INFO 5707
Data Modeling for Information Professionals
Section: 004
SYLLABUS
Fall 2020

Keep up to date during the semester with University COVID-19 announcements at: https://healthalerts.unt.edu/
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COURSE INFORMATION

- INFO 5707, Section 004, 3 Credit Hours.
- Wednesday 9:00 AM - 12:00 PM at NTDP B140.
- Face to Face Meeting Dates: See Table 2.

Instructor Contact Information

- Dr. Jiangping Chen
  Professor and Chair, Information Science
  Email address: jiangping.chen@unt.edu
- Xiao Yu Zhang (go by Monica)
  Teaching Fellow, Information Science
  Email address: xiaoyu.zhang@unt.edu

Communicating with Your Instructor

This course primary communication tool is UNT Canvas (https://unt.instructure.com). Course materials, assignments and feedback are all under Canvas. Canvas announcements are the main communication tools I will be using during the class. Assignments feedback and grades will be posted within a week from the submission due date.

Please email the instructor at xiaoyu.zhang@unt.edu, DO NOT use the Canvas inbox. The instructor normally checks emails for this class every day except weekends. You can expect an answer from her to your questions within 24 hours. For complex questions, she will try to get back to you within 48 hours.

Students are welcomed to make an appointment at any time to discuss course related questions. Please send her an email if you want to schedule online meeting or phone calls with her when needed.

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

- Pre-requisite: none

Course Format

- Face to Face classes on selected Wednesdays from 9:00 AM to 12:00 PM at NTDP B140.
- Meeting Dates: See Table 2.
- All sections are uses Canvas as the main learning management system to deliver course materials and allow students to submit their assignments online. ALL course materials will be
available at the course site on Canvas that is accessible to all students. And students will submit all assignments through the tools available on Canvas.

- Be aware that this class is not a self-paced class. The modules will have specific beginning and ending dates. Each module will open by 8 am on the Monday it is scheduled to begin. Each module ends on the Sunday it is scheduled to end at 11:59 p.m.

Course Description

Designed to meet the needs of the information industry for data modeling and database design for text and multimedia applications. Focus on the application of data modeling technologies to library and information science practice and research. Class projects provide hands-on experience in designing and implementing database systems for information service-oriented organizations such as libraries, museums, publishers and bookstores.

Course Goals, Learning Objectives

Upon completion of this course, students should be able to:

- Explain the basic concepts of data modeling and database
- Analyze database conceptual design using the Entity-Relationship modeling approach
- Apply database design on a Database Management System (Microsoft Access™, Microsoft SQL or MySQL) for developing a real-world database system
- Demonstrate and understanding of Structured Query Language (SQL) syntax
- Create SQL statements to perform tasks such as database table definition, new data input, and information retrieval,
- Describe database-related technologies trends and the application of database technologies to various management activities in information organizations

To achieve the learning objectives, students are expected to study 9 - 12 hours per week on this course.

Materials

1. **Textbook (Required):**


2. **Textbook (Recommended):**


3. **Online Reference**

   The class provides hands-on tutorial through MyEducator book within Canvas. Instructure will also post video tutorials on MySQL, which should satisfy most of the needs for this course. I also recommend you use other online resources like:
• LinkedIn Learning Free access to for UNT students
• Coursera Some courses are free for UNT students
• Microsoft Access Tutorials
• YouTube
• W3 Schools Online Tutorial
• MySQL.com Reference Manual
• Code School

4. Software/Hardware Requirements

In this class, we will use the following free online applications to draw the table relationships:
• www.lucidchart.com
• Draw.io

Mainly we will use SQL within My Educator Book online. But for the final project students will need to use MySQL an open source free Database Management System. You can use any of the following options:
• MySQL Workbench available on Windows and Mac
• Use an online MySQL platform
  o PhpMyAdmin provides a graphical interface and powerful coding interface at the same time. You can download it or use free online services like:
    ▪ http://demo.phpmyadmin.net/master-config/
    ▪ https://www.db4free.net/phpMyAdmin/
  o SQL Fiddle Very good online SQL.
  o www.tutorialspoint.com
  o https://www.w3schools.com/sql/default.asp

TECHNICAL REQUIREMENTS/ASSISTANCE

UIT Help Desk: http://www.unt.edu/helpdesk/index.htm

The University of North Texas 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 330
Hours are:
• Monday-Thursday 8am-midnight
• Friday 8am-8pm
• Saturday 9am-5p
• Sunday 8am-midnight
• Canvas technical requirements: https://clear.unt.edu_supported-technologies/canvas/requirements
• Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.
Minimum Technical Skills Needed

Basic computer knowledge using any operating system is required. Using the learning management system (Canvas), using email with attachments, creating and submitting files in commonly used word processing and spreadsheets, downloading and installing software.

