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## **COURSE INFORMATION**

- **SEXUALITY AND AGING**
- Fall 2017 AGER 4750 Section 810 and 820 \* 3 Credit Hours
- On-line course using Blackboard Learn. No scheduled face-to-face meeting times are required.

### **Professor/Instructor Contact Information**

- K. Whisnant Turner, Ph.D.
- Chilton Hall, Suite 218
- Office phone (940) 369-7889
- Cell phone (940) 390-1619 preferred contact
- Office hours: By appointment
- Email: Keith.Turner@UNT.edu Please do not send any assignments to my email.

### **About the Professor**

**Short Bio:** Dr. Turner is Associate Professor of Applied Gerontology at the University of North Texas. In addition to holding degrees in Psychology, he received the Interdisciplinary Doctoral Degree from the University of Cincinnati in Geriatrics, Health Policy/Administration, and Urban Planning. His current research addresses developing and evaluating community level programs and services for the aged, disabled, and populations with special healthcare needs. He instructs undergraduate and graduate students in a variety of other professional practice courses including mediation, grant proposal writing, community needs assessment, program planning and evaluation. He directs field internship placement for undergraduate and graduate students in Applied Gerontology.

Dr. Turner also provides volunteer leadership assistance to local community organizations including the Denton County Geriatric Services Workgroup, the North Central Texas Council of Governments Area Agency on Aging, the Denton County MH/MR Authority, and the Denton County Health Department. For kicks, Dr. Turner conducts non-profit agency board leadership training and provides strategic planning technical assistance to non-profit agency boards of directors and designs dispute resolution systems and is a professionally trained mediator in interpersonal and organizational conflicts. Over the last 25 years at UNT, Dr. Turner has received numerous awards for his research and service to the community. I hope that you will enjoy this fun and intriguing course in human sexuality.

### **Course Pre-requisites**

There is no pre-requisite course or instructor permission needed.

## Materials – Text, Readings, Supplementary Readings

There is no required textbook for this course. The required readings, videos, links, and journal articles will be available online through this course and through the UNT Library @www.unt.edu All the links to the materials will be posted each week. Material required to be reviewed by the student will be noted clearly. Recommended materials are optional, but highly recommended

## Course Description

- One of the most pervasive myths of aging is that older people are non-sexual. This course challenges popular stereotypes and examines sexual attitudes, expression and behavior as people age. In addition to common social beliefs and attitudes that may affect the opportunity for sexual expression among older adults, biological changes and sexual responses are explored. Emotional and physical intimacy is also discussed as an important part of healthy aging. Finally, the commodification of older sexuality is researched and assessed to broaden the student's awareness of the business aspects of aging.
- The instructional method requires students to be self-directed. It is recommended that students access the course early each week, review any announcements, access the appropriate lesson plans, and post their original discussion threads by Wednesday. By knowing in the beginning of the week what needs to be done, students will be better prepared to plan, complete, and submit their assignments by the deadline. It is also recommended that students access the course at least once a day throughout the week to read others' posted materials, work on assignments, review any further announcements and reply to other students' threads.

## Course Learning Objectives:

This course is designed to help students achieve the following Course Objectives (CO). Upon completion of this course, students should be able to:

1. Evaluate the overall key issues related to sexuality within the aging population. (CO1, BL5)
2. Deconstruct the myths about and the barriers to sexuality in the older adult population. (CO2, BL4)
3. Distinguish between prominent issues related to alternative lifestyles and sexual practices of older adults in society at large, in families, and in situations involving housing (CO3, BL4)
4. Argue the support for "sexual enhancement" drugs and the risks and barriers associated with older adult's usage. (CO4, BL5)
5. Judge the reasoning behind the varied levels of support for "sexual enhancement" drugs from federal policies and insurance companies. (CO5, BL5)
5. Appraise how the media portrays their perceptions of sexual relations of the elderly. (CO5, BL4)
6. Construct arguments for and against on the topics of: myths and barriers, problems and perceptions of aging, alternative lifestyles, sexually transmitted diseases, ethnic sexual

issues, and portrayal of sexual relations of the elderly in social media, and deliver these arguments through weekly discussions and research papers. (CO6, BL6)

