

RETL 4330 Consumer Analytics and Data Visualization

Tues, Thurs 2-3:20 pm, Chilton 387

Name: Dr. Jiyoung Kim

Pronouns: she, her, hers

Office Location: Chilton Hall 342C

Office Hours: Tues 1-2pm, Wed 2-5pm, Thurs 1-2pm. Contact me to schedule a meeting! Scheduling your appointment ahead of time always helps to reduce the line out my door.

Email: Please send your class-related email through Canvas message. If you have personal concerns or other matters you would like to communicate with me, send an email to jiyoung.kim@unt.edu.

Course Description

Examination of various consumer research methodologies including descriptive and predictive analysis. Application of analytical techniques in developing effective business strategies using analytics tools and data visualization programs.

Course Structure

Students are required to attend each class session. In each class, an in-class activity will be given. The lectures will be recorded and provided on Canvas for students to review later if needed.

Course Prerequisites MDSE 3750

Course Objectives

After taking this class, you will be able to

1. Utilize proper analysis techniques to draw inferences from data
2. Develop an effective graphical representation of data
3. Evaluate alternative visualization strategies
4. Identify and apply key customer metrics needed to solve the target problem
5. Construct a written report and presentation that explain and justify a recommended business strategy.

This class and its assignment meet the following global learning outcome of the college;
Critical Thinking, Collaboration, Effective Communications

Materials

- The course uses a combination of teaching methods such as lecture, discussion, interactive activity, and group projects. Detailed information will be discussed in class and posted on Canvas.
- Recordings of each class will be available after class each day. The Mini Projects will be due in 6 days in order to allow students to review the recordings if they were unable to follow the lecture during the scheduled class time.
- Tableau: The license is available on the CMHT check-out laptops and/or through the following link.
 1. Download the Tableau Desktop and Tableau Prep Builder using the [activation link in Tableau](https://www.tableau.com/tft/activation) (<https://www.tableau.com/tft/activation>)

2. Click on the link above and select “Download Tableau Desktop” and “Download Tableau Prep Builder”. On the form, enter your school email address for Business E-mail and enter the name of your school for Organization.
3. Activate with your product key: check Canvas
4. Already have a copy of Tableau Desktop installed? Update your license in the application: Help menu and Manage Product Keys
5. Students can continue using Tableau after the class is over by individually requesting their own one-year license through the [Tableau Community for Students](https://community.tableau.com/community/students/).
(<https://community.tableau.com/community/students/>)

I also offer Power Bi as an option for students who have a recognized disability with the ODA, and assignments might be adjusted as the instructor see fit.

Course Requirements

Assignment	Points Possible
Mini project (6x30pts)	180
In-class activities (25X10pts)	250
Learning Report	10
Big project	400
Presentation Evaluation (2X10pts)	20
Exam (3x100pts)	300
Total Points Possible	1170

Grading

A = 90% and up

B = 80% or greater, and less than 90%

C = 70% or greater, and less than 80%

D = 60% or greater, and less than 70%

F = Less than 60%

Grades are based on mastery of the content. As a rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to find opportunities to learn with and through others. Explore [Navigate’s Study Buddy](https://navigate.unt.edu) (<https://navigate.unt.edu>) tool to join study groups. Maximize your learning with our coaching staff at the Learning Center. Focus on areas where you are struggling in this course by attending scheduled study group sessions with me the week before each exam. Forward together!

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) (<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.

Course Policies

Communication

- Connect with me through email and/or by attending office hours. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.
- Send your class-related email through Canvas message. If you have personal concerns or other matters you would like to communicate with me, send an email to jiyoung.kim@unt.edu. When sending e-mails, be sure to put “RETL 4330” and a brief reason why you are emailing in the Subject line.
- Check Online Communication Tips (<https://clear.unt.edu/online-communication-tips>), a very brief guideline for you to follow when you are emailing me.

Attendance Policy

Every class meeting is essential to your success. To encourage your attendance, punctuality, and learning, I will provide in-class activities of the previous week’s material during the class. Plan to arrive on time because you must be present when class begins the activity.

While attendance is expected, 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](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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Late Work

All assignments' due dates/times are specified in the assignment guideline. Late assignments will not be accepted unless it meets all three conditions; 1) the student notifies the instructor within 24 hours of the scheduled exam time/ or assignment due date; 2) the circumstances are extenuating; 3) the student presents proof of the circumstances.

