



University of North Texas
Toulouse Graduate School
Advanced Data Analytics
ADTA 5100
Fundamentals of Data Analytics

Course Information

ADTA 5100 – Fundamentals of Data Analytics
Fall 2020 – 8W1 (August 24 – October 16, 2020)
Class Meeting Time/Location – 100% online, no in-person class meetings required
Optional video Zoom session — Thursdays at 7:00 pm

Instructor Contact

Denise R Philpot, PhD, MBA
Office hours: times by appointment
Denise.Philpot@unt.edu

About the Professor / Instructor

Welcome to ADTA 5100 Fundamentals of Data Analytics. I am Dr. Denise Philpot, the instructor for this course and the Advanced Data Analytics program advisor. Prior to earning my doctoral degree in Applied Technology and Performance Improvement with a minor in Management Science, I was a systems analyst/customer account manager for Xerox Corporation. While teaching high school business courses I earned my MBA in Organizational Behavior/Human Resource Management. Like many of my students, I have not followed the traditional academic path. The variety of career and academic experiences that we all have provide the foundation for interesting course discussions.

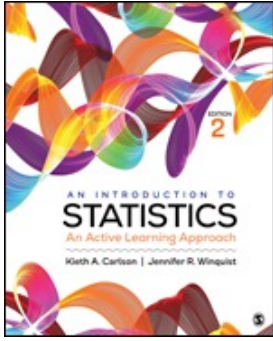
I am excited to have you in this course and look forward to learning more about you and your career goals. Together we will explore a variety of statistical analysis tools, learn about how and when to use them, interpret the outputs of the analysis, and describe the results in ways that will help us or others take appropriate actions to achieve the desired outcomes or goals. Together we will do great things!

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no prerequisites for this course. Students should be comfortable with technology and standard business applications such as Microsoft Word and Excel.

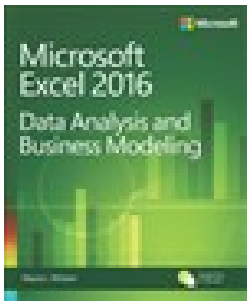
Required Materials

One textbook is required for this course. Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas. Students will also need to have access to Microsoft Excel for data analysis assignments.



An Introduction to Statistics: An Active Learning Approach, 2nd edition
(2018)
By Kieth A. Carlson and Jennifer R. Winquist
Published by Sage Publications, Inc., Thousand Oaks, California
ISBN: 978-1-4833-7873-1

Suggested Materials



Microsoft Excel 2016: Data Analysis and Business Modeling (2016)
By Wayne L. Winston
Published by Microsoft Press, Redmond, Washington
ISBN: 978-1-5093-0421-9

Course Description

This course introduces students to basic statistical techniques and the fundamental concepts data management. Students will use familiar tools to prepare data for analysis and practice techniques associated with exploratory data analysis, interpretation of results, and provide explanations regarding the significance of their analysis. The knowledge and skills gained in this course prepare students for advanced analytics and programming courses.

Course Objectives

By the end of the course, students should be able to:

1. Learn data management functions in Excel to prepare data for analysis
2. Use pivot tables to analyze categorical data
3. Calculate and interpret descriptive statistics using Excel and produce appropriate charts.
4. Calculate and interpret probability statistics
5. Calculate, interpret, and explain z-scores and t-tests
6. Use statistics to answer a research question or problem statement

Course Topics

1. Which statistical techniques to use and when
2. Distributions and what they mean/how they impact analysis techniques
3. The importance of sample size and sampling methodology
4. Probability and what it means
5. Using Excel to conduct basic statistical analysis using the Analytics ToolPak
6. Creating Pivot Tables to analyze categorical data

7. Creating a variety of graphics used to visually represent data including boxplots, scatter diagrams, and histograms
8. Translation of statistical output into common language that is easily understood

Teaching Philosophy

It is my goal to create a learning environment in which students feel respected, are engaged in the activities, and bring their questions, experiences, and ideas to the classroom. For real learning to occur, we must work together to achieve a common goal: mastery of the curriculum and the ability to apply what is learned to future activities both in and out of the classroom. In support of the learning objective, I commit to you, to be fully engaged in the classroom, to be available outside of the classroom, and to share my knowledge and experiences with you to enhance the learning process. I believe that learning should be fun (not necessarily easy or without hard work) and that I can learn from you, too. I expect each student to work at their full capacity, respect others, and participate in the classroom so that their experiences can add to the overall learning experience. Lifelong learning is the foundation of my commitment to you for ensuring that the ideas, concepts, theories, and practices I bring to the classroom are current, relevant, and of value to you.