*NOTE: Each Course Objective (CO) and weekly Module Objective (MO) has been associated with the appropriate level of intellectual behavior Bloom's Taxonomy has identified as important in the learning process. The level of Bloom's taxonomy associated with the objective is indicated as "Bloom's Level" (BL). This taxonomy (or classification system) identifies six levels of cognitive complexity: BL1 = remembering; BL2 = understanding; BL3 = applying; BL4 = analyzing; BL5 = evaluating; BL6 = creating. As this is an upper level undergraduate course, the majority of learning objectives are associated with BL4, BL5, and BL6. For more information about Bloom's Taxonomy go to*

*<http://jf20.wikispaces.com/file/view/Bloom's+Revised+Taxonomy-Digital+Style.pdf>*

## **TECHNICAL REQUIREMENTS/ASSISTANCE**

The following information has been provided to assist you in preparation for the technological aspect of the course.

- UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>  
The University of North Texas UIT Student Helpdesk provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at: Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)  
Phone: 940.565-2324 \* In Person: Sage Hall, Room 130  
The hours are: Monday-Thursday 8am-Midnight  
Friday 8am-8pm \* Saturday 9am-5pm \* Sunday 8am-Midnight
- Hardware and software necessary to use Bb Learn: <http://www.unt.edu/helpdesk/bblearn/>
- Browser requirements:  
<http://kb.blackboard.com/pages/viewpage.action?pageId=84639794>
- Computer and Internet Literacy: [http://clt.odu.edu/oso/index.php?src=pe\\_comp\\_lit](http://clt.odu.edu/oso/index.php?src=pe_comp_lit)
- Necessary plug-ins: <http://goo.gl/1IsVF>
- Internet Access with compatible web browser
- Headset/Microphone (not required but may be help for any synchronous chats and video conferences)
- Word Processor

### **Minimum Technical Skills Needed: At a minimum, students should have the following technical skills:**

- Navigate and utilize the features of the learning management system (i.e., Blackboard Learn), such as:
  - access and open posted files documents, videos, and weblinks
  - submit assignments using assignment links (e.g, Turnitin)
  - access, complete, and submit tests correctly
  - access and post comments on discussion boards
  - use email and send documents as attachments
- Create documents using commonly used word processing program (e.g., Word)

- Save documents as .doc or .docx files (*all* documents submitted as an assignment must be saved as a .doc or .docx file)
- Copy and paste within documents
- Download and install required software to ensure proper operation of Blackboard

## ACCESS & NAVIGATION

### Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, Blackboard Learn. To get started with the course, please go to: <https://learn.unt.edu>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

### Student Resources and Academic Support Services

Links to all of these services can be found on the Academic Support tab within Blackboard Learn.

- Academic Resource Center: buy textbooks and supplies, access academic catalogs and programs, register for classes, and more.
- Center for Student Rights and Responsibilities: provides Code of Student Conduct along with other useful links.
- Office of Disability Accommodation: ODA exist to prevent discrimination on the basis of disability and to help students reach a higher level of independence.
- Counseling and Testing Services: CTS provides counseling services to the UNT community as well as testing services; such as admissions testing, computer-based testing, career testing and other tests.
- UNT Libraries: online library services
- Online Tutoring: chat in real time, mark up your paper using drawing tools and edit the text of your paper with the tutor's help.
- The Learning Center Support Programs: various program links provided to enhance the student experience.
- Supplemental Instruction: program for every student, not just for students that are struggling.
- UNT Writing Lab: offers free writing tutoring to all UNT students, undergraduate and graduate.
- Math Tutor Lab: located in GAB, room 440.
- Succeed at UNT: how to be a successful student information.

### Helpful Tip: Blackboard has a new mobile app called Bb Student replacing BB Mobile for student use.

1. Bb Student was designed with you in mind and with the intention of providing a more user friendly and modern experience to help you achieve your educational goals. Your phone needs one of these operating systems installed: iOS8+, Android 4.0+, or Windows 8.1+.
2. Some of the key features include:

- a.) Activity Stream: The majority of the time you spend in Bb Student will be spent on the activity stream, the home screen. It represents a “smart view” of prioritized events and actions, and pushes content to you.
  - b.) Course Outline: This provides you with a familiar way of exploring content, quickly accessing information, and identifying the main materials you need to focus on. Content presentation is simple, clean, straightforward and fun.
  - c.) Test & Quizzes: You are able to view, complete, and submit assignments and tests, right in the app.
  - d.) Grades: Gives you real-time access to your grades in a comprehensive and friendly format which enables you to quickly identify your academic results and progress in a given class or assignment.
3. Follow these steps to download and install the Bb Student app.
- a) From your device, access the appropriate online store. (iTunes StoreSM on your iPhone®, iPod touch®). (Google Play™ on your Android® device.) (Windows Store on your Windows® device)
  - b.) Search for Bb Student and install the app on your mobile device.
  - c.) Open Bb Student and search for the University of North Texas
  - d.) Log in with your Blackboard Learn EUID and password.
  - e.) Contact @BbMobileSupport on Twitter for assistance if you need help.

