Welcome to the online section of CJUS 5200, Legal Aspects of the Criminal Justice System! This class is a graduate level class in criminal procedure, i.e., the constitutional requirements to investigate, prosecute, and punish individuals for crime. To access the class materials, begin with the Start Here tab on the left side of the course page. Complete the zip code survey and review the general orientation materials and the document describing the organization of course materials. I have also included information that directs you to a welcome audio file that provides an overview of the course (located in the Panopto tab). I look forward to having you in this class.

**Instructor Contact Information**

Professor Peggy Tobolowsky  
Office: Chilton Hall, Room 265  
Office phone: 940-565-4085; Office fax: 940-565-2548  
Email address: peggy.tobolowsky@unt.edu  
Office hours: T/Th: 11:30 a.m. – 1:00 p.m. and by appointment

**About the Professor**

I am Professor Peggy Tobolowsky. My background is in law. Prior to coming to UNT, I was a federal prosecutor in Washington, D.C., and a litigator at a large law firm in Dallas. At UNT, I have taught this course and others in the law and policy areas numerous times. I look forward to having you in this class.

**Course Description**

As indicated above, this course concerns criminal procedure. This is the area of law that describes the constitutional requirements to investigate, prosecute, and punish individuals for crime. This course does not have any prerequisites in the graduate program.

This course will focus on federal constitutional criminal procedure as provided by the United States Constitution and interpreted by the United States Supreme Court (the “Court”)—rather than criminal procedure as further defined by federal and state statutes and case law. Federal constitutional criminal procedure generally provides the minimum criminal procedural
requirements at both the federal and state levels. This is a subject that is important for all students who plan careers in Criminal Justice to understand.

The course materials will first address general concepts of criminal procedure. Next, we will cover the constitutional requirements regarding investigatory phase searches and seizures that are primarily governed by the Fourth Amendment of the Constitution. We will also address constitutional requirements governing the taking of statements from suspects and conducting identification procedures involving suspects, primarily provided in the Fifth, Sixth, and Fourteenth Amendments. We will next discuss the constitutional requirements regarding the prosecution or adjudicatory phase of the proceedings, again primarily provided in the Fifth, Sixth, and Fourteenth Amendments. Finally, we will cover the constitutional requirements regarding the sentencing and punishment phase of the prosecution, primarily provided in the Fifth, Eighth, and Fourteenth Amendments.

The course material will cover most, but not all of the chapters in the text. Each text chapter contains explanatory materials and brief excerpts from relevant Court decisions; review questions that present hypothetical scenarios regarding the text material; and longer case excerpts from selected Court decisions. The order in which we will cover the text materials will differ somewhat from the order presented in the text. Online materials that accompany each assigned chapter will highlight and supplement the assigned text readings.

To permit students to self-pace this learning experience to some degree, all units will open and be available for view at the beginning of the semester. However, chapter assignment due dates are generally scheduled on a weekly basis. Thus, students can choose to work ahead of the prescribed paced schedule and can submit assignments prior to the weekly due dates, but all students must comply with the scheduled due dates and no late work will be accepted after the prescribed due date. In addition, even if work is submitted prior to the scheduled due dates, all class assignments will be graded together based on the scheduled due dates.

Most units will have two accompanying assignments regarding: 1) summaries of the reasoning provided by the Court Justices for many of the longer case excerpts that accompany the chapters or other decisions that are provided to you in the accompanying chapter materials and 2) application of the text materials to selected review question scenarios. There will also be weekly Blackboard discussions regarding the assigned materials. The assignments and Blackboard discussions are designed to demonstrate your knowledge and understanding of the class materials and provide a vehicle to extend, apply, and assess such knowledge and understanding. These assignments and Blackboard discussions are described in more detail later in the syllabus.
**Chapter Materials**

As described in the Organization of Course Materials, located in the *Start Here* tab, the chapter materials that highlight and supplement the text are provided both in module format that breaks up the material into smaller segments and pdf format that provides the chapter materials in one continuous document. You can choose whichever format you prefer—they both contain the same information.

**Online Class Considerations**

This class is completely online. Online classes require your personal discipline and motivation to keep up with the pace of the class materials. As stated previously, all chapter materials and assignments will be open and available for view at the beginning of the semester. However, the assignment due dates are generally scheduled on a weekly basis. Late assignments and Blackboard discussions will not be accepted.

