PACS 4060.070 – MEDIATION PRACTICUM

SPRING 2015

Professor’s Contact Information
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Office location - Chilton Hall, room 263
UNT Office Phone (940) 565-3437 Fax (940) 565-4010
UNT Denton Office hours – Wednesdays 9am-12pm or by appointment at the CHEC campus.
Please send all electronic messages about the course to the instructor via Blackboard Message.

About the Professor / Instructor
Ms. Roberts is an attorney and mediator whose legal practice has encompassed international matters, regulatory and political matters, general business and transactional matters, and special education; mediation practice includes business, employment and family disputes.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
Pre-requisite – PACS 4000 Mediation
Otherwise only with prior written instructor approval.

Materials – Text, Readings, Supplementary Readings
Required text –


Other reading assignments – Please see Blackboard.

Course Description
This course provides an opportunity for students to round out their education in dispute resolution, particularly mediation, through observations of actual and simulated mediations and personal analyses of them, as well as through guidance on starting a mediation practice, best practices in mediation and group discussions with the instructor, peers and other conflict professionals.

This course is blended, which means that some content must be accessed and all course work must be submitted online.

Goals / Rationale of the course
The goal of this course is to gain practical experience in mediation and alternative dispute resolution (ADR). Upon successful completion of the course, students will have the practical knowledge and experience to co-mediate a wide variety of disputes.
Learning Objectives:
At the end of this course, the student will:

1. Understand and explain the nature of conflict.
2. Understand and explain conflict management techniques.
3. Identify and compare different mediator styles and approaches.
4. Identify and describe effective mediator skills.
5. Demonstrate the skills and practices associated with mediating a variety of disputes and management of the mediation process.

Teaching Philosophy
The professor is eager to work with students who have completed mediation and are interested in pursuing mediation professionally or other professions where mediation skills apply. Practicum students should be independent learners and thinkers who wish to gain practical experience in the field. Students should expect to receive guidance and direction, but limited classroom instruction in this course.

Technical Requirements / Assistance
The following information has been provided to assist students in preparation for the technological aspects of the course.

Hardware and software necessary to use Blackboard Learn: http://www.unt.edu/helpdesk
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
Necessary plug-ins: http://www.unt.edu/helpdesk/bblearn/
Internet Access with compatible web browser
Headset/Microphone (if required for synchronous chats)
Word Processor

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
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 http://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student. 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**

**What Should Students Do First?**

Students should submit the following information via Blackboard Message the first week of class so I may contact you immediately regarding urgent announcements:

• Student ID EUID
• Best phone number and email address for emergency alerts

**How Students Should Proceed Each Week**

Students should access Blackboard daily for announcements and emails regarding the course.

**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: Walk-ins @ Sage Hall (Room 130)

Regular hours are maintained to provide support to students. Please refer to the website http://www.unt.edu/helpdesk/hours.htm for updated hours.

**Course Requirements**

Each student is required to complete the following:

- Attendance at and quality participation in the five (5) required class meetings
- Review of all course material
- Completion of all online discussion board, journal and other assignments
- Completion of two (2) observations of live mediations with actual disputants for a minimum of two (2) hours each and a related journal assignment
- Completion of one (1) observation of a live civil or family case hearing or trial and a related journal assignment
- Completion of a group project

**Textbook:** Students are expected to study and consult the textbook. Students must refer to topics in the textbook that demonstrate practical knowledge of this text.
**Required attendance at lecture/participation:** As a primarily experiential class, there are five (5) required class meetings. Your assignments, class discussions and live observations will provide practical information and experiences about the practice of mediation.

Significant amounts of class time will be spent in group discussions on theoretical and practice issues in mediation. Class discussions will be led by the professor and students will be invited to participate in a meaningful way. Class attendance is required and points will be deducted from each student’s participation point bank for each unexcused absence.

Each student is expected to make meaningful and substantial contributions to class discussions and exercises. In particular, students are expected to demonstrate the critical and creative thinking, reasoning, and questioning skills that will be used in actual mediation sessions. Upon completion or near completion of the assigned readings and activities, students are expected to engage in an ongoing discussion with learning community peers. Points will be deducted from each student’s participation point bank if the student fails to participate as described in this syllabus. Students may view their participation points throughout the semester in the BbL grade center.

