Journalism 4730.001 Picture Editing & Portfolio Spring 2017

Instructor: Thorne Anderson
Meeting Time & Location: Thursdays 3:30-6:20 , GAB 111
Office Hours in GAB 110C: Wednesdays & Thursdays 1pm – 3pm
Email: Thorne.Anderson@UNT .edu (my virtual office is always open on weekdays).

Prerequisites: Journalism 3321 (News Reporting Writing & Editing)
and 3700 (Photojournalism)

Course Summary
This course is designed to help emerging photographers transition into professional practice as an independent photographer or as a staff photographer or editor. In this class students will produce a comprehensive professional visual journalism online portfolio that builds on selective work from previous courses and includes new photography (potentially including video) projects completed in the course of this semester. The course will also cover a range of advanced topical issues in photo editing and business practices including image selection and sequencing, ethical practice, image research and management, photographer contracts and negotiations, intellectual property rights and licensing, and other photography business practices. The course will also advance students' understanding of the aesthetic control in image processing.

Course Expenses
Students should budget up to $200 for online portfolio expenses. The particular needs of each student will vary but will likely include fees for domain name registration and website hosting as well as fees for presentation template licenses.

Optional software

We use Photoshop and Photo Mechanic extensively in this class. The classroom computers and lab computers have this software. You may find it useful to have this software on your own computer.

Adobe (Photoshop) has very reasonable monthly student fees for its software. Students can run Photo Mechanic on a free demo license for 21 days
http://www.camerabits.com/products/

To receive an educational discount (60% off) the purchase of PhotoMechanic
Email: sales@camerabits.com or john@camerabits.com

Suggested Equipment
Digital full manual control camera (with capture cards) with multiple lens focal lengths: wide, normal, and some telephoto. All photos for this class must be shot with a camera with manual ISO, aperture & shutter speed adjustment controls. You must bring your own self-powered portable hard drive or USB flash storage drive to class.

Some DSLR cameras are available for short-term check out through the Mayborn equipment room.

Lab Equipment for Check Out
(Student ID is required for computer lab access and for camera equipment checkout.)
Some equipment is available for you for three-hour check out as a member of this class:

Basic rules for the use of this equipment:

- You *must* present your UNT ID card *every time* you check gear out
- You must return the gear within a three-hour window (with some overniteeqr@gmail.com exceptions)
- Late returns result in increasing losses of check out privileges
- Check-out privileges may be revoked
- ***NOTICE**: If you check out lab equipment you are financially responsible for any loss or damage to the equipment during the time it is checked out in your name, whether or not the damage is caused by you. Also any equipment not returned within two weeks from the date checked out will be charged to you at fair market value as determined by the Mayborn School of Journalism.*
- *Refer to the Equipment Room checkout rules attached to this syllabus*

Additional equipment checkout rules may apply at discretion of the equipment manager.

Photographic Equipment Lab Hours

Mon	9:00 am – 10:00 pm
Tue	9:00 am – 10:00 pm
Wed	9:00 am – 10:00 pm
Thur	9:00 am – 10:00 pm
Fri	9:00 am – 6:00 pm
Sat & Sun	12:00 pm – 6:00 pm

Mac Lab Hours

Mon-Thur	9:00 am – 10:00 pm
Fri	1:00 pm – 6:00 pm
Sun	1:00 pm – 8:00 pm

Grading

Your cumulative grade will be determined by your individual grades in roughly the following manner (percentages may be adjusted slightly as the course proceeds):

40% -- Final Project
60% -- Individual Portfolio Improvement Assignments, Quizzes, Spot Checks, and Class Participation

Note: One (and only) one assignment may be resubmitted for a potentially higher grade, but only if the original assignment was handed in on time.

Deadlines

Deadlines are a fact of life for journalists. If you can't meet deadlines then you are in the wrong field. If you know at least two days ahead of time that *due to extraordinary circumstances* you can't meet a deadline then contact me immediately and we may be able to arrange an alternate deadline for you. Otherwise, the first individual assignment turned in late will be penalized by the equivalent of one letter grade. The second late assignment will be penalized by the equivalent of two letter grades, and so on.

Press Badges

Students in Journalism 4730 are entitled to a "press badge" which may be useful when prowling the world outside the classroom on assignments subject to the following rules:

- Students bearing badges may not identify themselves as official university representatives
- Press badges may be used for identification only while the student is actively working on a class assignment
- Press badge privileges may be revoked at any time by the instructor at which point the badge must be returned immediately to the instructor
- Students in this class are responsible for submitting their own headshots to Thorne.Anderson@UNT.edu for creation of the press passes.

