ADTA 5120 Introduction to Data Analytics

100% online, October 16-December 15, 2023

Instructor Contact

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Email: Denise.Philpot@unt.edu

About the Professor / Instructor

Welcome to ADTA 5120 Introduction to 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. After a successful 20-year career in industry, I left to become a teacher. While teaching high school business courses I earned my MBA in Organizational Behavior/Human Resource Management. Like many of my college students, I have a not followed the traditional academic path. Perhaps I am a bit biased, but I think that enables me to see both the academic and practitioner viewpoints which helps me to add meaning to textbook material that you can apply to real world experiences. The variety of career and academic experiences that we bring to the classroom help to promote interesting course discussions based upon our unique perspectives.

I am excited to have you in this course and look forward to learning more about you and your career goals. 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!

Communication Expectations: The preferred way to contact me is via email (not the Canvas email tool) or a message in Teams if I am online and available. While I have workspace on campus in Hickory Hall, I often have meetings and encourage you to request a meeting time to ensure we have dedicated time in which I can answer your questions. Emails will be answered as quickly as possible, usually in one business day or less. I understand that most graduate students work on assignments in the evenings and on the weekends so I will check email on Saturdays and Sundays as well. Urgent matters will be answered before Monday. When sending an email, please include the course section you are in as I teach several different courses and this makes it easier for me to access the correct course on Canvas. If I have not responded within one business day, please resend your message as student emails occasionally are routed to the junk folder. I expect emails to follow professional etiquette standards as these are formal communications between the instructor and the student. If your email is related to a course activity/assignment, please attach appropriate files or include

screenshots. Please visit our Online Communication Tips (https://clear.unt.edu/online-communication-tips) for general guidelines to assist you in your online communications.

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.

Course Description

This course introduces fundamental concepts of data analytics, including framing business problems,   data wrangling, exploratory data analysis, statistical learning models, data analysis software and   programming, communicating and operationalizing analysis results, and data ethics. The course focuses   on applications of data analytic methods in framing and answering strategic questions facing decision   makers in a variety of business sectors. A case study approach is used to introduce key data analytic methods which are explored in more depth in other Advanced Data Analytics courses.

Course Structure

This is an 8-week 100% online course. I will schedule a virtual class meeting each week which is optional but you are strongly encouraged to attend. All virtual class meetings will be recorded and made available to the class. This is an accelerated course which contains the same curriculum as our 16-week in-person class.

Course Prerequisites or Other Restrictions

This course requires that the student has successfully completed college level mathematics and a basic statistics course prior to enrollment or have relevant current work experience that will enable them to be successful in an introductory graduate-level statistics course.

Course Objectives

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

1.   Articulate key advances in contemporary data analytics, and describe the skill sets needed to be   successful in a data analytics career.
2.   Describe the data analytics project lifecycle and key elements of each phase.
3.   Frame analysis objectives and develop an analysis plan to solve business problems.
4.   Use basic tools and methods to obtain, assess and prepare data for analysis.
5.   Utilize exploratory data analysis methods to understand characteristics of data sets relative to   business objectives.
6.   Apply appropriate survey and sampling methods, and identify limitations in survey and sample   data.
7.   Calculate, interpret and assess parameter estimates and associated inferential statistics.

8.   Recognize situations in which multivariate data analysis methods can be applied to address   business objectives, and identify which concepts and techniques are necessary to solve a specific   problem.

9.   Articulate best practices related to data privacy and ethics issues.

10. Effectively communicate analysis results and insights verbally and in writing, presenting descriptive statistics and models in business context and employing appropriate data visualizations.