TECHNICAL REQUIREMENTS / ASSISTANCE

Access and Log in Information

This course was developed and will be facilitated utilizing the CANVAS Learning Management System. To get started with the course, please go to: <https://unt.instructure.com/login/ldap>

You can access student guides on Canvas at this site. You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <https://ams.unt.edu/>

The Canvas Student app has a mobile version of Canvas that helps students stay current with their courses anywhere. Download the Canvas Student app on Android and iOS devices.

For iOS devices, see:

How do I download the Canvas Student app on my iOS device?

<https://community.canvaslms.com/docs/DOC-9831-18561185379>

For Android devices, see: How do I download the Canvas Student app on my Android device?

<https://community.canvaslms.com/docs/DOC-9758-18555199445>

Student Academic Support Services

Links to all these services can be found on the Online Student Resources tab within the Canvas Help function.

- Academic Resource Center: buy textbooks and supplies, access academic catalogs and programs, register for classes, and more. (<https://clear.unt.edu/canvas/student-resources>)
- Center for Student Rights and Responsibilities: provides Code of Student Conduct along with other useful links.

- Office of Disability Accommodation: ODA exist to prevent discrimination on the basis of disability and to help students reach a higher level of independence. <https://disability.unt.edu/>
- Counseling and Testing Services: CTS provides counseling services to the UNT community as well as testing services; such as admissions testing, computer-based testing, career testing and other tests. <http://studentaffairs.unt.edu/counseling-and-testing-services>
- UNT Libraries: online library services <http://www.library.unt.edu/services>
- Online Tutoring: chat in real time, mark up your paper using drawing tools and edit the text of your paper with the tutor's help.
- The Learning Center Support Programs: various program links provided to enhance the student experience. <https://learningcenter.unt.edu/>
- Supplemental Instruction: program for every student, not just for students that are struggling.
- UNT Writing Lab: offers free writing tutoring to all UNT students, undergraduate and graduate. <http://writingcenter.unt.edu/>
- Math Tutor Lab: <http://math.unt.edu/mathlab/>
- Succeed at UNT: how to be a successful student information. <https://success.unt.edu/>

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

UIT Help Desk: <http://it.unt.edu/help-desk-resources-students>

Browser requirements: You need a browser that interfaces well with Canvas, such as Microsoft Internet Explorer or Mozilla Firefox.

<https://clear.unt.edu/supported-technologies/canvas/requirements>

Word Processor

Creating and submitting files in Microsoft Office, the standard software for this course.

STUDENT TECHNICAL SUPPORT

The University of North Texas [UIT Student Helpdesk](#) provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu Phone: 940.565-2324

In Person: Sage Hall, Room 130

Our hours are: (These might be slightly different during the summer.)

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

Technical Skill Requirements

Students should be able to upload and download files, perform data analysis using Microsoft Excel, and access the Internet for course support materials. Effective navigation of Canvas is necessary

as course assignments and support materials will be made available through this application. Email will be used to communicate to students via the UNT provided student email accounts.

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 individual’s 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](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

Your final grade will be determined based on weekly analysis assignments, in-depth research projects and class participation: Class participation 20%; weekly analysis assignments 30%; research project phase 1 20%; and, the final research project/presentation 30%. The total number of points received will be divided by the total possible number of points.

Assignments	Points Possible	Percentage of Final Grade
Class Participation <ul style="list-style-type: none"> • 3 discussion board assignments @ 40 points each • 3 journal assignments @ 30 points each 	210 points	20%
Weekly Assignments <ul style="list-style-type: none"> • 7 quizzes @ 25 points each • 6 homework – 75 points for most; 100 for module 6 	650 points	66%
Individual Data Analytics Research Project	140 points	14%
Total Points Possible	1025 points	100%

Grading

Course grades will be assigned based on this percentage with a standard 10-point grading scale (100% – 90%, A; 89% – 80%, B; 79% – 70%, C; 69% – 60%, D; 59% – 0%, F).