*Students with more than one absence will be dropped from the course regardless of whether the absence is considered excused or unexcused.*

**Examinations:** There are no written exams.

**Online videos and discussion boards:** Students are expected to view an assigned video and participate in an online discussion board according to the course schedule.

**Online case analysis/management assignment:** Students will be assigned a case scenario and will analyze the case and complete assignments relating to the scenario.

**Observations/online journals/time log:** Students must observe two (2) live mediations with actual disputants for a minimum of two (2) hours each and submit an online journal assignment by a specific deadline.

Students must observe one (1) live civil or family case hearing or trial for a minimum of two (2) hours and submit an online journal assignment by a specific deadline. Criminal cases (felony and misdemeanor) cases may not be observed.

Students must submit a time log with each live observation documented by the designated deadline. A sample is available on the home page in Blackboard. Travel/commuting time to an observation does not count toward the time requirement. Grades are not pro-rated on the basis of hours completed. Should you find that one or more of the mediation observation sessions, hearings or trials you attend lasts fewer than two (2) hours and that you will likely fall short of the requirement, please contact the Professor to discuss options.

**Group project:** Students will be assigned to a group toward the latter part of the course to demonstrate their understanding of the course concepts.
**Questions/communication:** Information about the communication tools in the course and how they will be used:

**Messages** - For all course-related questions, please read this syllabus carefully before seeking assistance. You must use the Message function in BbL for all electronic communications with your professor about the course. Should we communicate face-to-face or by phone, please restate your communication in a BbL Message so I may respond via BbL Message.

Students can expect a response from the instructor within 24-hours of sending a BbL Message during business hours. BbL messages may not be answered during the weekend.

If your concern is urgent during business hours, please call the office number provided and speak by phone or leave a message. If you leave a message outside of business hours, you can expect to receive a response no later than 1 full business day after the message is left.

**Courtesy** - Please extend the receiver of your message the same courtesy you would expect when communicating. Please read and consider the content of the message before responding. Profanity and insults will not be tolerated.

**Blackboard Announcements** - Please check the Announcements daily for updated information and changes. *Students should access Blackboard daily for online announcements, determine due dates for assignments and to check for available observations or other opportunities.*

**COURSE SCHEDULE**
A schedule-at-a-glance will be published on the course home page.

**Required class meetings:**

Location: CHEC Campus room 106  
Time:  2-5pm

Thursday, January 22nd  
Thursday, February 19th  
Thursday, March 26th  
Thursday, April 16th  
Thursday, May 7th

**Opportunities for Mediation Observations:**

Students may have personal or professional relationships with mediators with whom they may seek observations. Students may seek observations from private practitioners, but must seek the Professor’s written, prior approval in Blackboard before completing these observations. Please
provide the mediator’s name, contact information (phone, website, address), type of case and date in a Blackboard message to request approval.

Students who do not have these relationships may wish to contact practitioners listed in directories published by the following organizations at the following websites:

- Association of Attorney-Mediators – www.attorney-mediators.org
- Association for Conflict Resolution – www.acrnet.org
- State Bar of Texas – www.texasbar.com
- Texas Association of Mediators – www.txmediator.org

Students may also contact county-funded ADR agencies in the area to schedule observations of mediations. Students must request a mediator to sign the time log to validate an observation.

**Denton County Alternative Dispute Resolution Program [also known as DCAP]**
Ms. Erin Manley
Executive Director
512 W. Hickory, Ste. 202
Denton, Texas 76201
(940) 320-1500
www.dentonadr.com/contact.php

DCAP provides family, personal injury, and other civil mediation services to county residents under contract with Denton County.

Mediations are conducted Monday-Thursday from 9 a.m. to 5 p.m., excluding holidays. Students should arrive at 8:55 a.m. and plan to stay until the case is completed. The dress code is business casual. Students may bring their own lunch or order on the mediation date with DCAP for $10.

DCAP does its very best to notify mediation participants of the presence of Practicum students in advance so client approval can be granted. However, if a party does not want an observer, DCAP has to respect the client’s wishes and your observation may be cancelled. It also is not unusual for participants to cancel at the last minute or not show up at all. Students will not receive credit for hours if they are denied participation or if the scheduled mediation is canceled.

**Only one UNT student may observe a particular mediation unless DCAP schedules a second mediation on a particular day and makes it available to UNT students.**

Students are not charged for observations, but must contact either Erin Manley or Sarah Pearce to reserve their mediation observation spots after viewing the DCAP Calendar on the home page. Reservations are made on a first-come, first-served basis. Each student will be limited to two mediation observation days during the semester. Students may exceed the two mediation session limit after every student has completed the mandatory observations.

