce Yourself (Bio) due Syllabus Quiz Due
Week 2	January 23rd	Homework
<p>Read Chapter 1: Why major in psychology?</p> <p>Read Chapter 2: Transitions, strategies, and resources</p> <p>Review the power points for Chapters 1 and 2</p> <p>Work on Chapter 1 and 2 notetaking</p>	<ul style="list-style-type: none"> Discussions (Chapters 1-2) 	<ul style="list-style-type: none"> Discussions (Canvas): 2 Peer Replies for Chapter 1 and 2 discussions due Assignments (Canvas): Cred Part 1 Experiential Learning due Quizzes (Canvas) Chapters 1 and 2 due
Week 3	January 30th	Homework
<p>Read Chapter 3: Succeeding in the psychology major: Adjustments, common difficulties, and strategies</p> <p>Review the power point for Chapter 3</p> <p>Work on Chapter 3 note taking</p>		<ul style="list-style-type: none"> Discussions (Canvas): 1 Peer Reply for Chapter 3 discussion due Quizzes (Canvas): Chapter 3 due
Week 4	February 6th	Homework

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<p>Read Chapter 4: Assessing and developing career goals</p> <p>Review the power point for Chapter 4</p> <p>Work on Chapter 4 note taking</p>	<ul style="list-style-type: none">• D i s c u s s i o n s (Canvas): Chapter 4 discussions due• Assignments (Canvas):Chapter 1, 2, and 3 notes due	<ul style="list-style-type: none">• Discussions (Canvas): Peer Reply for the Chapter 4 Discussion due• Assignments (Canvas):Network faculty and/or staff outside the university due• Quizzes (Canvas): Chapter 4 due
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Weekly Topics		
Week 5	February 13th	Homework
<p>Read Chapter 5: Using your bachelor's degree: Preparing for the job market</p> <p>Review the power point for Chapter 5</p> <p>Work on Chapter 5 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 5 discussions due 	<ul style="list-style-type: none"> Discussions (Canvas): 1 Peer Reply for the Chapter 5 Discussion due Quizzes (Canvas): Chapter 5 due
Week 6	February 20th	Homework
<p>Read Chapter 6: The preprofessional degree: Preparing for graduate school</p> <p>Review the power point for Chapter 6</p> <p>Work on Chapter 6 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 6 discussions due 	<ul style="list-style-type: none"> Discussions (Canvas): 1 Peer Reply for the Chapter 6 Discussion due Assignments (Canvas): Is graduate school right for you? due Quizzes (Canvas): Chapter 6 due
Week 7	February 27th	Homework
<p>Read Chapter 7: The preprofessional degree: Applying to graduate school</p> <p>Review the power point for Chapter 7</p> <p>Work on Chapter 7 note taking</p> <p>NO MID-TERM EXAM: Instructor will use the mid-term grade that the student has as the mid-term exam grade.</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 7 discussions due Assignments (Canvas): Chapter 4, 5, and 6 notes due 	<ul style="list-style-type: none"> Discussions (Canvas): 1 Peer Reply for the Chapter 7 Discussion due Assignments (Canvas): Research Graduate Programs OR Job Opportunities at the bachelor's Level due (pick one) Quizzes (Canvas): Chapter 7 due
Week 8	March 5th	Homework