Student Academic Support Services

- Code of Student Conduct: provides Code of Student Conduct along with other useful links
- Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- Counseling and Testing Services: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- UNT Libraries
- UNT Learning Center: provides a variety of services, including tutoring, to enhance the student academic experience
- UNT Writing Center: offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
- Succeed at UNT: information regarding how to be a successful student at UNT

ASSESSMENT & GRADING

Assessments

A student’s grade is composed of the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Term Project</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grading

Assignments (60%)

You will complete SIX assignments individually. The assignments are designed to help you to understand the topics of Conceptual Modeling and SQL. You should prepare professional-quality assignments and use the required software packages to produce your work. Hand-written submissions are not acceptable.

Final Exam (20%)

You will take one term exam individually near the end of the semester. The exam will cover all of the course content up to the date when the quiz is given. The questions in the exam will include SQL statements that are randomly selected from the course contents. The Exam will be available in the Canvas class website. The instructions on how to take the exam will be announced one week prior to the exam.

Term Project (20%)

(Project proposal: not graded, need instruction’s approval, Design Phase: 5%, Term Project Final Report: 15%)
You are required to work **individually**. The purpose of the term project is to apply what has been taught in this course to process real-world data or information. Students will work to tackle one particular problem approved by the instructor to design and implement a database application using a DBMS, such as Microsoft Access, Microsoft

**Total Points Possible for Semester/Grading Scale = 100**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**COURSE CALENDAR**

The contents of the course are organized into 17 weeks. Please refer to Table 1 for lessons, topics, and readings materials. Table 2 lists the suggested study schedule, assignments, quiz, and term project due dates.

**Table 1. Lessons and Readings**

<table>
<thead>
<tr>
<th>Lessons</th>
<th>Topics</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>Get familiar with Canvas, Syllabus, Start Here, Introduction to Database</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>Introduction to Database Models</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>The Relational Database Model</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>Conceptual (Entity Relationship) Design Basics</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Lesson 5</td>
<td>Normalization of Entities</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Lesson 6</td>
<td>Database Design and Application Examples</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Lesson 7</td>
<td>Structured Query Language (SQL) Basics</td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MyEdu Chapter 1 &amp; 2</td>
</tr>
<tr>
<td>Lesson 8</td>
<td>SQL Data Across Tables</td>
<td>Chapter 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MyEdu Chapter 3</td>
</tr>
<tr>
<td>Lesson 9</td>
<td>SQL Compounding Data</td>
<td>Chapter 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MyEdu Chapter 4</td>
</tr>
<tr>
<td>Lesson 10</td>
<td>Building a Database Project</td>
<td>Canvas Module Lesson 10</td>
</tr>
<tr>
<td>Lesson 11</td>
<td>Database Warehouse and Administration</td>
<td>Chapter 13, 15</td>
</tr>
<tr>
<td>Lesson 12</td>
<td>Introduction to other data models (No SQL, Blockchain, Big Data, Knowledge Graph, Graphic Database)</td>
<td>Canvas Module Lesson 12</td>
</tr>
</tbody>
</table>
Face to face meetings will be **from 9 am to 12 pm on the specified date**. Assignments will due on **Sunday 11:59 pm of the specified week**. Final Exam will be available online from **8:00 am on Monday to 11:59 pm on Sunday of specified week**. Term Project Final Report will due on **December 9 5:00 pm**.