Statement of Student Learning Outcomes

Since 1969, the UNT Department of Journalism (Mayborn School of Journalism effective September 1, 2009) has been accredited by the Accrediting Council on Education in Journalism and Mass Communication. This national accreditation also extends to the Mayborn Graduate Institute of Journalism, the only accredited professional master's program in Texas. About one-fourth of all journalism and mass communication programs in the United States are accredited by ACEJMC. National accreditation enhances your education here, because it certifies that the department and graduate institute adhere to many standards established by the council. Among these standards are student learning outcomes, covered by journalism courses in all sequences.

This course, JOUR 3700, will help to meet the student learning outcomes that have been checked by your professor, Thorne Anderson .

Each graduate must:

* Understand and apply First Amendment principles and the law appropriate to professional practice.

* Demonstrate an understanding of the history and role of professionals and institutions in shaping communications.

* Demonstrate an understanding of the diversity of groups in a global society in relationship to communications.

* Work ethically in pursuit of truth, accuracy, fairness and diversity.

* Think critically, creatively and independently.

* Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.

* Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.

* Apply tools and technologies appropriate for the communications professions in which they work.

Semester Assignments Summary

Minor Assignments

First Portfolio

Web Domain Registration/Designation

Invoice Forms & Price Sheet

Self-Assignment Descriptions

Major Assignments

Self-Assignment #1 = 3-5 singles

Self-Assignment #2 = 3-5 singles

Self-Assignment #3 = 3-5 singles

Series: Self-Assignment = Photo Series

Series: Assigned by Instructor = Portrait Series

Capstone Assignment

1: Online Portfolio First Draft (Mid-Term)

2: Online Portfolio Final Draft (End of Semester)

Remember this all the way through the semester:

Every picture you make for this class should fit the assignment and have:

- accurate caption
- sensible point of focus
- expert aperture, shutter speed, ISO, and DOF choices
- definitive point of view and crop
- careful composition (no distractions or background interference)
- good timing of the moment
- interesting subject matter
- expert post-production
  (especially levels adjustments and color balance)

Video submissions are expected to

- have sensible focus
- minimize distracting camera movement
- minimize distracting audio noise
- make expert use of aperture, shutter speed, ISO and DOF
- adhere to high aesthetic standards interms of composition and use of light
- exhibit expert post-production including image treatment and use of titles where appropriate

All assignments should be completed in accordance with the ethical norms of our profession.

Assignment Submission Guide

All work you submit (except the portfolio presentation) must be your own original work from this semester. Photography you submit for an assignment must have been taken AFTER the assignment was made. You must be flexible in adapting to multiple forms of submission. All photography assignments will be submitted digitally through a direct file transfer in class to the Enterprise server.

If your photo is not on the Enterprise server then, for grading purposes, it doesn't exist! Some assignments may be submitted by email and some may be submitted as physical prints. We may, in the course of the class, also submit some work through photo sharing sites.

ALWAYS BRING YOUR COMPLETE RAW TAKE TO CLASS
(ALL THE OUTTAKE PHOTOS YOU SHOT FOR THE ASSIGNMENT)

Put some love into every assignment. Exceed the basic requirements in creativity and journalistic enterprise.

Filesize and type
Digital submissions must be:
* JPEG format – Compression 12
* 72dpi
* 16 inches on the longest dimension

Filename
Filenames must follow this convention
YYMMDDxxxxYourName_AsignmentSlug (where xxxx is the unique sequence number)

EMBEDDED CAPTION
A complete caption must be embedded in the "file info" of each image you submit. Missing captions will result in a loss of a letter grade for that assignment.

Caption Style and Format of Caption:

Captions typically begin with a single present-tense sentence with critical identification information describing the photograph. Subsequent sentences, written in AP style and generally in the past tense, give secondary identification, supplementary information, and contextual information which indicates the news, thematic, or narrative value of the image.