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<p>Chapter 8: Experimental, Developmental, Social, Cognitive, and Biopsychology</p> <p>Review the power point for Chapter 8</p> <p>Work on Chapter 8 note taking</p>	<ul style="list-style-type: none">• Discussions (Canvas): Chapter 8 discussions due -Group 1 and the rest of the students will have specific questions to answer•	<ul style="list-style-type: none">• Discussions (Canvas): 1Peer Reply for the Chapter 8 discussions due• Assignments (Canvas):Create a Resume/CV (receive 2 points extracredit for sending resume to the Careers Center AND making the recommended changes to resume) due• Quizzes (Canvas):
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Weekly Topics		
		Chapter 8 due
Week 9	March 19th	Homework
<p>Read Chapter 9: Careers in Industrial and Organizational Psychology</p> <p>Review the power point for Chapter 9</p> <p>Work on Chapter 9 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 9 discussions due - 	<ul style="list-style-type: none"> Discussions (Canvas): 1Peer Reply for the Chapter 9 discussions due Assignments (Canvas): Create a Cover letter or Personal statement (choose 1) (receive 2 points extra credit for sending Cover letter or personal statement to Careers Center/Learning Commons AND making recommended changes) due Quizzes (Canvas): Chapter 9 due
Week 10	March 26th	Homework
<p>Read Chapter 10: Careers in Clinical Psychology and Counseling Psychology</p> <p>Read Chapter 11: Careers in Educational and School Psychology</p> <p>Review the power points for Chapters 10 and 11</p> <p>Work on Chapters 10 and 11 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 10 and Chapter 11 due Assignments (Canvas): Chapter 7, 8, and 9 notes due 	<ul style="list-style-type: none"> Discussions (Canvas): 2Peer Replies for the Chapter 10 and Chapter 11 discussions due Quizzes (Canvas): Chapters 10 and 11 due
Week 11	April 2nd	Homework
<p>Read Chapter 12: Careers in Exercise and Sport Psychology</p> <p>Read Chapter 13: Careers in Health Psychology</p> <p>Review the power points for Chapters 12 and 13</p> <p>Work on Chapters 12 and 13 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 12 and Chapter 13 (Group 7) and Chapter 15 (Group 8) due next week 	<ul style="list-style-type: none"> Discussions (Canvas): 2Peer Replies for the Chapter 12 and Chapter 13 discussions due Quizzes (Canvas): Chapters 12 and 13 due

Weekly Topics		
Week 12	April 9th	Homework
<p>Read Chapter 14: Careers in Neuropsychology</p> <p>Read Chapter 15: Careers in Forensic Psychology</p> <p>Review the power points for Chapters 14 and 15</p> <p>Work on Chapters 14 and 15 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 14 and Chapter 15 due – Assignment (Canvas): Chapter 10, 11, 12, and 13 Notes due 	<ul style="list-style-type: none"> Discussions (Canvas): 2 Peer Replies for the Chapter 14 and Chapter 15 discussions due Quizzes (Canvas): Chapters 14 and 15 due
Week 13	April 16th	Homework
<p>Read Chapter 16: Careers in Academe</p> <p>Read Chapter 17: Assessing the Career Outlook for the Psychology Major</p> <p>Review the power points for Chapters 16 and 17</p> <p>Work on Chapters 16 and 17 note taking</p>	<ul style="list-style-type: none"> Discussions (Canvas): Chapter 16 and Chapter 17 due 	<ul style="list-style-type: none"> Discussions (Canvas): 2 Peer Replies for the Chapter 16 and Chapter 17 discussions due Quizzes (Canvas): Chapters 16 and 17 due
Week 14	April 23rd	Homework
	Flex Class- TBD	
Week 15	April 30th	Homework
<p>Wrapping it up</p> <p>Semester ends December 9th</p> <p>NO FINAL EXAM: Instructor will use the final grade that the student has as the final exam grade.</p>	<ul style="list-style-type: none"> Discussions (Canvas): Reflection discussion due Assignment (Canvas): Chapters 16 and 17 Notes due Any makeup work due 	<ul style="list-style-type: none"> Discussion (Canvas): 1 Peer Reply for the Reflection Discussion due Assignment (Canvas): Cred Part 2 Experiential Learning Experiences due Assignment (Canvas): Cred Survey Part 2 (extra credit: 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 (Sunday, unless otherwise noted)). 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 start the weekly class discussion. Discussions will be posted Day 1 (Monday) of the week in which it is assigned, and due by 11:59 pm Central Time on Wednesday. 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 will NOT be able to make up discussions after the due date since students typically move on to the next week's discussion activities. Please see Canvas for instructions.

Peer Replies/Comments:

In addition to answering weekly discussions, you may also choose to interact with your peers in weekly discussions. Your participation grade will consist of replies made to peers.. 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: (1) paraphrase what you learned from your peer; (2) add information to the discussion; and (3) ask a question related to the discussion. Students must post their main reply before responding to peers.

Quizzes:

Students will complete a multiple-choice chapter 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 (Sunday, unless otherwise noted).

Extra Credit:

Extra credit of **three 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 Services regarding their assignments, (3) complete two 25-minute online surveys from the CRED program (links to the surveys will be shared on Canvas), and/or (4) complete the end of the semester course evaluation (link to the survey will be emailed to you by the University). 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 in a negative way.