Examination Policy

- Exams are open notes and students can search the internet as they complete the exam. However, students should not discuss the exams/questions with their peers. If there is any question related to the exam, ask the professor.
- Students should independently work on the exam. Evidence of student’s engagement in any conversations such as GroupMe during an exam will result in a 0 grade for that exam and possible failure of the course depending on the magnitude of the academic misconduct.
- Cheating, plagiarism, and facilitating academic dishonesty on the exam will result in either a 0 grade for the exam or failure in the course depending upon the magnitude of the academic misconduct.

Assignment Policy

All due dates will be specified on the assignment guideline, syllabus schedule, and on Canvas. If you are unable to complete your assignment due to technical difficulty or other extenuating circumstances, contact the instructor immediately. For technical difficulties, call the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and document the remedy ticket number before contacting me.

- I will provide **in-class activities** of the previous week's material during the class. Plan to arrive on time because you must be present when class begins the activity. You need to submit the work before the class time ends.
- **Mini project** guidelines will be posted on Canvas. They will open on Tuesdays during the class period and will be due on Sunday 11:59pm.
- Students should submit original work using the assigned concepts.
- Cheating, plagiarism, and facilitating academic dishonesty on the project will result in either a 0 grade for the exam or failure in the course depending upon the magnitude of the academic misconduct.

Instructor Feedback

Grades will be posted within a week from the date the assignment is due. Since this is a hands-on learning class with software application, I have learned that grading individual work and providing feedback for this class can take longer than some of the other classes that uses multiple choice, simple quizzes or short essays. You are welcome to contact me with any concerns or questions regarding your assignment.

ADA accommodation

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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

Wk	Date		Module	In-class activities (10pts)	Mini projects due on Sundays (30 pts)	Project due
1	8/30	1	Data Analysis and Visualization	1		Academic Dishonesty Module due 9/4 (S)
	9/1	2	Data + Question	2		
2	9/6	3	Visualization Element	3		Learning Report due 9/11 (S)
	9/8	4	Data Fundamentals	4		
3	9/13	5	Tableau UI overview	5		
	9/15	6	Data prep	6	1	
4	9/20	7	Variables and Data type I	7		Big Project sign up due 9/25 (S)
	9/22	8	Variables and Data type II	8	2	
5	9/27	9	Chart Type I	9		
	9/29	10	Chart Type II	10	3	
6	10/4		Exam 1			
	10/6	11	Good Model	11		
7	10/11	12	Combining Datasets	12		
	10/13	13	Aggregation and Granularity	13	4	
8	10/18	14	Dashboard	14		
	10/20	15	Story Page	15	5	
9	10/25	16	Story Telling Process 1	16		Big Project Part 1 due 10/30 (S)
	10/27	17	Story Telling Process 2	17		
10	11/1	18	Story Telling Process 3	18		
	11/3	19	Statistical Concepts	19	6	
11	11/8	20	Inferential Statistics	20		
	11/10	21	Testing Hypotheses	21		
12	11/15		Exam 2			
	11/17	22	Maps	22		
13	11/22		Mapbox			
	11/24		Thanksgiving- No class			
14	11/29	23	Calculated Fields	23		Big Project Part 2 due 12/4 (S)
	12/1	24	Analytical Tools	24		
15	12/6		Big Project Team Presentation			
	12/8		Big Project Team Presentation			
16	12/15 Thursday Final Exam 1:30-3:30pm via Zoom					

The final exam follows the official UNT schedule and cannot be moved, according to the UNT policy. **The final exam for this class is scheduled for mo/day (date) time-time.** The instructor has very little flexibility regarding this policy. If you cannot take your final exam for a legitimate reason (for example, more than 2 other final exams on the same day), please contact me.

Technical Assistance

CMHT-IT Services Student Laptop Checkout Information

The CMHT-IT Services desk located on the 3rd floor of Chilton Hall outside room **386** will have Dell laptops with the Tableau program available for checkout for all UNT students. These laptops and the CMHT-IT Services desk will be available during the following hours:

Monday: 8:00AM – 9:00PM
Tuesday: 8:00AM – 9:00PM
Wednesday: 8:00AM – 9:00PM
Thursday: 8:00AM – 9:00PM
Friday: 8:00AM – 5:00PM

These Dell laptops can be checked out at any point during the above hours and must be returned on the same business day to the CMHT-IT Services personnel. These laptops must remain on campus and will **not** save your data. So be sure to use a USB or email yourself to save your work!