### Table 2. Study Schedule and Due Dates

<table>
<thead>
<tr>
<th>Academic Week</th>
<th>Dates</th>
<th>Face to Face Meeting</th>
<th>Study Focus</th>
<th>Assignment/Project/Survey/Exam Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>August 24 – 30</td>
<td>August 26</td>
<td>Syllabus, Lesson 1</td>
<td>Class Survey (not graded)</td>
</tr>
<tr>
<td>2</td>
<td>August 31 – September 6</td>
<td></td>
<td>Lesson 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>September 7 – 13</td>
<td>September 9</td>
<td>Lesson 3</td>
<td>September 13 Assignment 1</td>
</tr>
<tr>
<td>4</td>
<td>September 14 – 20</td>
<td></td>
<td>Lesson 4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>September 21 – 27</td>
<td>September 23</td>
<td>Lesson 5, 6</td>
<td>September 27 Assignment 2</td>
</tr>
<tr>
<td>6</td>
<td>September 28 – October 4</td>
<td></td>
<td>Lesson 7</td>
<td>October 11 Assignment 3</td>
</tr>
<tr>
<td>7</td>
<td>October 5 – 11</td>
<td>October 7</td>
<td>Lesson 8</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>October 12 – 18</td>
<td></td>
<td>Lesson 9</td>
<td>October 25 Assignment 4</td>
</tr>
<tr>
<td>9</td>
<td>October 19 – 25</td>
<td>Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>October 26 – November 1</td>
<td>October 28</td>
<td>Lesson 10</td>
<td>November 1 Assignment 5</td>
</tr>
<tr>
<td>11</td>
<td>November 2 – 8</td>
<td></td>
<td>Lesson 11</td>
<td>November 8 Project proposal</td>
</tr>
<tr>
<td>12</td>
<td>November 9 – 15</td>
<td>November 11</td>
<td>Lesson 12</td>
<td>November 15 Assignment 6</td>
</tr>
<tr>
<td>13</td>
<td>November 16 – 22</td>
<td>Review</td>
<td></td>
<td>November 22 Design Phase</td>
</tr>
<tr>
<td>14</td>
<td>November 23 – 29</td>
<td></td>
<td>THANKSGIVING</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>November 30 – December 6</td>
<td></td>
<td>Exam Week</td>
<td>Final Exam</td>
</tr>
<tr>
<td>16</td>
<td>December 7 – 11</td>
<td></td>
<td>Work on Term Project</td>
<td>December 9 Final Report</td>
</tr>
</tbody>
</table>

### COURSE EVALUATION

#### 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 at [http://spot.unt.edu/](http://spot.unt.edu/) or email spot@unt.edu.
COURSE POLICIES

Assignment Policy
Students should submit the assignments and term project reports via Dropbox at class site in canvas.unt.edu in required format files, details will be included in each assignment. Turn in your assignments by submitting them in Canvas assignment link by the date specified in the syllabus below and the course assignment link in case it was updated or extended. If an emergency arises which prevents you from submitting your assignments, you should contact the instructor as soon as possible before the due date. Late work without the permission of the instructor will receive a grade with a 10% penalty per day after the due date.

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.

Examination Policy
Final Exams will be available in the Canvas class website. The instructions on how to take the exam will be announced one week prior to the exam. Term Exam will be available online from 8:00 am on Monday to 11:59 pm on Sunday of specified week (see Table 2). If a university-excused absence (https://policy.unt.edu/policy/06-039) arises which prevents you from taking the exam at the specified date & time, you should contact the instructor as soon as possible.

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) 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.

Class Materials for Remote Instruction
The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions
of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

Statement on Face Covering
Face coverings are required in all UNT facilities. This course has been approved for an exception to the face covering requirement to facilitate student learning. Portions of the class are to be delivered without face coverings. Times when face coverings can be removed will be indicated during each class period. If you are unable to wear a face covering or do not feel you can safely attend class without your 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 by your instructor.

Instructor Responsibilities and Feedback
• Helping students grow and learn
• Providing clear instructions for projects and assessments
• Answering questions about assignments
• Identifying additional resources as necessary
• Providing grading rubrics
• Reviewing and updating course content
• Assignments grades and feedbacks will be returned to the students within one week after the submission deadline.

Late Work and Missed Work
Students are expected to submit assignments and projects on time. The due dates are listed in Table 2. Study Schedule and Due Dates. Turn in your assignments by submitting them in Canvas assignment link by the date specified in the syllabus below and the course assignment link in case it was updated or extended. If an emergency arises which prevents you from submitting your assignments, you should contact the instructor as soon as possible before the due date. Late work without the permission of the instructor will receive a grade with a 10% penalty per day after the due date.

Course Incomplete Grade
The UNT Graduate Catalog (http://catalog.unt.edu/index.php) describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for meeting with the instructor to request an incomplete and discuss requirements for completing the course. If an incomplete is not removed within the time frame agreed to by instructor and student, the instructor may assign a grade of F.

Withdrawal
The UNT Graduate Catalog (http://catalog.unt.edu/index.php) describes and explains withdrawal policies and deadlines. The UNT semester course schedule lists specific deadlines regarding withdrawal. A grade of Withdraw (W) or Withdraw-Failing (WF) will be given depending on a student’s attendance record and grade earned. Please note that a student who simply stops attending class and does not file a withdrawal form may receive an F.
Students' Responsibility for Their Learning

The students are required to follow course schedule and finish the class work, assignments, quizzes, and term projects. Students are expected to study 9 - 12 hours per week to achieve satisfactory class performance. Students do not have programming experience are required to find extra materials to study.

UNT POLICIES

Academic Integrity Standards and Consequences

According to UNT Policy 06.003 (https://policy.unt.edu/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. Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty.

**Note: In this course, cheating and/or plagiarism will not be tolerated.**

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 accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

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).

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 (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. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
4. 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.

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.

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
• 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?

**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/)