Grading Matrix:

Activities	Total Points	Points Earned
Assignments (Canvas) Individual or Small Group	<ul style="list-style-type: none">14 Assignments total10 points each14 Assignments X 10 points = 140 points	
<ul style="list-style-type: none">Week 1: Introduction Survey		
<ul style="list-style-type: none">Week 2: Cred Part 1		

Activities	Total Points	Points Earned
Experiential Learning		
<ul style="list-style-type: none"> Week 3: Small Group Assignments Contract and Networking 		
<ul style="list-style-type: none"> Week 4: Chapter 1, 2, and 3 Notes 		
<ul style="list-style-type: none"> Week 4: Network faculty and/or staff outside the university 		
<ul style="list-style-type: none"> Week 5 TBA 		
<ul style="list-style-type: none"> Week 6: Small Group Assignments Is graduate school right for you? 		
<ul style="list-style-type: none"> Week 7: Chapter 4, 5, and 6 Notes 		
<ul style="list-style-type: none"> Week 7: Research Graduate Programs or Job Opportunities at the bachelor's Level (pick one) 		
<ul style="list-style-type: none"> Week 8: Create a Resume/CV 		
<ul style="list-style-type: none"> Week 9: Create a Cover Letter or Personal Statement (choose one) 		
<ul style="list-style-type: none"> Week 10: Chapters 7, 8, and 9 notes 		
<ul style="list-style-type: none"> Week 12: Chapters 10, 11, 12, and 13 notes 		
<ul style="list-style-type: none"> Week 14: Cred Part 2 Experiential Learning Experiences 		
Discussions (Canvas) Peer Replies/ Comments	<ul style="list-style-type: none"> 14 Replies total 10 points each 14 Replies X 10 points = 140 points 	
<ul style="list-style-type: none"> Week 1: 2 Replies Bio 		
<ul style="list-style-type: none"> Week 2: Chapters 1-2 		
<ul style="list-style-type: none"> Week 3: 1 Reply Chapter 3 		
<ul style="list-style-type: none"> Week 4: 1 Reply Chapter 4 		

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	Week 5: 1 Reply Chapter 5		
•	Week 6: 1 Reply Chapter 6		
•	Week 7: 1 Reply Chapter 7		
•	Week 8: 1 Reply Chapter 8		
•	Week 9: 1 Reply Chapter 9		
•	Week 10: Chapter 10- 11		

Activities	Total Points	Points Earned
• Week 11: Chapter 12-13		
• Week 12: Chapter 14-15		
• Week 13: Chapter 16-17		
• Week 14: 1 ReplyReflection		
Quizzes (Canvas)	120 points (10 points each, lowest score dropped)	
• Week 1: Syllabus		
• Week 2: Chapter 1 andChapter 2		
• Week 3: Chapter 3		
• Week 4: Chapter 4		
• Week 5: Chapter 5		
• Week 6: Chapter 6		
• Week 7: Chapter 7		
• Week 8: Chapter 8		
• Week 9: Chapter 9		
• Week 10: Chapter 10 andChapter 11		
• Week 11: Chapter 12 andChapter 13		
• Week 12: Chapter 14 andChapter 15		
• Week 13: Chapter 16 andChapter 17		
Extra Credit (3 points; this is optional and will not affect your grade in a negative way if you decide not to participate)	<ul style="list-style-type: none"> • 5 extra credit activities • 3 points each • 5 extra credit activities X 3points = 	
Assignments (Canvas)	15 points (this may vary)	
• Week 6: TBA		
• Week 8: Send Resume/ CVto Careers Center (Handshake) for feedback AND make recommendedchanges		

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Week 9: Send Cover Letter or Personal Statement to Careers Center (Handshake) or Learning Commons AND make recommended changes		
<ul style="list-style-type: none">Week 14: Cred Survey 2(Link found on Canvas)		
<ul style="list-style-type: none">UNT-D events related to		

Activities	Total Points	Points Earned
graduate programs and Career fairs throughout the semester (this may vary; announcements will be made on Canvas)		
TOTAL	400	

*****In the event that not all assignments are distributed, the prorated amount of the total number of points for that group of assignments will count as your final grade. For instance, if your average for quizzes is a 90% and we only have 5 quizzes, you will receive a 108/120 (90%) toward your total points**

Grade Determination:

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

Points	Percentages	Letter Grade
360-400	90-100%	A
320-359	80-89%	B
280-319	70-79%	C
240-279	60-69%	D
0-239	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 972-338-1777; 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 email me to let me know and 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 **November 6th, 2023**. 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 **December 1st, 2022**.

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 (including artificial intelligence, such as ChatGPT) 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

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. In the event that you miss class, you are expected to join virtually or observe the recorded lecture as makeup.

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 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: 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](#).