11. Apply data analysis methods to address business problems from real world case studies.


Course Topics may include:

1.   Introduction: What is data science?
2.   Data Science Lifecycle
3.   Ethics, Privacy and Security
4.   Data Acquisition, Preparation and Management
5.   Exploratory Data Analysis
6.   Surveys, Sampling and Estimation
7.   Data Analysis Software
8.   Communicating and Operationalizing Results
9.   Team Projects and Presentations

Materials

There are two books required for this course. Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Content folders on Canvas. We will be using Excel and SPSS for the analytics. Both of those applications are available to students at no charge.
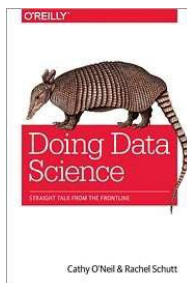
Doing Data Science: Straight Talk from the Frontline, by Cathy O'Neil and Rachel Schutt, O'Reilly Media, Inc., 2014. ISBN 978-1-449-35865-5
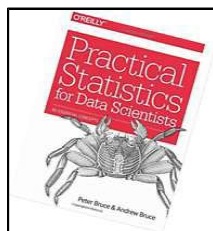
Practical Statistics for Data Scientists, by Peter Bruce and Andrew Bruce, O'Reilly Media, Inc., 2017. ISBN 978-1-491-95296-2

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.

Course Technology & Skills

Canvas 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

Minimum Technology Requirements
To be successful in this course, you will need the following:

- Computer
- Reliable internet access
- Speakers/microphone/camera
- Microsoft Office Suite with current version of Excel
- IBM SPSS and tools for statistical analysis
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

This course utilizes Excel and SPSS to perform analytics techniques with curriculum delivered on our Canvas learning management system platform. You should be able to successfully:

- Use Canvas including uploading and downloading files and posting to discussion boards
- Send email with attachments
- Download and install software
- Use spreadsheet programs
- Use presentation and graphics programs

Technical Assistance

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.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: 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 (https://community.canvaslms.com/docs/DOC-10554-4212710328)

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) 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 50%; 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 • **3 discussion board assignments @ 25 points each** • **3 journal assignments @ 25 points each** • **Peer Review associated with Team Project @ 50 points**	**200 points**	**20%**
Bi-Weekly Assignments • **See Case Study table with cases and deliverables**	**500 points**	**50%**
Team Project and Presentation • **See Case Study table with deliverables**	**300 points**	**30%**
Total Points Possible	**1000 points**	**100%**

Case Study	Deliverable	Possible Points
Warm-up Exercises	Written solutions to exercises.	150
Retail Location Analysis or similar assignment	Analysis report detailing results of data cleaning, EDA, variable selection for optimal retail location, description of multi-variate regression model with location recommendation.	200
Market Research (Factor Analysis)	Research report on survey design and how it facilitates factor analysis. Include discussion on validity and reliability, defining constructs/dimensions/ and sampling design.	150
Automated Medical Diagnosis or similar assignment	Analysis report detailing results of EDA, variable selection for automated medical diagnosis (decision tree) model. Presentation of findings.	300

Grading

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

A = 900-1000
B = 800-899
C = 700-799
D = 600-699
F = 0-599

Course Assignment, Examination, and or Project Policies

Team Data Analytics Research Project

The final project and presentation are due at the end of the course. Each team will submit a research paper that includes an introduction, brief review of statistical technique being used and how it might improve outcomes, problem statement/hypothesis, methods/analysis section (what you did/how you did it), results, and discussion. Also part of the final project is a brief presentation which should include visual aids such as a PowerPoint presentation. Total points for the final project/presentation will be 300 points. It is expected that the paper be free from grammatical errors and appropriately use APA style for citations and reference list. The minimum requirement for the paper will be 10 pages of content, double-spaced, 1-inch margins, using Arial or Times Roman 12 point font. The submitted research paper should also include a separate cover page that includes your names and the title of your paper as well as a reference list formatted using the current APA style guide. You are not required to include an abstract for this paper. A rubric for the project will be provided. ***The paper and presentation files are due on December 12th, at 11:59 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 (25 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 Blackboard. 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 (25 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.

