ADTA 5830 - Risk Management and Value Creation for Analytics

Instructor Contact

Name: Dr. Catalin C. Dinulescu
Office Location: Virtual
Office Hours: Tuesdays 10 AM – 12 PM CST and Thursdays 7 PM - 9 PM CST online via Zoom. Please email me your intention to book at least 24 hours before, and I will confirm and open a Zoom session for you. On the date and time scheduled, use the following meeting details: Zoom Meeting ID: 8328517755, Direct Link: https://unt.zoom.us/j/8328517755 to join. Copy this link in your browser and hit ‘Enter’ to join the Zoom meeting. Other times may be scheduled by email appointment.
Email: catalin.dinulescu@unt.edu
Phone: 214-218-7470

Communication Expectations: All email course communications (unless specifically stated otherwise) should be done via your UNT email account. General course announcements will be posted in Canvas as well as emailed. Failure to be informed of course information that has been transmitted and/or posted in Canvas will not constitute grounds for special consideration.

Please note that not every question/topic can be effectively addressed via email. Poorly framed / ambiguous/open-ended/complex questions or topics might be better addressed verbally rather than in writing. For example, it might take more time and effort to write down an answer, or one might waste precious time going over 2-3 back-and-forth iterations with clarificatory questions, rather than directly and quickly addressing the question verbally, during office hours, or over the phone. Please choose the right communication vehicle that best meets your needs. Here is a great website provided by CLEAR to give you some communication tips for communicating online: https://clear.unt.edu/online-communication-tips

I generally respond to emails within 24 hours, although it may be longer on weekends, holidays, or other circumstances.

Course Description

Examines policies, practices, regulations, and governance for analytics projects to reduce risk and create value. Provides an understanding of how to identify and manage risk and maintain value through quality & procurement management and stakeholder engagement.

Course Structure

This course is a 16-week face-to-face class covering one module per week.

Course Prerequisites or Other Restrictions

There are no prerequisites for the course.
Course Objectives

By the end of this course, students will be able to:

- CO1: Develop an understanding of risk, quality, cost, and procurement management.
- CO2: Evaluate traditional and current regulatory policies for data management, usage, and storage.
- CO3: Develop an understanding of legal, compliance, and audit teams' roles and responsibilities.
- CO4: Examine AI ethics and ensure data teams follow Responsible AI principles.
- CO5: Examine cybersecurity risks and identify processes and tools to avoid the risk.
- CO6: Understand data quality.
- CO7: Learn the fundamentals of strategic planning
- CO8: Develop an understanding of value frameworks
- CO9: Understand analytics metrics and value tracker
- CO10: Develop skills in using tools and techniques for monitoring, controlling, and managing project costs.
- CO11: Apply basic finance formulas to calculate, control, avoid, and manage project costs.
- CO12: Develop a working understanding of the relationships between project cost and other project knowledge areas of scope, time, quality, and risk.
- CO13: Develop an understanding of MVP: Minimal Viable Product
- CO14: Develop teamwork skills while applying the course topics to a class project

Topics included in this course are as follows:

1. Risk Management
2. US and EU Data Regulations
3. Compliance, Privacy, and Data Governance
4. AI Ethics
5. Cybersecurity Risks
6. Data Quality
7. Strategic Planning
8. Value Frameworks
9. Analytics Metrics and Value Tracker
11. MVP: Minimal Viable Product

Materials

*No textbook is required for this course,* but we will have handouts, articles to read and videos to watch throughout the semester.

The following books are NOT required, but you might find them beneficial for extra reinforcement of the material.

Teaching Philosophy

I believe students must be given clear direction for them to succeed. They must understand the course learning objectives as documented in the syllabus, and the deadlines for submission of all coursework as documented on the course calendar. I have found that if a student understands the learning objectives and the contribution to their professional development of each assignment, the quality of their work improves. I also believe that students need to be given timely feedback so that they know how to improve and respond to communications from students promptly. Timely feedback help students gain self-confidence and inspire them to fully engage in the course material and to believe that they can do well. Students need to know that as a professor, I understand that “life happens” and that I will be flexible when a legitimate problem arises. I also think that it is important to establish performance guidelines in the syllabus, and to establish a safe and welcoming learning community in each course. It is my responsibility as a teacher to get my students ready for the workforce and to ensure that they are prepared to meet the professional challenges ahead.

I look forward to a wonderful semester!