Individual technical or technological difficulties in completing an assignment in a timely manner (e.g., computer crashes or viruses or interrupted internet connections) do *not* constitute a basis to request the submission of a late assignment or Blackboard discussion. To avoid such issues, I encourage you to complete your assignments in a UNT computer lab and/or *not to wait* until the final available hours or minutes to complete assigned work. The university also recommends that you submit assigned work through a supported web browser on a computer or laptop rather than an iPad or other electronic device and that you avoid using wireless internet connections.

Because the class is online, you will, of course, need to use a personal computer that is compatible with the UNT Blackboard Learn system or use one of the computers available in the campus computer labs. This is important for submitting your assignments and Blackboard discussions in a timely manner and to avoid any computer “glitches” that may impact your work.

Assignment and Blackboard discussion due dates are scheduled on Sundays at no later than 11:59 p.m. In scheduling sufficient time for the submission of your work, remember that the Blackboard Learn system closes for weekly maintenance from 11:00 p.m. on Saturday nights until 2:00 a.m. early Sunday morning. You will not be able to access Blackboard during this period. In addition, if you are on Blackboard during this period, you will be logged out and no material submitted prior to the shutdown will be saved.

Because most of the communication in this course will occur online, you will need to make sure that you keep up with the class communications. I will use the *Announcement* page to communicate with the class as a whole. You should check this page frequently. These announcements will also be sent to your *UNT email address*. If you do not routinely check this email address, make sure to
forward your UNT email to your preferred email address so that you can stay up-to-date with class announcements.

Finally, online classes also require some basic technological skills to access course materials and complete assignments. UNT has a variety of resources to assist you with the technological aspects of navigating this and other online classes. One of the most important of these resources is the help desk. It can be reached by email at helpdesk@unt.edu and via phone at 940-565-2324. Personnel at the help desk can assist you with issues concerning access to Blackboard and other technological issues. Additional technological resources are described in Appendix 1 to this syllabus.

Course Objectives

Upon successful completion of this course, students will be able to:

- Demonstrate an understanding of the federal constitutional requirements for and limitations on criminal procedure.
- Analyze Court decisions that apply criminal procedure to individual cases.
- Apply principles of criminal procedure to factual patterns in a manner that reflects understanding of the principles.
- Enhance their understanding of criminal procedure by assessing specific Court decisions or areas of criminal procedure and engaging in thoughtful discussion and debate with fellow students about their conclusions concerning these topics.

Required Text


This text is required for all students enrolled in the class and is the only required text for the course. Reading assignments are noted in the Course Calendar in this syllabus. The chapter assignments include all of the accompanying Court decisions unless specifically noted otherwise in the Course Calendar.

Course Requirements

There are three primary categories of assignments in this class through which students can demonstrate their knowledge and understanding of criminal procedure; can extend, apply, and assess such knowledge and understanding; and can earn a total of 3,220 points: 13 assignments
regarding the preparation of summaries of the rationale for specified Court decisions concerning
criminal procedure (1,080 total points); 14 assignments regarding the application of criminal
procedure principles and chapter materials to factual scenarios (1,680 total points); and 14
Blackboard discussions concerning Court decisions and areas of criminal procedure (460 total
points). It is recommended that you complete the assignment requiring you to prepare summaries
of the Court’s rationale/reasoning regarding the selected cases for each unit before preparing the
unit’s factual scenario and Blackboard discussion assignments. The assignments and Blackboard
discussions are described in more detail below.

**Grading Scale**

- 2,882 – 3,220 points = A
- 2,560 – 2,881 points = B
- 2,238 – 2,559 points = C
- 1,916 – 2,237 points = D
- Below 1,916 points = F

**Assignments: Court Rationale Summaries (1,080 total points)**

Every unit, except one, will have an accompanying assignment that requires students to
demonstrate their understanding of the criminal procedure principles established in assigned Court
decisions by preparing a summary of the rationale (i.e., the reasons) the Court provided for
establishing the related criminal procedure principle. There will be a total of 13 of these
assignments regarding 53 Court majority and/or concurring or dissenting opinions. Students can
earn up to 20 points for each summary (and up to 40 points for one longer summary), for a total of
1,080 points. In each summary, students should identify at least 5 reasons the Justices provided for
the criminal procedure principle established (e.g., the adoption of the totality of the circumstances
standard concerning probable cause assessments). Students should not simply repeat the Court’s
words, but should summarize at least 5 of the reasons the Justices provided for reaching their
results (e.g., your summary describing the Justices’ reliance on a prior Court ruling and why;
application of a constitutional principle in a new context and why; assessment of policy
implications of the ruling, etc.). Assessment of student performance regarding these summaries
will be based on the degree to which the student identifies and presents key aspects of the Justices’
rationales for their decisions. To assist in the assessment of these summaries, students are
encouraged to number each of the reasons for the principle that they are presenting (i.e., 1-5 or
more). Each summary should be at least 400 words (and one summary should be at least 800
words, as indicated in the related assignment).