**Students must contact DCAP to cancel a reserved mediation. Grades will be reduced by one letter grade for each failure to show for a reserved mediation.**
Please read the DCAP guidelines on the Blackboard course home page.

**Dallas County Dispute Resolution Center [also known as DCDRC]**
Ms. Myrna Gasc (214) 653-7898; myrna.gasc@dallascounty.org
OR
Mr. Othel Bursey (obursey@dallascounty.org)
Dallas County ADR Coordinator
DCDRC
600 Commerce St.
George Allen Courts Bldg.
Dallas, TX 75202
TEL: (214) 653-6048
FAX: (214) 653-7202
DCDRC provides mediation services to qualified county residents in matters dealing with civil, family and probate litigation. Please contact the center directly for more information about observations.

**Students must contact DCDRC to cancel a reserved mediation. Grades will be reduced by one letter grade for each failure to show for a reserved mediation.**

Please contact Myrna Gasc or Othel Bursey as early as possible in the semester to qualify and schedule a mediation. Each student must provide a completed application, resume and letter from me (available on the course home page) to be eligible to observe mediations. **It may take 60 days to secure an observation, so it’s important to contact this agency immediately.**

**NOTE: THIS AGENCY SERVES TEXAS A&M LAW STUDENTS AND MAY NOT BE AVAILABLE TO UNT STUDENTS.**

**Dispute Resolution Services of North Texas (Tarrant County), Inc. [also known as DRS]**
4304 Airport Freeway, Suite 100
Fort Worth, TX 761117
(817) 877-4554
FAX: (817) 877-4557

DRS provides mediations to county residents under contract with Tarrant and surrounding counties. Students may observe civil mediations, but not family mediations. Observation is contingent on party permission. **There may be a fee to observe DRS sponsored mediations, as well as internship obligations. Please contact DRS to confirm the most recent requirements.**

Please contact DRS directly to schedule observations.

**Students must contact DRS to cancel a reserved mediation. Grades will be reduced by one letter grade for each failure to show for a reserved mediation.**
Opportunities for court observations:

Students may observe hearings or trials in civil cases (any case that is not a criminal one, whether felony or misdemeanor) on the docket of any state or federal district court or state county court. Students should research the many courts available in the metropolitan area and contact one or more of interest to determine the best dates and times to observe hearings or trials. Typically, judge’s bailiffs and clerks are very helpful if you explain your goals and needs and ask for their help. Students must request a court officer or staff member to sign the time log to validate an observation.

ASSESSMENT & GRADING
Assessments
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Grading Procedure
Grades are determined according to evidence about the quality of the Practicum learning experience, completion of the course work, and the student’s behavior when observing parties in mediation. Input about the student’s behavior is collected from the agencies that support UNT.

A sample of the time log is available in Blackboard on the home page. Should you find that a mediation session, court hearing or trial you observe lasts fewer than two (2) hours and that you will likely fall short of the requirement, please contact the Professor.

Grades will be assigned according to the following:

Attendance + participation in class meetings = 50 points
Videos + discussion board assignments = 160
Observations + journals + time log = 150
Case analysis + case management assignments = 150
Group project = 100

Total points available = 610

549 – 610+ points = A
488 – 548 points = B
427 – 487 points = C
366 - 426 points = D
0 – 365 points = F

A Note on Grammar and Writing: Being able to communicate well in writing is one of the marks of an educated person and is important in most professions. As a result, it will be emphasized in this course. It is always a good idea to proofread your own papers for errors before submission. Students who do not have strong writing skills should consider having
another person proofread the paper and/or use the services of the UNT Writing Lab. Students can meet with a tutor in person at the main location in the Auditorium Building (AUDB 105), or participate in an online tutoring session.

The errors listed below or those similar in nature will result in a 1-point loss in the written work assigned for this class every time they appear:

- Using incorrect punctuation or lack of punctuation.
- Failing to capitalize words appropriately.
- Failing to write a complete sentence.
- Misuse of the following words:
  - affect/effect
  - dominate/dominant
  - for/four
  - its/it’s
  - quite/quiet
  - there/they’re/their
  - then/than
  - to/too/two
  - weather/whether
  - woman/women
  - your/you’re
- Using made up words, such as “irregardless” (it’s “irrespective” or “regardless”) or “supposably” (it’s “supposedly”);
- Using misspelled words; and,
- Using abbreviations and/or phrases commonly used in text messages, such as “LOL”, “OMG”, “U R…”.