Course Technology & Skills

Minimum Technology Requirements
A list of the minimum technology requirements:

- Laptop or Desktop Computer
- Reliable internet access
- Speakers
- Microphone
- Microsoft Office Suite
- Canvas Technical Requirements

Computer Skills & Digital Literacy
A list of technical skills you must have to succeed in the course:

- Navigating Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
- Posting to discussion boards
- Printing Word documents OR opening and printing pdf files, using free Adobe Acrobat Reader

Course Requirements

The following are the course requirements for the course.
1. The student will be responsible for daily checking the UNT email announcements and other types of class communication.
2. The student will access and follow all course instructions in the syllabus, announcements, assignments, and all other class-related documents.
3. The student will complete all the class assignments in the time frame specified in the class documents, including the course calendar, to participate effectively in-class activities. Please note that there will be a 15% deduction for each day the work is submitted late.
4. The student will complete the midterm and/or final exam and the project on the time frames specified in the class documents, including the course calendar. There are NO extensions for the midterm and/or final exam, or for the final project, unless for university-approved reasons.

Grading

Assessment & Grading

1. There will be homework assignments throughout the course.
   - Students are required to submit their homework on time.
2. There will be discussion posts and participation activities throughout the course.
   - Students are required to submit their discussion posts on time.
   - Students are required to attend class and participate in-class discussions and activities.
3. There will be one midterm and one final exam. Students can participate in only one exam, or participate in both exams and drop the lowest grade. Only one exam grade (the highest) will be considered in the final grading.
   - Students are required to submit their exams on time.
4. Lastly, there will be a final project and presentation
   - Students will submit the final project and deliver the presentation by the deadline provided on the Course Calendar.
# Advanced Data Analytics

## Grading Table

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Homework Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Discussion Posts Participation</td>
<td>20%</td>
</tr>
<tr>
<td>• In-Class Discussions &amp; Activities</td>
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<tr>
<td>• Attendance</td>
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<tr>
<td>Midterm and/or Final Exam (one grade)</td>
<td>25%</td>
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<tr>
<td>Final Project</td>
<td>30%</td>
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<tr>
<td><strong>Total Percentage</strong></td>
<td><strong>100%</strong></td>
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<tr>
<td><strong>Course Introductions (BONUS)</strong></td>
<td><strong>0.5%</strong></td>
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<td><strong>Course Evaluation Proof (BONUS)</strong></td>
<td><strong>1.5%</strong></td>
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<tr>
<td><strong>Total with BONUS</strong></td>
<td><strong>102%</strong></td>
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</tbody>
</table>

The final letter grade will be determined as follows:

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>0-59</td>
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</tbody>
</table>
This schedule is subject to change by the professor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, which will be noted in the weekly modules overview instructions.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Activities</th>
<th>Assignment(s) Due</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Aug 21-27</td>
<td>Risk Management</td>
<td>Lecture 1 In-Class Discussion &amp; Activity Readings</td>
<td>Course Introductions (BONUS) Aug 23 @11.59 pm Discussion Post #1 Assignment #1 Aug 27 @ 11:59 pm</td>
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<tr>
<td>Week 2</td>
<td>Aug 28 – Sep 3</td>
<td>US and EU Data Regulations</td>
<td>Lecture 2 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #2 Assignment #2 Sep 3 @ 11:59 pm</td>
</tr>
<tr>
<td>Week 3</td>
<td>Sep 4-10</td>
<td>Compliance, Privacy, and Data Governance</td>
<td>Lecture 3 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #3 Assignment #3 Sep 10 @ 11:59 pm</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sep 11-17</td>
<td>AI Ethics</td>
<td>Lecture 4 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #4 Assignment #4 Sep 17 @ 11:59 pm</td>
</tr>
<tr>
<td>Week 5</td>
<td>Sep 18-24</td>
<td>Cybersecurity Risks I</td>
<td>Lecture 5 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #5 Assignment #5 Sep 24 @ 11:59 pm</td>
</tr>
<tr>
<td>Week 6</td>
<td>Sep 25 - Oct 1</td>
<td>Cybersecurity Risks II</td>
<td>Lecture 6 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #6 Assignment #6 Oct 1 @ 11:59 pm</td>
</tr>
<tr>
<td>Week 7</td>
<td>Oct 2-8</td>
<td>Data Quality</td>
<td>Lecture 7 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #7 Assignment #7 Oct 8 @ 11:59 pm</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Activities</td>
<td>Assignment(s) Due</td>
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<td>Week 8</td>
<td>Oct 9-15</td>
<td>Strategic Planning MIDTERM Review</td>
<td>Lecture 8 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #8 Assignment #8 Oct 15 @ 11:59 pm</td>
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<tr>
<td>Week 9</td>
<td>Oct 16-22</td>
<td>MIDTERM</td>
<td>MIDTERM</td>
<td>MIDTERM Oct 22 @ 11:59 pm</td>
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<td>Week 10</td>
<td>Oct 23-29</td>
<td>Value Frameworks</td>
<td>Lecture 10 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #10 Assignment #10 Oct 29 @ 11:59 pm</td>
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<td>Week 11</td>
<td>Oct 30- Nov 5</td>
<td>Analytics Metrics and Value Tracker</td>
<td>Lecture 11 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #11 Assignment #11 Nov 5 @ 11:59 pm</td>
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<td>Week 12</td>
<td>Nov 6-12</td>
<td>Cost Management, Cost Savings, and Cost Avoidance</td>
<td>Lecture 12 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #12 Assignment #12 Nov 12 @ 11:59 pm</td>
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<td>Week 13</td>
<td>Nov 13-19</td>
<td>MVP: Minimal Viable Product</td>
<td>Lecture 13 In-Class Discussion &amp; Activity Readings</td>
<td>Discussion Post #13 Assignment #13 Nov 19 @ 11:59 pm</td>
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<tr>
<td>NO CLASS</td>
<td>Nov 20-26</td>
<td>Thanksgiving Break</td>
<td>NO CLASS</td>
<td>Nov 20-26</td>
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<tr>
<td>Week 14</td>
<td>Nov 27 -Dec 3</td>
<td>Final Project Overview</td>
<td>Final Project Overview</td>
<td>None</td>
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<tr>
<td>Week 15</td>
<td>Dec 4-10</td>
<td>Final Project Workweek FINAL EXAM Course Evaluation Proof (BONUS)</td>
<td>Final Project Workweek FINAL EXAM Course Evaluation Proof (BONUS)</td>
<td>FINAL EXAM Dec 10 @ 11:59 pm Course Evaluation Proof (BONUS) Dec 10 @11:59 pm</td>
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<tr>
<td>Week 16</td>
<td>Dec 11-15</td>
<td>Final Project Presentations Peer Review Form</td>
<td>Presentations</td>
<td>To Be Announced Peer Review Form Dec 13 @ 11:59 PM</td>
</tr>
</tbody>
</table>

**Course Policies**

**Attendance**
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent so you, the professor, and the instructional team can discuss...
and mitigate the impact of the absence on your attainment of course learning goals. Please inform the
professor and instructional team if you cannot attend class meetings because you are ill, in mindfulness
of the health and safety of everyone in our community.

Recordings
This is a face-to-face class and not an online class, and that means that you are expected to be physically
present in class for each class period this semester. If several students are sick, I will record my lecture
via Zoom, but the course recording will only be provided for students with a valid reason for missing
class.

Class Participation
Attendance is expected for this class, and students are required to participate in all class activities. To
learn more about campus resources and how you can achieve success, go to https://succeed.unt.edu.

Late Work
All assignments are to be submitted by the due date and time. The deadline for submitting an
assignment is 11:59 pm CST on the due date. After the deadline, you will incur a 15% deduction for each
day late. No late midterm, final exam, or final project will be accepted.

Online Assignment and Examination Policy
The University is committed to providing all users with a reliable online course system. However, if any
unexpected server outage or any unusual technical difficulty 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 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.

Scholarly Expectations
Student's must submit their own, original work. Academic dishonesty is discussed in the UNT Policies
section below and it is a very serious offense at UNT. If the instructor has reason to believe that a
student had committed an academic honesty violation, for the first time the student will earn a zero for
the assignment and be reported to the Academic Integrity Office. If the student continues a second
time, it will receive a zero for the entire course and will be again reported to the Academic Integrity
Office. There are no exceptions. Once the student has been notified and given a chance to explain the
circumstance, no further communication will be accepted by the instructor. An academic integrity
violation may result in a penalty ranging from points off on the assignment to a 0 grade for the
assignment or failure in the course.

Instructor Responsibilities and Feedback
The instructor is responsible for responding to student questions about assignments and projects, the
course material presented and providing additional resources to enhance understanding of course
material. Timely feedback is essential for student success, and the instructor is responsible for providing
timely feedback to students throughout the course. The instructor or TA will grade submitted
assignments and post grades for students within ten days of the due date.
Instructors have primary responsibility for academic assessment. A finding by an instructor that academic dishonesty occurred may be considered grounds for academic penalties, up to and including failure in the course. Decisions about the degree of academic penalty to impose will be based on the seriousness of the violation. Instructors are expected to report all allegations, factual summary statements, and sanctions involving instances of academic misconduct.