**Helpful Tip:** One of the really helpful tools in Blackboard makes it possible for you to forward posts from each discussion forum to your student email. If you have a smart phone, that means that you can read and respond to an interesting post from a classmate right from your smartphone email, which can be very convenient if you have a few minutes during the day.

To set this up, go into each discussion topic one at a time and do this in each one.

1. At the top of the discussion threads there is a tab that says "thread actions". Click to access the drop down menu and choose "subscribe". This will forward all of the posts to your my.unt.edu student email, which can be very convenient.
2. If you discover that you don't find this helpful, you can always unsubscribe by clicking "unsubscribe" on the banner above the discussion forum. You will have to subscribe to each discussion topic individually.

**IMPORTANT NOTE about Blackboard Downtime:** Bb Learn is unavailable every Saturday night from 11:00pm until 2:00am CDT Sunday morning for system maintenance. Please remember this when planning your work in the course for the week.

### Teaching Philosophy

Online courses work best for students who are self-motivated and self-driven. To best benefit from this course, it is vital that each of you participate in the course discussions, activities, and assignments as scheduled on the Timeline provided. It is also expected that each of you will share academic research and information, academic websites, and academically sound peer reviewed articles and/books with each other via the discussion tools to assist each other with the learning process of this topic. It is my responsibility to provide you a platform of information to

begin discussions from and to maintain a safe and comfortable online course environment that promotes positive learning experiences. As upperclassmen, it is your job to build on that platform and demonstrate positive communication exchanges in an online course environment.

[What Makes a Successful Online Student?](#)

[Self Evaluation for Potential Online Students](#)

### **Course Organization**

The course is organized into weekly learning modules where the student can find all of the needed weekly information. This course is also made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each week you will work on various combinations of assignments, discussions, readings, research, etc. which will be made available to you each week within the module. *Some modules may be open ahead of the week needed but each module's **Discussion link** will close on Sunday Night at the end of the week due.*

Each weekly lesson plan will contain some, or all of the following elements:

- Topic description
- Objectives
- Lectures/ Presentations
- Required Readings/ Resources
- Recommended Readings/Resources
- Activities/ Assignments

### **What Should Students Do First?**

1. Complete a quick [Blackboard Learn System Check](#). Install the Bb app on your phone.
2. View and explore the various links located in the list of links on the left side of your course.
3. Download and review the course syllabus and course schedule. Transfer important dates to personal calendars or phone calendars.
4. Review all the information in the [Start Here](#) module. This module will include the Zip Code Survey and additional information to review.

### **How Students Should Proceed Each Week for Class Activities**

Students should check the course each Monday to review the course content posted in that week's Lesson Plan. It is recommended that you engage in the course frequently throughout the week so that you have sufficient time to read, process, and apply the information in a meaningful way as well as be aware of any newly added materials and announcements.

Each week begins on Monday and ends at 11:59 pm the following Sunday. Although I know many students use the weekend to get assignments done, don't try to get everything done at the last minute. You will need time to read and process the readings in order to do well on the discussions and various written assignments and **you must post your original thread by Wednesday for others to respond to you later in the week.**

## COURSE REQUIREMENTS

Students in this course are required to do the following:

- Access and follow all course instructions found in the Weekly Lesson Plan content of the Blackboard course;
- Read posted lectures, Power Points, and required readings;
- Complete the posted on-line course discussion questions and respond to other students' posts using the Blackboard discussion tool;
- Complete and submit assignments electronically using the Blackboard assignment drop box tool;
- Complete on-going semester papers in accordance with the instructions given in this syllabus and the on-line course.

## COMMUNICATIONS

Communication among participants in this course, including the instructor and students will use the following tools in the course in the following way:

- Announcements: I will post announcements as necessary on the Home Page
- E-mail: e-mails will be sent using the course **MESSAGE** feature. You may e-mail me or other students using the course **MESSAGE** feature however, be careful about sending an e-mail to the entire class that you actually intended only for me to see.
- Discussion boards: Discussion boards will be posted throughout the semester as course assignments.