For more information, please stop by the CMHT-IT Services desk in Chilton Hall 386 or visit us on Zoom helpdesk at unt.zoom.us/j/268838628 or give us a call at (940) 565-4227.

CMHT Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: <https://cmht.unt.edu/vmware-virtual-lab>.

The CMHT-IT Services desk can assist you in installing the VMware client on your personal machine. Please see the above hours of operation for our IT services desk.

UNT Helpdesk

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) (<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) (<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) (https://clear.unt.edu/online-communication-tips) for more information.

Teaching Philosophy

This is a course that builds on students’ creativity and exploration. Tableau has an endless number of functions that cannot be covered entirely in a single class. As we move along, students are required to master the skills learned in class but also encouraged to go beyond what we cover in lectures and explore other functions they’d wish to use in their project. Especially for the visualization (design) part of the class, students in previous semesters have surprised me with unique and creative visuals that are both effective and aesthetically pleasing. Sharing students’ designs in class has inspired other students as well as myself. For this reason, I try to provide personalized feedback to each of you. Of course, there is a rubric to follow for the required elements. However, the feedback from me will be to suggest areas you can work on to improve your project from the current form. Therefore, I strongly encourage you to bring your best efforts into the class so I can help you reach the next level.

College of Merchandising, Hospitality & Tourism

Fall, 2022

Advising and Degree Progression

Advising

ALL students are expected to meet with their Academic Advisor each semester to update your degree plan and to stay on track for a timely graduation.

- **Advising Contact Information (Chilton Hall 385 – 940.565.4635)**
- **SCHEDULE APPOINTMENTS HERE: appointments.unt.edu**

- **Email:** cmhtadvising@unt.edu

Prerequisites

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed (a grade of C or better) before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain in the course.

Transfer Courses

Any transfer course(s) from another institution must receive *prior approval* from your CMHT Academic Advisor to ensure that the course(s) will be applicable to your degree plan at UNT.

Dropped for Non-payment

- Students will be dropped for nonpayment for enrolled courses, parking fees, schedule change fees, etc. Please check your account daily through the 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- ***Students cannot be reinstated for any reason after the 12th class day regardless of situation.***

Dropping a Course

- **A decision to drop a course may affect your current and future financial aid eligibility.** Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course are the student's responsibility.
- **There are different procedures for dropping a class depending on the time of semester.** Please see the instructions for dropping a class here: <https://registrar.unt.edu/registration/dropping-class>

Financial Aid Requirements

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility. Visit <https://financialaid.unt.edu/sap> for more information about financial aid Satisfactory Academic Progress.

What if You Are In Distress?

The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual

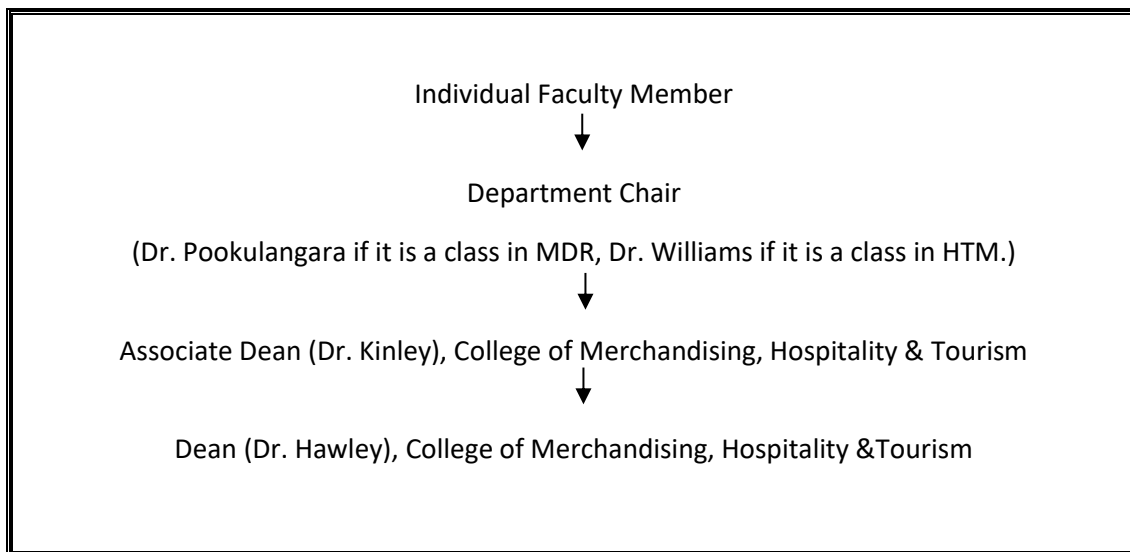
assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas law. Some resources you might consult are:

UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans Center	940-369-8021
Denton County Friends of the Family	940-387-5131
National Suicide Hotline	1-800-273-TALK

Grade and Class Concerns

Do you know who to contact for a course-related issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the steps outlined below:



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. 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. Students are strongly encouraged to deliver letters of 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 <https://studentaffairs.unt.edu/office-disability-access>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Do you know the Academic Integrity Policy?

Academic Integrity Standards and Consequences, UNT Policy 06.003.

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.

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action, which may include expulsion from the university. This is explained in the UNT Student Handbook. Your teacher should have a syllabus policy describing penalties for academic dishonesty.

Your instructor may decide to record lectures and/or class content 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.

Do you meet ALL expectations for being enrolled in a course?

- CMHT students are expected to meet all prerequisites for the courses in which they are registered.
- Students are expected to be respectful of other students, guests, and faculty. 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 may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNT's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://studentaffairs.unt.edu/dean-of-students>.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

Career Resources

CMHT Career Coach

For one-on-one help with your resume, cover letter, LinkedIn profile, interview tips/practice or other internship and job-search skills, Mrs. Dee Wilson (Dee.Wilson@unt.edu) is our Career Center Coach. Contact her for an appointment through navigate.unt.edu or drop by her office in Chilton 333.

Career Center

The Career Center is currently located in Sage Hall. They provide *free* business cards, professional portraits, etc. They also host several recruiters throughout the year in various events/information sessions and career fairs. Learn more about their services here: <https://careercenter.unt.edu/>.

Online Job Board and Social Media Sites

- <https://cmht.unt.edu/jobs>
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- LinkedIn - <https://www.linkedin.com/in/unt-cmht-2023b8173/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - [@untcmht](https://www.instagram.com/untcmht)

CMHT-IT Resources

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Additional Information

Are You An F-1 Visa Holder?

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/) (<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.

Inclusivity Statement

The Mean Green family is a community that combines creativity and caring to provide an extraordinary educational environment where we go the extra mile to help our diverse student body. To achieve our vision, we will work together to solve complex issues and find ways to empower our students to succeed in the face of a rapidly changing world. This challenge calls on us to become more nimble and collaborative as an institution. Because we are a caring, creative campus, we value important connections that happen through collaboration, interdisciplinary engagement, connectivity, and synergistic solutions to challenges at our university, in DFW, and beyond. Thus, we will dedicate ourselves to creating a stronger collaborative environment where we hear and respond to the voices of our diverse internal and external communities to empower our students and meet the needs of Texas. The cross-cutting synergies and connectivity created by building a culture of collaboration will drive our success across all planning areas, and enhance our reputation as an innovative, next generation institution.

Feedback and Communications

Image Release

The College actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the CMHT website and/or social media sites, (1) you should avoid being in group photographs or in photographs taken by your teachers or the IT staff and (2) send an email to TKinley@unt.edu and request that your name and image not be shared. Dr. Kinley will share this information with the IT staff and the faculty who post to social media. Faculty and staff are asked to honor your wishes without question.

If your instructor employs lecture capture technology to record class sessions, students may occasionally appear on video. The recording may be used in future course offerings.

What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on the course. Student feedback is important and is essential as we strive for excellence.

Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. *Please check the calendar early in the semester to avoid any schedule conflicts.* You can find the Final Exam Schedule here: <https://registrar.unt.edu/exams/final-exam-schedule>

Do you know what you may be missing?

Your access point for ALL business and academic services at UNT occurs within the <https://my.unt.edu> site, and EagleConnect is the official method of communication for UNT. If you do not regularly check EagleConnect or forward it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains EagleConnect and how to forward your email is: <https://it.unt.edu/eagleconnect>.

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <https://my.unt.edu>.
- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

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.

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.

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.