**Syllabus Change Policy**

Changes to the course syllabus or due dates are not anticipated, but should they be necessary, the instructor will provide ample notification to students to complete assignments in a timely manner without penalty.

**Project Team Assignments:**

Students will work in groups (teams) on a class project. The teams will be randomly assigned by the instructor at the beginning of the course. If students join the course late (after the teams were established), they must notify immediately the instructor for placement in a team. Failure to do so within 1 week of joining the course roster will earn an automatic grade of 0 on the project assignment.

Students can check their team assignment in Canvas via the "People" menu, then "Groups", double click on the team’s name to expand it and see its members. I encourage all students to start working in groups (teams) as early as possible. Start by identifying your team, initiate contact (e.g., via the Individual Group Discussion Forums available in the Discussions section of Canvas, or other agreed-upon means), and establish a teamwork routine (e.g., online meetings) as early as possible.

**Teamwork and Peer Reviews:**

Teamwork is a standard requirement of most professional jobs. This course requires teamwork on some assignments. The expectation is that each student will contribute a fair share to the teamwork.

At the end of the team project, each student will anonymously evaluate the performance of the other team members by using the Peer Review Form (available to download from Canvas). In fairness to all students, the peer reviews will influence the individual team members' grades. Therefore, the student’s evaluation of others must be objective. The team project assignments are graded first as a team, then the individual student grades are derived from the team grade according to the average of the evaluation scores received in peer reviews, per the table below:

<table>
<thead>
<tr>
<th>Evaluation Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Meet or Exceed Expectations</td>
</tr>
<tr>
<td>1</td>
<td>Did Not Meet Expectations</td>
</tr>
<tr>
<td>0</td>
<td>No Work Performed</td>
</tr>
</tbody>
</table>

For example, if the team project grade is 90 (out of 100), and one student’s average peer review evaluation (provided by the other team members) is 1.8 out of 2, that student’s grade on the project is $90 \times (1.8/2) = 81$. If another student (team member in the same team) got 0 on the peer reviews (i.e., no work performed), its grade is $90 \times (0/2) = 0$, on the same project assignment. And if another team member got a 2 out of 2 on the peer reviews, its grade will be $90 \times (2/2) = 90$ on the same project.
Individual Group Discussion Forum:

This discussion forum is semi-private (i.e. available only to the group members) and it exists only to facilitate discussion within individual teams. This discussion forum is not monitored and is not graded. This forum is not mandatory and you may use other means to communicate within the groups.

Weekly Discussion Forums:
Active participation in a weekly discussion forum means posting at least 2 substantive contributions (posts) to the weekly discussion forum. A contribution (post) means starting new threads or posting messages to existing threads, in any combination of up to 2 per week. Your posts should be substantive to be considered valid. A substantive post is at least 50 words long and contributes to the understanding and application of ideas by doing one or more of the following: reflection about meaning, analysis, elaboration, application, synthesis, and evaluation.

The posts should be related to the material studied during the week. The instructor may post initial prompts to get the class discussion going. However, students are encouraged to post new substantive threads or reply substantively to existing threads from classmates.
Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals' experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines for more information.

Online Course System

The University is committed to providing a reliable online course system to all users. However, part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.
Advanced Data Analytics

UIT Help Desk: [UIT Student Help Desk site](#)

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](#)

**UNT Policies**

**Academic Integrity Policy**
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

**ADA Policy**
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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodation 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 reasonable 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 reasonable 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 [ODA website](#).

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age,
disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**Emergency Notification & Procedures**
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

**Retention of Student Records**
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**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. Visit UNT's [Code of Student Conduct](#) to learn more.

**Access to Information - Eagle Connect**
Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](#).
Student Evaluation Administration Dates
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 survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website or email spot@unt.edu.

Survivor Advocacy
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

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 online 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 online 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 online 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.

**Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

**Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

**Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

**Class Recordings & Student Likenesses**

In case synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester: Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**Academic Support & Student Services**

**Student Support Services**

**Mental Health**

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric Services](#)
- [Individual Counseling](#)
Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar
- Financial Aid
- Student Legal Services
- Career Center
- Multicultural Center
- Counseling and Testing Services
- Pride Alliance
- UNT Food Pantry

Academic Support Services

- Academic Resource Center
- Academic Success Center
- UNT Libraries
- Writing Center
- Math Lab
Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.