The format for this class will be as follows:

Dateline MM/DD/YY
Caption information appears in complete sentences.
Credit: Your Name

For Example:

Najaf, Iraq 08/27/04

A lone man walks through a decimated business and residential street west of the Imam Ali shrine in Najaf. The street was a front line fighting position for American army and Mehdi Militia fighters during a nearly three-week battle that left much of the old city of Najaf and surrounding neighborhoods in ruins. An agreement was reached yesterday for the withdrawal of Moqtada al-Sadr's Mehdi Militia from Najaf and, for the first time today, residents were able to check up on their homes and businesses in the battle ground. The shrine is at the center of an American siege of the old city of Najaf where Mehdi Militia fighters loyal to Moqtada al-Sadr staged a rebellion against the Iraqi government and American military occupation.

Credit: Thorne Anderson/Corbis

also

TRANG BANG, VIETNAM 6/8/1972

South Vietnamese forces follow after terrified children, including 9-year-old Kim Phuc, center, as they run down Route 1 near Trang Bang after an aerial napalm attack on suspected Viet Cong hiding places on June 8, 1972. A South Vietnamese plane accidentally dropped its flaming napalm on South Vietnamese troops and civilians. The terrified girl had ripped off her burning clothes while fleeing. The children from left to right are: Phan Thanh Tam, younger brother of Kim Phuc, who lost an eye, Phan Thanh Phouc, youngest brother of Kim Phuc, Kim Phuc, and Kim's cousins Ho Van Bon, and Ho Thi Ting. Behind them are soldiers of the Vietnam Army 25th Division.

Credit: Nick Ut / Associated Press

PICTURE EDITING & PORTFOLIO JOUR 4730
Weekly Plan – Subject to Change

WEEK 1 – January 19
Intro to the Course and to the Instructor
Topic: What is a portfolio?
Assignment: Rough Portfolio (Assignment attached)

WEEK 2 – January 26
DUE: Rough Portfolio
Topic: Critique
In-Class: Write your own self-directed assignment #1
Assignment: Portrait Series

WEEK 3 – February 2
Topic: Online Portfolio Options including WordPress and SquareSpace
Assignment: Web Domain Acquisition

WEEK 4 – February 9
DUE: Self-Directed Assignment #1
Topic: Critique
Topic: Image Post Processing for Web and Print

WEEK 5 – February 16
DUE: Web Domain
Topic: Freelance Professional Practice
Topic: Graphic Design, Interactivity, and Information

WEEK 6 – February 23
DUE: Invoice Forms and Price Sheets
Topic: Photo Editing as a Profession

WEEK 7 – March 2
DUE: PORTRAIT SERIES Assignment
Topic: Critique

WEEK 8 – March 9
DUE: First Draft of Online Portfolio
Topic: Group Critiques Online

SPRING BREAK – March 16

WEEK 9 – March 23
Topic: Photography in the Newsroom

WEEK 10 – March 30
DUE: Self-Directed Assignment #2
Topic: Critique

WEEK 11 – April 6
Topic: Creative Professional Marketing

WEEK 12 – April 13
DUE: Self-Directed PHOTO SERIES Assignment
Topic: Critique

WEEK 13 – April 20
Topic: Surviving as Photographer
(Celebrate Mayborn Event)

WEEK 14 – April 27
DUE: Self-Directed Assignment #3
Topic: Critique

WEEK 15 – May 4
DUE: FINAL ONLINE PORTFOLIO & Professional Package
Topic: Presentations & Critique

HERE IS A SAMPLE "SELF-ASSIGNMENT" TEMPLATE

Portfolio & Picture Editing

SELF-ASSIGNMENT #1

Due: XXXX

Name: Your Name (please save this file as YourName_SA1.doc or.docx)

ASSIGNMENT TITLE: xxxx Choose a title for your assignment xxx

ASSIGNMENT GOALS: Write a paragraph about your goals for what you want to produce with this assignment.

- Explain why this is a good assignment for you in your professional development.
- Explain what you hope to achieve.
- Explain *in detail* what you will produce.
- Explain how you will evaluate success or failure in this challenge.

MINIMUM NUMBER OF SETTINGS: xxx Will you attend at least 3 events? Make portraits of at least 5 people? Photograph at least 10 landscapes? You set the goal for yourself. Challenge yourself but make sure it is something you can accomplish. xxx

MINIMUM FRAMES TO SHOOT: xxx you choose but must be 300 or more xxx

NOTE: Only 3-5 photos will be turned in for the assignment, but you must bring your entire raw take to class.