Accessing Grades
Your grades for each assignment will be graded and made available in Blackboard in MyGrades.

Grade Calculation Spreadsheet
Students are provided with a grade calculation spreadsheet (see course home page in BbL) that lists all assignments and bonus points available in this course. Students should add their grades to this spreadsheet weekly to be informed of their current grade in the course. Consequently, students are responsible for completing the spreadsheet before inquiring about their current course grade.

COURSE EVALUATION

Toward the end of the semester, students will be able to complete a bonus quiz in BbL and course survey at www.my.unt.edu to earn bonus points. Please logon and select SETE.
SCHOLARLY EXPECTATIONS

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested or approved by the instructor.

RESOURCES

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

UNT Library Information for Off-Campus Users:
http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-offcampus-users

UNT Computing and Information Technology Center:
http://citc.unt.edu/services-solutions/students

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

COURSE POLICIES

Individual and Group Assignments
Students may discuss the assignments, but must create their own work product in their own words. Due dates for all course work are posted in the instructions connected to each assignment. Students should complete work in a Word document and copy and paste it in the page available in BbL.

Late Work
The professor will base decisions regarding acceptance of and credit for late work consistent with UNT and course policies. An extension may be given under limited circumstances, including but not limited to, the student’s or a close family member’s illness or injury; death of a close family member; other major life event; mandatory military service; or mandatory
university approved or sponsored event.

If a student believes he/she will miss or has missed assigned course work, the student must contact the professor within two (2) days after the course work’s due date has passed. The student must provide written documentation of any such event upon request. If a student fails to timely contact the professor and/or provide the requested documentation, the student will not be given additional time to complete the assigned course work and will receive no credit for the assigned course work.

Copyright Notice
Some or all of the materials in this course 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.

Undergraduate Online Course Attendance Policy
Students who attend classes regularly typically experience greater success than those students who do not attend regularly. Similarly, students who enroll in online courses also typically perform better by fully participating in the course.

Information about the University of North Texas’ Attendance Policy may be found at: http://policy.unt.edu/policy/15-2-5.

Administrative Withdrawal
Students may add this course or withdraw in accordance with the University’s policy currently in effect.

Syllabus Change Policy
Changes to the syllabus may be necessary at times. Communication of any changes will be made via an Announcement and/or Message BbL.

UNT AND DEPARTMENT POLICIES

Student Conduct
Any student behavior that interferes with an instructor’s ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, labs, discussion groups or boards, field trips, and verbal and/or written (including email) communication with the instructor. Examples of unacceptable behavior include, but are not limited to:
- Private conversations with other students during lecture or class discussions;
- Disrespectful treatment of other students such as verbal or written harassment or name-calling;
- Use of profane or other inappropriate language or gestures in class, in written assignments, on discussion boards, or in email communications, with the instructor or other students;
- Disrespectful email communication with the instructor and/or other students;
- Inappropriate use of electronic devices during class, including but not limited to any use of a cell phone. Use of tablets or personal computers for anything other than taking notes or other approved class activities is not allowed.
- Tardiness that disrupts class.

A student engaging in unacceptable behavior may be directed to leave the classroom or other instructional setting. The instructor may also elect to refer the student to the Dean of Students to consider whether his/her conduct violates UNT’s Student Code of Conduct. Poor behavior may result in a reduction of a certain number of points up to a full letter grade in the course irrespective of the student’s performance on exams, quizzes, or other assignments. This action may be taken separate and apart from any sanction administered by the Dean of Students.

**Academic Dishonesty**

Academic dishonesty is a student’s failure to do his or her own work in a course. It also includes providing any type of unauthorized assistance to other students, or engaging in activities that prevent other students’ success. Academic dishonesty will not be tolerated in any instructional setting including traditional face-to-face classrooms, electronic classrooms (online or blended courses), labs, and discussion groups or boards. Academic dishonesty includes, but is not limited to:

- **Cheating**: The use of unauthorized assistance in any academic exercise. Specific examples include:
  - *Improper use of phones*: The use of phones during exams administered in traditional face-to-face classes or online classes is expressly prohibited. If a cell phone is in a student’s hand or on his or her desk during a face-to-face exam, it will be assumed that the student is cheating and he or she will automatically receive a zero.
  - *Discussion with other students*: Students may not communicate with other students during an exam in either a traditional face-to-face or online class. Any student caught communicating with another student during the administration of an exam will automatically receive a zero irrespective of the content of the communication.