### **Interaction with Instructor Statement**

To ask a question or to make an appointment with me, students should send a **MESSAGE** through the **MESSAGE** link in our course, or leave voice mail at (940) 369-7889. You can expect to receive a response within 24-48 hours. The **MESSAGE** board is the best way because I check that every day regardless whether I go to the office or not.

Most assignments will be graded within one week from the time in which the assignment was submitted. The papers and exams may take up to two weeks to grade.

### **Interaction with other students**

You are expected to conduct yourself in this class with maturity and integrity. This will help maintain a positive and productive learning community for all students. Additionally, here is a minimum of my basic expectations for students:

- I do expect you to demonstrate mature and professional behavior towards your fellow students, the instructor, and the educational process.
- Demonstrate tolerance for listening to other students' opinions and points of view. In return, students should not make offensive or inflammatory statements.

## ASSESSMENTS & GRADING

### Grade Requirements / Student Evaluation

Assignments	Points
Discussions/Case Studies - 8 @ 5 pts. each	40 pts
Journal Article Reviews - 3 @ 5 pts. each	15 pts.
Research Project	15 pts.
Midterm Exam	15 pts.
Final Exam (Non-Comprehensive)	15 pts.
SPOT Survey for Extra Credit	5 pts.
<b>TOTAL POINTS</b>	<b>105 pts.</b>

**Discussions (8 @ 5 pts. each = 40 pts)**  
(Discussions meet CO1 – CO8)

On-line class Discussions/Case Studies will be a key component of this course.

1. **Please post your original thread by Wednesday of each week and please make it be accurate, original, and relevant. Have it teach us something new and be well written. Always incorporate new substantial content in it so they stimulate additional thought about the issue(s) under discussion. And as always, be sure to cite your reference where you gleaned your information from.**
2. **When posting your Original Post, you will not see any other posts until your original is posted.** (This is a plagiarism protection of Blackboard.) Once yours is uploaded, then you can see others' posts and reply accordingly.
3. Once your original post is done, please read other original posts and reply to **at least two (2) other students' Original Posts.** This will encourage learning among all students as everyone shares information, referenced material and resources.
4. Please note the point differentiation for different qualities of posts. Please remember that every point earned or lost is part of the points total for the course.
5. All original material posted must be referenced to show where it was found. This is a senior level course and citing and referencing material at this level is paramount.

Please review the discussion board etiquette websites below for further information.

[http://www.ic.sunysb.edu/Class/che326ff/discussion\\_board/etiquette.pdf](http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf)

<http://online.uwc.edu/technology/onlEtiquette.asp>

**Discussion Links will close on Sunday night every week.** NO additional grades will be given for late postings. If there are questions or concerns on how to handle communication please message the instructor individually for consultation. These discussions will be moderated by the Teaching Assistant and by me.



<b>Rubric Qualifications for Discussion Points</b>	<b>Points</b>
A) Original Post with references + Two responses to others	<b>5</b>
B) Original Post with references + One response to others or C) Original Post with NO references + Two responses to others	<b>4</b>
D) Original Post with references + Zero responses to others or E) Original Post with NO references + One response to others	<b>3</b>
F) No original post but Two responses to others or G) Original Post with NO references + No response to others	<b>2</b>
No original post but One response to others	<b>1</b>

### **Journal Article Reviews (3 @ 5 pts. = 15 pts.)**

*(Meets CO6)*

1. For each of the required article reviews, students will choose an article from the literature that addresses a topic related to Sexuality and Aging. It can be from a professional journal that is published within the last ten years, such as *Journal of Gerontology*, *Journal of Applied Gerontology*, *Gerontologist*, *Educational Gerontology*, etc. OR it can be from a contemporary reliable source such as AARP Magazine, New York Times or the Food and Drug Administration. NOT something like People magazine....
2. **Follow the Article Review Example style given in that Week's Module** and give a brief summary of the article and the findings. Analyze how that article applies to the topics being discussed in this class.
3. Write **2-3 pages** of 12 point font, 1 inch margins, double spaced with name at the top and reference at the bottom of your review all in APA Style. (See web links above to find APA style help.)
4. Please write in your own words and quote sparingly. Cite material from the article you are reviewing with page numbers from article.
5. When choosing articles to review, be forward thinking about this particular subject and whether or not this particular subject is what you want to build your research project from. **You may use these article reviews in your research project.**

### **Research Project (15 pts.)**

*(Meets CO6)*

1. Please prepare a research project on our topics below dealing with sexuality and aging. If you so choose, you can build your project around one of the topics you wrote about in your Journal Article Reviews.
2. The project is an **"Opinion Project"** which is your thoughts supported by peer reviewed research as well as contemporary journalism. Prove to us why we should think the way

you do on your subject matter. Make sure the research used is professional and your project is respectable enough for my grandmother to read.