Warm Up and Case Study Assignments (see table for points)

There will be three (3) class assignments given during the course that are related to data and specific industry problems presented in the course. You will be required to conduct data analysis and interpret the results. 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 – Spring 8W2 2023

Week	Topic / Required Reading	Assignments
Week 1 *Oct 16*	*Course overview and Syllabus review* *Introduction to Data Analytics* Course and ADA program introduction, data analysis fundamentals, data analysis process Reading – Doing Data Science, Chap 1: Introduction: What is Data Science? And Chap 2: Statistical Inference, Exploratory Data Analysis, and the Data Science Process Practical Statistics, Chap 1: Exploratory Data Analysis	*Complete Introduction Assignment – Discussion Board #1 – Due Oct 23rd @ 11:59 pm CST* *Read Chapters* *Install SPSS software* *Review Warm Up Problems*
Week 2 *Oct 23*	*Exploratory Data Analysis* *EDA mind-set, summary statistics, distributions, visualizations using HERD data set* Reading – Doing Data Science, Chap 5: Logistic Regression and Chap 7: Extracting Meaning from Data Practical Statistics, Chap 2: Data and Sampling Distributions	*Complete Journal #1* *Due Oct 30 @ 11:59 pm CST* *Work on Warm Up Problems* *Due Nov 6 @ 11:59 pm CST*
Week 3 *Oct 30*	*Exploratory Data Analysis* *EDA mind-set, summary statistics, distributions, visualizations using HERD data set* Reading – Doing Data Science, Chap 5: Logistic Regression and Chap 7: Extracting Meaning from Data Practical Statistics, Chap 2: Data and Sampling Distributions	*Work on Warm Up Problems* *Due Nov 6 @ 11:59 pm CST* *Read Chapters* *Complete Discussion Board #2* *Due Nov 6 @ 11:59 pm CST*
Week 4 *Nov 6*	*Introduction to Market Research Case Study* *Survey Design and Sampling* Reading – Doing Data Science, Chap 10: Social Networks and Data Journalism and Chap 11: Causality	*Review Survey Design and Sampling Research paper requirements* *Submit survey design assignment* *Due Nov 20 @ 11:59 pm CST* *Read Chapters* *Complete Discussion Board #3* *Due Nov 20 @ 11:59 pm CST*

Week	Topic / Required Reading	Assignments
Week 5 **Nov 13**	*Introduction to Retail Location Analysis – Multivariate Regression* *Overview of Multivariate Regression* Reading –Practical Statistics, Chap 3: Statistical Experiments and Significance Testing Reading – Doing Data Science, Chap 9: Data Visualization and Fraud Detection	*Retail Location Project* *Due Dec 4 @ 11:59 pm CST* *Read Chapters* *Complete Journal #2* *Due Nov 27 @ 11:59 pm CST*
Week 6 **Nov 27**	*Introduction to Retail Location Analysis – Multivariate Regression* *Overview of Multivariate Regression* Practical Statistics, Chap 4: Regression and Prediction	*Read Chapters* *Complete Journal #3* *Due Dec 4 @ 11:59 pm CST*
Week 7 **Dec 4**	*Introduction to Decision Trees* Reading – Doing Data Science, Chap 13: Lessons Learned from Data Competitions: Data Leakage and Model Evaluation and Chap 14: Data Engineering: MapReduce, Pregel, and Hadoop Reading –Practical Statistics, Chap 6: Statistical Machine Learning	*Review Project – Modeling with Decision Trees*
Week 8 **Dec 11Dec**	*Decision Trees* Reading – Doing Data Science, Chap 16: Next Generation Data Scientists, Hubris, and Ethics	***Decision Tree Project Course Project*** *Due Dec 12 @ 11:59 pm CST* *Complete Peer Review* *Due Dec 12 @ 5:00 pm CST*

Course Evaluation

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.

Course Policies

Attendance Policy

Students are expected to attend class meetings regularly and to abide by the attendance policy established for this course. It is important that you communicate with the professor prior to being absent so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in the community. You are responsible for reading course announcements and keeping up 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.

If you are experiencing any symptoms of COVID-19 (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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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.

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 is subject to penalty described above unless previously approved by the instructor

Examination Policy

Exams are open book but must be completed without the assistance of peers or others that have knowledge of the course content. Students that engage in academic dishonesty will suffer the consequences per department guidelines. If you lose your internet connection during an exam, contact the help desk immediately and notify me as well. If necessary, I can reset your exam. If you miss an exam, make-up exams will be offered as appropriate.