Each of the assigned Court decisions establishes a “landmark” principle of criminal procedure.
These cases are most important for these constitutional principles—applicable to all—rather than
for the specific factual results reached in an individual case. In your summaries, you should primarily focus on the criminal procedure principle established in each case and should not simply recite the facts of the underlying case or address the results regarding the specific proceeding in the case. For example, in a case involving the Court’s modification of the scope of the warrantless search incident to a lawful arrest, the summary should focus on the Court’s reasons for modifying the scope of this warrant exception as a principle of criminal procedure applicable to all rather than the Court’s ruling regarding the constitutionality of the individual search in the specific case. In addition, students should not address the lower court proceedings in their summaries.

Each assignment is due no later than the end of the time allotted for the related unit, as reflected in the Course Schedule. All of the assignments will be posted with the Chapter Materials at the beginning of the semester. They will also appear in the Assignments tab on the course page at the beginning of the semester. Student assignments should be submitted in this Assignments section in Blackboard in a word processing format that is compatible with Microsoft Word.

Students who do not submit an assignment within the scheduled time period will receive a zero for the assignment. Late assignments will not be accepted.

**Assignments: Factual Scenario Application (1,680 total points)**

Each unit will have an accompanying assignment that requires students to demonstrate their understanding of the unit materials by applying them to factual scenarios. There will be a total of 14 of these assignments addressing 56 factual scenarios. Students can earn up to 30 points for each scenario, for a total of 1,680 points for these assignments. Assessment of student performance regarding these assignments will be based on the completeness of students’ answers to the questions posed in the scenarios (including the identification of relevant issues in the scenarios and formation of conclusions regarding the issues) and their explanation of the reasons for reaching their conclusions based on the chapter materials (including any relevant Court decisions). Students should not simply repeat the facts of the scenarios. Student responses for each scenario should be at least 350 words.

Each assignment is due no later than the end of the time allotted for the related unit, as reflected in the Course Schedule. All of the assignments will be available with the Chapter Materials at the beginning of the semester. They will also appear in the Assignments tab on the course page at the beginning of the semester. Student assignments should be submitted in this Assignments section in Blackboard in a word processing format that is compatible with Microsoft Word.

Students who do not submit an assignment within the scheduled time period will receive a zero for the assignment. Late assignments will not be accepted.
Blackboard Discussions (460 total points)

In addition to an introductory discussion during Week 1, the remaining units will have an accompanying Blackboard discussion through which students can enhance their understanding of criminal procedure by assessing specific Court decisions or areas of criminal procedure and engaging in thoughtful discussion and debate with fellow students about their conclusions concerning these topics. These Blackboard discussions will consist of a student post and a response to another student’s post. In addition to the introductory discussion in which students can earn up to 20 points, there will be 1) 12 Blackboard discussions in which students can earn up to 20 points for their discussion post and up to 10 points for their response to another’s student’s post, for a total of 30 points for each Blackboard discussion; and 2) one Blackboard discussion in which students can earn up to 60 points for their post and up to 20 points for their response to another student’s post, for a total of up to 80 points for this Blackboard discussion. In total, students can earn up to 460 points for these Blackboard discussion assignments. Students should incorporate relevant chapter materials (including any relevant Court decisions) in their discussion posts and responses and base their posts and responses on such materials. Assessments of student performance on these Blackboard discussion assignments will be based on the degree to which students present the bases for their assessments of the relevant Court decisions or criminal procedure principles and support them using chapter materials. Except for the introductory post, each Blackboard discussion post should be at least 400 words and each response to another student’s post should be at least 200 words (with longer posts and responses required in the Weeks 1-2 discussion).

Each Blackboard discussion post and response is due no later than the end of the time allotted for the unit, as reflected in the Course Schedule. These Blackboard discussion assignments will be included in the related Chapter Materials and will be available at the beginning of the semester. They will also appear in the Blackboard Discussions tab on the course page at the beginning of the semester. Your posts and responses should be submitted in this tab in a word processing format that is compatible with Microsoft Word.