3. The length for the paper is **a minimum of eight content pages**, double spaced, with 1 inch margins using 12 point font. **These eight pages do not include the title page or the reference page. Total project should be ten pages.**
4. For your reference page, please have at least **three or more articles** that you have referred to in your paper. You will not get full credit without at least eight pages of content and three references. These can be either journal articles or contemporary current reputable articles. Insert your name and document title on all work submitted using a title page and an APA Reference page.

### **Research Project Topics to choose from include all the topics from the Timeline:**

1. Sexuality and Aging
2. Myths and Barriers about Sex and the Elderly
3. Sexual Activity Among the Elderly
4. Common Sexual Problems
5. Sexual Health Issues
6. Female and Male Menopause
7. Ethnic Issues and Sexuality
8. Marital Status and Sex
9. LGBT Community and the Aging
10. Sex and the Pharmaceutical Companies
11. Sexually Transmitted Diseases
12. Popular Media and Sex of the Elderly

### **Midterm Exam and Final Exam (2 @ 15 pts. = 30 pts.)**

*(The Midterm meets CO1, CO2, CO4, CO6)*

1. There will be two exams – a Midterm and a Final. Students will be graded on the correctness and/or content of their responses, logic and preciseness. These will be timed online exams and be a combination of multiple choice, short answer and essay questions. Supportive materials cited and references will be necessary on the essay questions. All information needed for the exams will come from the online course materials given and discussed.
2. The final will **not** be comprehensive. Both exams will be posted on the HOME PAGE in the Weekly Modules as scheduled. They will be timed, but you will have a full week in which to choose your day and time to take them.

### **Course Evaluation – SPOT Survey (5 pts.)**

The SPOT survey will be available for all classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on the course. I am very interested in the feedback I get from students because I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in the course and five extra credit points towards your final grade will be available upon completion.

### **Scholarly Expectations**

All works submitted for credit must be original works created by the scholar uniquely for this class. If you have done work in another class and would like to have some of this be considered for submission, please discuss this with the instructor to determine if this is an option. If

duplicate work is found to be used, steps will be taken to verify this and your grade could be significantly compromised. It is considered poor scholarship and in some cases unethical, particularly at the senior level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested or approved by the instructor.

### **Writing Style Required for all Assignments and Assessments**

APA form and style must be used in all written assignments including discussions. For tips and writing assistance go to Online Writing Lab (OWL) at Purdue

<http://owl.english.purdue.edu/owl/resource/560/01/> and use of Son of Citation Machine: APA

Format, <http://citationmachine.net/index.php?callstyle=2&all=> is recommended. Use correct

grammar (no slang), correct punctuation, check spelling and cite resources and references to

support your statements. **As with all written assignments, references are to be listed on a**

**Reference Page at the end of all course documents and formatted as described in the APA**

**style manual.** All assignments turned in need to **have the student's name and title of**

**document submitted on a Title Page**

### **Turnitin Software Notice**

Students will be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. Any assignment that is not submitted to Turnitin prior to submission to the instructor will not be accepted by the instructor and will not be graded.

1. Before submitting your assignment to Turnitin, please remove your title page and other personal information.
2. Turnitin Software will tell me whether your assignment was written by you for this course or if you:
  - a) Already used your paragraphs for another course,
  - b) Borrowed someone else's paragraphs from their paper already turned in or
  - c) Borrowed material from another author and called it your own.

All of these will give you a high Turnitin score (over 25) and I will require you to re-write the paper and resubmit.

3. If you do upload your assignment and receive a high score, you will have to re-work your assignment until it receives an acceptable score from Turnitin. The drop box will accept multiple uploads so you can continue to correct your assignment's score.

4. **I would highly recommend you uploading earlier than 11:59 pm before the assignment is due so you can see your score and know whether you have to re-work your assignment before it's due.**

5. Additional help and information can be found at: <http://clear.unt.edu/turnitin>.

### **Assignment Submission Instructions**

All assignments will be submitted using the appropriate assignment drop box link within the course.