Course Evaluations

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. You will be notified when the SPOT evaluation for this course is available, generally about week 6.

Course Assignment, Examination, and or Project Policies

Final Course Project

Each student will be provided a data file to be used for the final course project. You will complete the defined tasks which will include some data clean-up and analysis. Details for this assignment will be contained in the Final Project folder in our Canvas course. A rubric will be provided along with suggestions and links to resources. The final project is due at the end of the course. Each student will submit a final course project paper that describes the process they used to complete the assigned tasks, translate their data analysis into descriptive text, and interpret the analysis they conduct and confidence intervals they generate using the data set provided. The project is worth 140 points. It is expected that the paper be free from grammatical errors. The minimum requirement for the paper will be 3 pages of content, double-spaced, 1-inch margins, using Arial or Times Roman 12 point font. The submitted paper and Excel file should also include a separate

cover page that includes your name and the title of your paper. You are not required to include an abstract for this paper. The paper is due on the Friday of the final week of the course at 5:00 pm CST. *Late papers will not be accepted.* The paper will be submitted for grading via software that checks for plagiarism. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy.

Discussion Boards (40 points each)

There will be three discussion board assignments. Each discussion board forum will focus on a question related to the textbook reading or supplemental readings that will be posted to Canvas. To earn full points on discussion boards, students must be actively engaged in the group discussion and provide input to each of the assigned questions. As graduate students, it is expected that your responses be thoughtful, respectful, grammatically correct, and show your understanding of the topic being discussed.

Journals (30 points each)

There will be three journal assignments. These are reflective in nature and are designed for you to share your thoughts and experiences related to the topic presented. There will be pre-reading assigned with each journal assignment that will be provided by your professor or come from the textbook. As graduate students, it is expected that your responses be thoughtful, grammatically correct, and show your understanding of the topic being discussed. Journal assignments are not seen by your peers and do not require responses to their entries.

Chapter Quizzes

There will be weekly quizzes. Quizzes will be worth 25 points each and may be taken up to two (2) times with the highest earned grade counted toward your point total. The quizzes will be multiple questions designed to reinforce the textbook/lecture content. Quizzes need to be completed by the due date. Quizzes will be due as indicated on the course schedule. Times listed are Central Standard Time

Homework Assignments

There will be six (6) homework assignments given during the course that are related to material covered in the chapters. Assignments may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results of the analysis, or questions related to the course material and how it was used or misused in a recent news story. There will be an assignment submission link provided in the appropriate folder for all homework assignments. Written responses are expected to be free of grammatical errors. Data analysis should include a brief discussion of the steps you used to complete the analysis.

Course Calendar – Fall 8W1 2020

Week	Topic / Required Reading	Assignments
Week 1 Aug 24	Course overview and Syllabus review Module 1 – Data Preparation Read the assigned reading on our Canvas course, Module 1 Watch video tutorial	Complete Introduction Assignment – Discussion Board #1 – Read assigned articles Complete Quiz Complete assessment All assignments due Aug 30
Week 2 Aug 31	Module 2 – Let's do it! Data Preparation with Excel Using Excel to prepare your data Watch Excel tutorials	Watch tutorials Complete Discussion Board Complete Quiz Complete Assessment All assignments due Sept 6
Week 3 Sept 7	Module 3 – Introduction to Basic Statistics Read Chapter 1: Introduction to Statistics and Frequency Distributions and Chapter 2: Central Tendency	Read Chapters Complete Quiz Complete Assessment All assignments due Sept 13
Week 4 Sept 14	Module 4 – Variability and z Scores Read Chapter 3: Variability and Chapter 4: z Scores	Read Chapter Complete Quiz Complete Assessment All assignments due Sept 20