Students who do not submit a Blackboard discussion post or response within the scheduled time period will receive a zero for the unsubmitted discussion post or response. Late discussion posts and responses will not be accepted.

General Class Policies

Communication: We will not use the Blackboard message function for communication purposes. Email communication with me should be done via my unt.edu email address: peggy.tobolowsky@unt.edu. You should use your UNT email account for all email communications with me. My phone number is 940-565-4085. If you leave a voicemail, please clearly identify yourself and leave a return phone number where I can reach you. I will return
emails and voicemails within 48 hours. If you do not receive a response from me during that period, assume that I did not receive your communication and contact me again. You are, of course, also welcome to communicate with me in person in Chilton Hall 265 during office hours (Tuesdays and Thursdays from 11:30 a.m. to 1:00 p.m.) or by appointment.

If you are having technical or technological issues regarding the course, your first communication should be with the help desk at helpdesk@unt.edu or 940-565-2324. The technicians there have the expertise to help you resolve your issues. Obtain a “ticket number” reflecting your attempt to resolve your issue with the help desk staff member. Please also let me know about these issues and provide the “ticket number” reflecting your conversation with the help desk.

**Release of Chapter Materials:** The Chapter Materials for each unit and related modules will be released on Blackboard at the beginning of the semester. Once released, they will remain available for reference on Blackboard.

**Late Policy:** Late assignments and Blackboard discussions will not be accepted.

Individual technical or technological difficulties in completing an assignment in a timely manner (e.g., computer crashes or viruses or interrupted internet connections) do not constitute a basis to request the submission of a late assignment or Blackboard discussion. To avoid such issues, I encourage you to complete your assignments in a UNT computer lab and/or not to wait until the final available hours or minutes to complete assigned work. The university also recommends that you submit assigned work through a supported web browser on a computer or laptop rather than an iPad or other electronic device and that you avoid using wireless internet connections.

**Online Etiquette:** This online format provides the opportunity to thoughtfully discuss issues and exchange ideas. Your communication with me and your fellow students in this online format should be appropriate to the course and respectful of the opinions of others. Engaging in disruptive or disrespectful behavior in this online forum may result in your dismissal from this class, as provided in university policy.

**Posting of Grades and Comments:** Grades for assignments and Blackboard discussions will be posted in the Blackboard grade book no later than 10 days after the final due date for each assessment. Thus, if the final due date for an assignment is February 7 at 11:59 p.m., the grade for the assignment will be posted in the grade book no later than 11:59 p.m. on February 17. If a student earns less than full credit for an assignment or Blackboard discussion, I will also provide individual comments regarding the area(s) of deficiency. Students can access their grades and comments via the My Grades tab on the course page.

**Academic Dishonesty:** The university rules concerning cheating and plagiarism will be strictly enforced. Your assignment and Blackboard discussion submissions should be your own individual and independent work. These are not group projects.
SPOT (Student Perceptions of Teaching): Students will have the opportunity to complete the SPOT survey at the end of the semester and anonymously share their thoughts about the course with me. I value the feedback that I receive from the SPOT and strongly encourage you to participate by completing the survey in this class and all of your classes.

Intellectual Property Statement: The material posted online for this course is my personal intellectual property or that of the university. You may not use this material for anything other than class purposes.

ADA Statement: 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://disability.unt.edu/. You may also contact them by phone at 940-565-4323.


Important Notice for F-1 Students Taking Distance Education Courses: see Appendix 2.
Course Calendar