### **GRADING**

Below please find the grading scale that will be used for this course.

<b>LETTER GRADE</b>	<b>% OF TOTAL POINTS</b>
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<b>A - Outstanding performance</b>	90 – 100%
<b>B - Above average performance</b>	80 – 89%
<b>C – Average performance</b>	70 – 79%
<b>D – Below average performance</b>	60 – 69%
<b>F - Failing</b>	Less than 59%

## **COURSE POLICIES**

### **Assignment Policy**

All assignments are to be submitted using the appropriate assignment drop box link available in the weekly folder. Documents must be saved in a .DOC or .DOCX file type before being uploaded.

### **Examination Policy**

The Midterm and Final exam will be made available using the Assessment tool in Blackboard. It is recommended that students complete the weekly readings and presented materials prior to initiating the exam.

### **Instructor Responsibilities and Feedback**

1. As the instructor it is my responsibility to provide a positive environment that facilitates students' ability to grow and learn. I am also responsible for providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, provide grading rubrics, and continually review and update course content.
2. Students can anticipate a response to their emails within 24-48 hours; discussion board posts and assignment grades posted within one-two weeks of submission, and final grades posted by the end of the semester.

### **Late Work**

No late work will be accepted after the week closes unless there is a certified medical issue or a family crisis that restricts your ability to complete the assignments that week. This is a senior level course so all weekly module work is due every Sunday before 11:59 pm. Timely communication with the instructor is important if a certified crisis does occur.

### **Class Participation**

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Blackboard to monitor student activity. Students are also required to participate in all class activities such as discussion boards.

### **Virtual Classroom Citizenship**

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor and read the netiquette information in the Student Help tab.

## **Incompletes**

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. According to UNT policy:

*An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. (<http://essc.unt.edu/registrar/incomplete.htm>, p. 1)*

If you fail to complete the course requirements by the end of the subsequent semester the grade of Incomplete will be replaced with an "F". I strongly urge you to complete the course. If you find you are falling behind, or not passing, I recommend you consider withdrawing from the class so that your record and GPA is not negatively affected. Please come talk to me if you find yourself having any difficulties with keeping up with the assignments.

## **Copyright Notice**

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

## **Administrative Withdrawal**

Please refer to the [Office of the Registrar](#) regarding the Withdrawal Policy.

## **Syllabus Change Policy**

The course syllabus and timeline are a general plan for the course, so most questions about this course and the guidelines should be able to be answered with these two documents. But deviations may occur and will be announced to the class by the instructor. The University attorney advises faculty members to notify students that the syllabus and timeline used for this course are not contracts and are therefore subject to change. The goal is to adhere to the schedules provided, but it is important to note that changes may be necessary to meet unforeseen needs and events.

## **Policy on Server Unavailability or Other Technical Difficulties**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should

immediately report any problems to the instructor and also contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## UNT POLICIES

### Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Additional information can be found in the [Code of Student Conduct](#).

### Academic Honesty Policy

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. As stated in the Policy: [http://www.unt.edu/csrr/student\\_conduct/misconduct.html](http://www.unt.edu/csrr/student_conduct/misconduct.html), misconduct for which students are subject to discipline falls into the following categories:

- A. *Acts of Dishonesty, including but not limited to:*
  1. *Academic dishonesty - cheating. The term "cheating" includes, but is not limited to:*
    - a. *use of any unauthorized assistance in taking quizzes, tests, or examinations;*
    - b. *dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;*
    - c. *the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the University;*
    - d. *dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);*
    - e. *any other act designed to give a student an unfair advantage.*
  2. *Academic Dishonesty — plagiarism. The term "plagiarism" includes, but is not limited to:*
    - a. *the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or*
    - b. *the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials*
    - c. *Discipline may range from not having an assignment accepted for credit to expulsion from the course. For more information regarding policies*

regarding student conduct, please visit:  
[http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html)

### **ADA Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA 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, ODA 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 with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

### **Add/Drop Policy**

Please refer to the [Office of the Registrar](#) regarding the Add/Drop Policy.

### **Important Notice for F-1 Students taking Distance Education Courses:**

#### Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://www.oea.gov/index.php/links/electronic-code-of-federal-regulations>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml>

#### *The paragraph reads:*

*(G) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.*

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.