Assignment Policy

Assignment due dates are posted in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. For assignments that require you to upload your work, you must submit your files in one of the following formats: .docx, .xlsx, .pdf, or .pptx. Do not submit .pages files.

TurnitIn will be utilized on all formal written assignments. 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.

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.

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.

UNT Policies

Academic Integrity Policy

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

https://policy.unt.edu/sites/default/files/06.003%20Student%20Academic%20Integrity_0.pdf

Advanced Data Analytics Integrity Policy

Every student must read and adhere to the university's, ADTA department's, and course Academic Integrity expectations. The consequences of violating Academic Integrity expectations are outlined below.

	Penalty	Other
1st Academic Integrity Offense	The minimum penalty is a 0 for the assignment AND a deduction of one letter grade from the final grade for the course. Other penalties may be assessed by the course instructor up to course failure, depending on the severity of the offense.	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office.
2nd Academic Integrity Offense	Suspension from the ADTA program.	A second offense is defined as a separately reported offense either in the same class as the 1st offense or in a different course. Students suspended for a second Academic Integrity violation will not be allowed to enroll in ADTA courses for 1 calendar year. For students who had a single Academic Integrity violation prior to Fall 2023, a second violation will result in suspension from the ADTA program.
3rd Academic Integrity Offense	Dismissal from the ADTA program.	Students committing a 3rd Academic Integrity offense will be dismissed from the program. For students who had multiple Academic Integrity violations prior to Fall 2023, any additional violation will result in dismissal from the ADTA program.

Definitions

Academic Misconduct "Academic Misconduct" means the intentional or unintentional action by a student to engage in behavior in the academic setting including, but not limited to: cheating, fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage.

The UNT Code of Student Conduct and Discipline defines cheating and plagiarism as follows:

Cheating includes, but is not limited to:

   a. copying or any unauthorized assistance in taking quizzes, tests, or examinations;

   b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

   c. the acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member, or student of the university;

   d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);

   e. any other act designed to give a student an unfair advantage.

Plagiarism includes, but is not limited to:

   a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment,

   b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Normally, the minimum penalty for cheating or plagiarism is a grade of "F" in the course. In the case of graduate departmental exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, problem papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Programs Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Programs Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Notice of the cheating and plagiarism policy shall be provided in all public administration classes each semester, and written copies shall be available in the Public Administration office.

Appeals

Students may appeal any decision under this policy by following the procedures laid down in the UNT Code of Student Conduct. Academic dishonesty matters begin within the academic department. The faculty member who believes a student to be guilty of academic dishonesty shall provide the student with the opportunity for a hearing, after which, if still convinced that academic dishonesty has taken place, he/she may assign a sanction (see the departmental policy above). Acceptance of the faculty member's sanction by the student shall make the penalties final and constitute a waiver of further administrative procedures. Once an academic sanction has been assigned, the faculty member shall so inform the Center for Student Rights and Responsibilities, which will make the documentation part of a disciplinary file and may assign additional non-academic sanctions.

Should the student believe he/she has been treated unfairly, he/she may submit an appeal. The student must submit a letter of appeal to the chairperson of the committee within 72 hours of the decision made by the Center for Student Rights and Responsibilities. The department has 10 days to review the appeal and submit a final decision.

The Code of Student Conduct and the appeals procedure can be viewed at the website of Center for Student Rights and Responsibilities www.unt.edu/csrr/purpose.htm.

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 Access (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, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

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 (https://deanofstudents.unt.edu/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 (https://it.unt.edu/eagleconnect).

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 5, 6 and 7 of the 8-week sessions 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 (http://spot.unt.edu/) 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 (http://www.ecfr.gov/). 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 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).

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. 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. If you do not want your image to appear, turn off your camera prior to the start of the recording.

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.

<u>Class Recordings & Student Likenesses</u>

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](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)
- 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)

Academic Support Services
- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)