All chapter materials will be released on Blackboard at the beginning of the semester. However, assignment and Blackboard discussion due dates are scheduled on a weekly basis, unless otherwise noted, and assignments and Blackboard discussions are due no later than 11:59 p.m. of the Sunday night reflected in the Course Calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Readings, Assignments, Discussion Boards</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Chs. 1-5  Foundational Principles of Criminal Procedure; Introductory Fourth Amendment Principles</td>
<td>Week 1 Assignment 1 and Blackboard Discussion 1 due by Sunday, January 21 at 11:59 p.m.</td>
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<td>January 16 - 21</td>
<td>Week 1 Assignment 1  Week 1 Blackboard Discussion 1</td>
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<td>Weeks 1-2</td>
<td>Chs. 6-8  Fourth Amendment Searches (not United States v. Warshak, pp. 146-53)</td>
<td>Weeks 1-2 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, January 28 at 11:59 p.m.</td>
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<tr>
<td>January 16 - 28</td>
<td>Weeks 1-2 Assignment 1  Weeks 1-2 Blackboard Discussion 1</td>
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<td>Week 3</td>
<td>Chs. 9-10  Fourth Amendment Seizures and Probable Cause (not Scott v. Harris, pp. 190-97)</td>
<td>Week 3 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, February 4 at 11:59 p.m.</td>
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<td>January 29 - February 4</td>
<td>Week 3 Assignment 1  Week 3 Blackboard Discussion 1</td>
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<td>Week 4</td>
<td>Chs. 11-13  Warrants, Warrantless Searches and Seizures, and Warrantless Searches Incident to Lawful Custodial Arrest</td>
<td>Week 4 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, February 11 at 11:59 p.m.</td>
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<td>February 5 - 11</td>
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<td>Week 4</td>
<td>February 1 - 7</td>
<td>Chs. 10-12</td>
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<td>Week 5</td>
<td>February 8 - 14</td>
<td>Chs. 13-15</td>
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<td>Week 6</td>
<td>February 15 - 21</td>
<td>Chs. 16-18</td>
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<td>Week 7</td>
<td>February 22 - 28</td>
<td>Chs. 19-21</td>
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| Week 10 | March 26 - April 1 | Ch. 27 Identifications  
*(not United States v. Wade, pp. 827-40)*  
Week 10 Assignments 1 and 2  
Week 10 Blackboard Discussion 1 | Week 10 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, April 1 at 11:59 p.m. |
| Week 11 | April 2 - 8 | Chs. 28-29, 34-35  
Prosecutor Screening, Initial Appearance in Court, Preliminary Hearing, and Grand Jury  
Week 11 Assignments 1 and 2  
Week 11 Blackboard Discussion 1 | Week 11 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, April 8 at 11:59 p.m. |
| Week 12 | April 9 - 15 | Chs. 30-31  
Right to Counsel  
*(not Strickland v. Washington, pp. 955-76)*  
Week 12 Assignments 1 and 2  
Week 12 Blackboard Discussion 1 | Week 12 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, April 15 at 11:59 p.m. |
| Week 13 | April 16 - 22 | Chs. 33, 41-42  
Bail, Speedy Trial, and Pleas  
Week 13 Assignments 1 and 2  
Week 13 Blackboard Discussion 1 | Week 13 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, April 22 at 11:59 p.m. |
| Week 14 | April 23 - 29 | Chs. 43-44  
The Trial Process  
*(not Presley v. Georgia, pp. 1,406-09)*  
Week 14 Assignments 1 and 2  
Week 14 Blackboard Discussion 1 | Week 14 Assignments 1 and 2 and Blackboard Discussion 1 due by Sunday, April 29 at 11:59 p.m. |
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<th>Week 14 Assignments 1 and 2</th>
<th>Week 14 Blackboard Discussion 1</th>
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<td>Week 15 Assignments 1 and 2</td>
<td>Week 15 Blackboard Discussion 1 due by Sunday, May 6 at 11:59 p.m.</td>
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<tr>
<td>April 30 - May 6</td>
<td>Ch. 45 Sentencing and Punishment <em>(not United States v. Booker, pp. 1,442-54)</em></td>
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<td>Week 15 Assignments 1 and 2</td>
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<td>Week 15 Blackboard Discussion 1</td>
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Appendix 1

Technological Resources for Students

Access and Navigation

Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas’s 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: https://ams.unt.edu.

Hardware and Software Necessary to Use Blackboard Learn: http://www.unt.edu/helpdesk/bblearn/

Student Resources

As a student, you will have access to:

• Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.

• Blackboard’s On Demand Learning Center for Students and Blackboard Help for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.

Being a Successful Online Student

-What Makes a Successful Online Student?

-Self Evaluation for Potential Online Students

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130
Web site: http://www.unt.edu/helpdesk/index.htm

Regular hours are maintained to provide support to students.

Please refer to the web site (http://www.unt.edu/helpdesk/hours.htm ) for updated hours.

**Resources**

UNT Portal: https://my.unt.edu

UNT Blackboard Learn Student Resources: Technical Support: http://www.unt.edu/helpdesk/

UNT Library Information for Off-Campus Users:

http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Academic Resources for Students: http://www.unt.edu/academics.htm

Computer Labs: General access computer lab information can be located at: http://www.gacl.unt.edu/

Student academic support services can be found on the Academic Support tab within Blackboard Learn.
Appendix 2

Important Notice for F-1 Students taking Distance Education Courses:
Federal Regulation

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://ecfr.gpoaccess.gov. 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://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT

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) to get clarification before the one-week deadline.