First Assignment – Assignment Slug: PORTFOLIO

Bring to next class a "portfolio" of your best visual work to date. The work need not be presented in online form but should be organized for effective presentation to the class. Use this opportunity to compare your portfolio now to where you hope it to be by the end of this semester and identify to the class the weaknesses you'd like to improve. You portfolio may include still photography, videography, graphic design and picture editing, clips and other professional quality representations of your work. You will turn in to me either:

A) A well-oganized folder of your portfolio work or
B) Screen shots of all pages in your online portfolio

MSOJ Syllabus Statements

JOURNALISM REQUIREMENTS & GUIDELINES

(Statement for JOUR 1210, 2000, 2300 and 2310 syllabi only)
For journalism majors, not minors: This is a foundational (formerly called pre-major) class. Once you have completed all foundational requirements you will have access to upper-level journalism courses after visiting the Office of Student Advising. If you have questions about what your foundational requirements are, please see an advisor.

(Statements for all JOUR courses)

JOURNALISM COURSE REGISTRATION

- Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
- By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
- A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for one calendar year after the date you received the second failing grade. Once a student has waited one calendar year after failing a course twice, the student may submit a written appeal to the director to be approved to enroll a third time. Students will not be allowed to re-take a failed journalism course more than three times.

TEXTBOOK POLICY

The Mayborn School of Journalism doesn't require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

FIRST CLASS DAY ATTENDANCE

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

OFFICE HOURS

I'll be in my office from 10 to 11 a.m. Mondays and Wednesdays, and 1:00-3:00 p.m. Mondays; other office hours are available by appointment. My virtual office is always open; just email me, and I promise to respond within 24 hours, except on weekends.

ATTENDANCE

One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class meeting.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit *http://financial aid.unt.edu/satisfactory-academic progress-requirements* for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

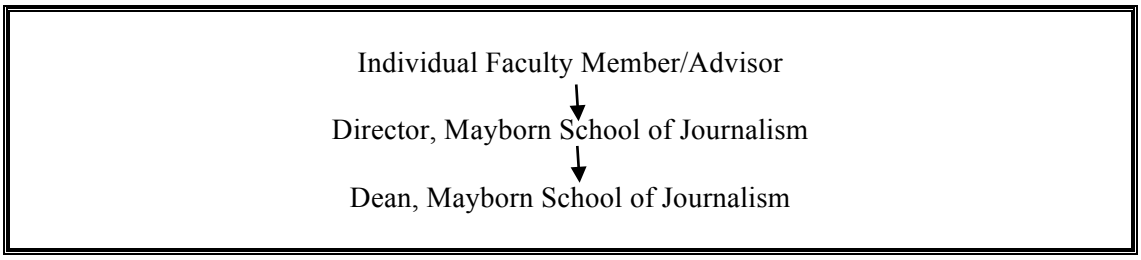
- It is imperative that students have paid for all enrolled classes**. Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student's responsibility to ensure all payments have been made.

IMPORTANT DATES FOR SPRING 2017

January 16, 2017	MLK Day (university closed)
January 13–20, 2017	Student-requested schedule changes may be made during add/drop.
January 17, 2017	First class day
January 20, 2017	Last day for change of schedule other than a drop. (Last day to add a class.)
January 31 – April 4, 2017	Student may drop a course with written consent of instructor.
February 24, 2017	Last day for change in pass/no pass status.
February 24, 2017	Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
February 25 – April 21, 2017	Instructors may drop students with a grade of WF for nonattendance.
March 13-19, 2017	Spring break (no classes)
April 17, 2017	Beginning this date a student who qualifies may request a grade of I, incomplete. (See "Grading system" in the Academics section of this catalog.)
April 21, 2017	Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office.
May 3–4, 2017	Pre-finals days
May 4, 2017	Last class day
May 5, 2017	Reading day (no classes)
May 6–12, 2017	Final examinations
May 12, 2017	End of term
May 12–13, 2017	Graduation ceremonies

ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the Mayborn School of Journalism make 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. 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 Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook

MSOJ ACADEMIC INTEGRITY POLICY

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school's policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

The Mayborn School of Journalism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

FINAL EXAM POLICY

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: http://eagleconnect.unt.edu/

COURSES IN A BOX

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to insure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

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 multiple 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 Advising Office. The UNT International Advising Office 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, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

DROPPING AN ONLINE COURSE

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the MSOJ Undergraduate Office in GAB 102 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the MSOJ head advisor for instructions.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

STUDENT PERCEPTIONS OF TEACHING (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available **Apr. 17 – May 4** to provide you with an opportunity to evaluate how this course is taught. For the fall 2016 semester you will receive an email from "UNT SPOT Course Evaluations via *IASystem* Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.