Week	Topic / Required Reading	Assignments
Week 5 Sept 21	Module 5 – Everything You Want to Know About Samples Read Chapter 5: The Distribution of Sample Means and Z for a Sample Mean	<i>Read the Chapter</i> <i>Complete the Quiz</i> <i>Complete Journal assignment</i> <i>Complete Assessment</i> All Assignments due Sept 27
Week 6 Sept 28	Module 6 – Reject or Fail to Reject – Using z scores to answer questions Read Chapter 6: Hypothesis Testing with z scores	<i>Read Chapter</i> <i>Complete Quiz</i> <i>Complete Assessment</i> All Assignments due Oct 4
Week 7 Oct 5	Module 7 – Estimating with Confidence Read Chapter 8: Estimation with Confidence Intervals	<i>Read Chapter</i> <i>Take Quiz</i> <i>Complete Assessment</i> All Assignments due Oct 11
Week 8 Oct 12	“Final Exam Week” <i>Project Paper</i> <i>Complete Reflection Journal</i>	<i>Data Analytics Project</i> <i>Complete Journal #4</i> All Assignments due Oct 16

Course Expectations

It is my goal to create a learning environment in which students feel respected, are engaged in the activities, and bring their questions, experiences, and ideas to the classroom. For real learning to occur, we must work together to achieve a common goal: mastery of the curriculum and the ability to apply what is learned to future activities both in and out of the classroom. In support of the learning objective, I commit to you, to be fully engaged in the classroom, to be available outside of the classroom, and to share my knowledge and experiences with you to enhance the learning process. I believe that learning should be fun (not necessarily easy or without hard work) and that I can learn from you, too. I expect each student to work at their full capacity, respect others, and participate in the classroom so that their experiences can add to the overall learning experience. Lifelong learning is the foundation of my commitment to you for ensuring that the ideas, concepts, theories and practices I bring to the classroom are current, relevant, and of value to you.

Course Policies

Attendance Policy

While this is an online course, you are expected to log in regularly to the Canvas website. You are responsible for reading course announcements and keeping with assignments as posted in the course syllabus. It is always recommended that you attend scheduled virtual class meetings. They are not mandatory but do provide an excellent opportunity to interact with your peers and ask questions.

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

Assignment Policy / Late Work

All work for this course is due no later than 11:59 pm on the designated due. **Any assignment submitted after that time will receive a highest possible score of 60%.** Additional points may

be deducted when the assignment is graded based on the quality of the work submitted. Please don't lose valuable points this semester by turning in work late.

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 contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

****Late work which is not due to system issues is subject to penalty described above unless previously approved by the instructor****

Instructor Responsibilities and Feedback

- As the instructor, it is my responsibility to help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, and continually review and update course content based upon learning outcomes and changes in the field of study.
- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails within 24 hours. Grades for weekly assignments will be posted the following week. Project grades will be posted as they are completed.

Syllabus Change Policy

While the plan is to follow this syllabus as written, it is not unreasonable to expect that adjustments will be made if necessary due to events that outside of my control. Any changes will be posted in the announcement section of our Canvas course. If these changes impact assignments or due dates, they will be communicated via email as well.

Turnitin Notice

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use this resource to ensure their work is free of copyright issues prior to final submission of their projects.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

Virtual Classroom Citizenship

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

Incompletes

Incompletes will only be given per university policy.

<http://registrar.unt.edu/grades/incompletes>

UNT POLICIES

Student Conduct and Discipline:

You are encouraged to become familiar with the University's Code of Student Conduct and the Policy of Academic Integrity found on the Dean of Students website. The policies contained on this website apply to this course. If you have questions regarding any of the information presented regarding academic integrity, please feel free to contact me. I will be happy to review any of your work prior to final submission for grading.

The UNT Code of Student Conduct can be found here:

<http://deanofstudents.unt.edu/conduct>

The UNT policy regarding Academic Integrity can be found here:

<http://policy.unt.edu/policy/06-003>

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable 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 a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit 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. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders,

completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT>

The paragraph reads:

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

University of North Texas Compliance

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

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

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

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

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](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

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

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.

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 \(https://studentaffairs.unt.edu/student-health-and-wellness-center\)](https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services \(https://studentaffairs.unt.edu/counseling-and-testing-services\)](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team \(https://studentaffairs.unt.edu/care\)](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services \(https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry\)](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling \(https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling\)](https://studentaffairs.unt.edu/counseling-and-testing-services/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 \(https://registrar.unt.edu/registration\)](https://registrar.unt.edu/registration)

- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
- Career Center (<https://studentaffairs.unt.edu/career-center>)
- Multicultural Center (<https://edo.unt.edu/multicultural-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- Pride Alliance (<https://edo.unt.edu/pridealliance>)
- UNT Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)