- **Plagiarism**: The use of another person or organization’s thoughts, ideas or words without proper attribution in any academic exercise regardless of intent. Specific examples of plagiarism include:
  - *Copying material verbatim* from websites, articles, books, or another student and failing to cite the source. Directly copied material must be delineated from the student’s work through the use of quotation marks.
  - *Passing off the idea of another as your own* by failing to provide credit to the source.
• **Forgery**: Altering a score or official academic university record or forging the signature of an instructor or other student. A specific example of forgery includes, but is not limited to:
  o Signing an attendance roster for another student or having another student sign for you.
• **Fabrication**: Falsifying or inventing any information, data or research as part of an academic exercise unless explicitly permitted by the instructor.
• **Facilitating academic dishonesty**: Helping or assisting another in the commission of academic dishonesty. Specific examples of this type of academic dishonesty include, but are not limited to:
  o Telling another student(s) specific exam questions and/or answers.
  o Taking screen shots of quiz or exam questions in an online course and providing them (or information about them) to another student(s) or utilizing them at a later date.
  o Making or reviewing an unauthorized copy of all or any portion of a quiz or exam.
• **Sabotage**: Acting to prevent another student from completing his or her work or willfully disrupting the academic work of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. Moreover, at the instructor’s discretion, students suspected of cheating on an exam may be requested to re-take the exam in an alternative form or setting. Students who refuse this request will receive a “zero” on the exam. This applies in any course setting, online or otherwise. Students are encouraged to report suspected academic dishonesty to the instructor. If a student has any question about whether or not conduct constitutes academic dishonesty, the student should consult with the instructor before engaging in that conduct.

Penalties for academic dishonesty range from a verbal or written warning to a grade of “F” in the course. The student may also be reported to UNT’s Office for Academic Integrity. Further university issued sanctions may apply to incidents involving major violations.

More about the UNT’s academic integrity policies and students’ right to appeal may be found at [http://vpaa.unt.edu/academic-integrity.htm](http://vpaa.unt.edu/academic-integrity.htm).

**Disability Accommodation**
UNT 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 the student with an accommodation letter to be delivered to the instructor to begin a private discussion regarding the student's specific needs in the course.

Students 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. Every semester students must obtain a new letter of accommodation, and they 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 request that students discuss such letters during their designated office hours in order to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact that office by phone at 940.565.4323. Specific information on UNT’s policies related to disability accommodations is available at http://policy.unt.edu/policy/18-1-14.

Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Professional Etiquette
The college experience is intended to assist in preparing students for professional and career pursuits. That preparation includes learning to use professional etiquette in dealing with people in positions of authority. The appropriate way to address your instructor depends on her/his particular education credentials. These are usually indicated on the course syllabus. If your instructor has a:

- Doctorate (Ph.D. or Ed.D.), you should address them as: Dr. Instructor’s last name
- Master’s degree (MA, MS, MSW, MSSW) you should address them as: Professor Instructor’s last name
- Law degree (J.D.) you should address them as: Professor Instructor’s last name

If you are not certain about an instructor’s education credentials, you should address them as “Professor.” It is not appropriate to call the instructor by his/her first name unless given permission.

Professional etiquette extends to all types of communication with your instructor. Written communication—including email—forms a permanent record and so it is important to use care about how you make requests, ask questions, or express concerns. Slang (e.g., Hey, Yo) and texting abbreviations should be avoided. The use of profanity is not permitted.

Any type of communication—verbal or written—is most likely to achieve the intended result when it is polite or courteous. Please note that communication can be polite even if there is some type of conflict involved. Instructors may choose not to respond to emails or other forms of communication that are perceived as insulting or disrespectful.

Requests for an Incomplete
A grade of incomplete ("I") may be given to a student only during the last quarter of a semester and only if he/she meets all of the following conditions:

- The student is passing the course;
• There is a justifiable and documented reason beyond the control of the student (e.g., serious illness or military service) for not completing the course on schedule; and
• The student has the approval of his/her instructor and the department chair.

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 student, instructor, and the department chair.

**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://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/getcfr.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.

**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 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.