ADTA 4230 - Data Analytics and Computational Statistics 2

Instructor Contact

Name: Jingjing Tong, Ph.D.
Email: Jingjing.Tong@unt.edu
Office Location: GAB 102D
Office Hours:
Virtually Tuesdays 9:00AM - 12:00PM and on campus Wednesdays 9:00AM - 12:00PM.
Otherwise, please schedule an appointment! Virtual meetings are available.
Email: jingjing.tong@unt.edu

Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered in timely manner, usually within 24 hours during weekdays. Please include your course and section number in the email as I teach several courses/sections. Please send emails via your UNT account because external emails may be routed to the junk folder and emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides Online Communication Tips.

About the Professor: Dr. Jingjing Tong received her Ph.D. in Industrial Engineering from the University of Arkansas in 2014. She has 10+ years of applied research experience in designing, developing and implementing mathematical optimizations, machine learning models, and heuristic methods to solve real-world problems in the fields of transportation, supply chain, homeland security, and preventive healthcare. Dr. Tong's scholarly work can be found in prestigious journals including Maritime Economics and Logistics, International Journal of Shipping and Transport Logistics, Engineering Management Journal, Journal of Engineering Technology, and the Journal of Quality in Maintenance Engineering, among others. She received research grants from the Maritime Transportation Research and Education Center, affiliated with the U.S. Department of Transportation. Before joining UNT, Dr. Tong held faculty positions at Southeast Missouri State University and Texas A&M University-Commerce, worked in the Supply Chain industry and provided consulting to government agencies.

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 contemporary techniques of multivariate analysis, including association rules, classification methods, time series, text analysis and machine learning methods with an emphasis on applications in science and industry. Introduction to state-of-practice computational statistical and data analysis methods and tools.

Course Structure

This is a 16-week online course designed in a module system. We will meet online via Zoom in Canvas each week. The meeting time is Monday 2:00 – 3:50 PM CST. Attending the weekly online meeting is **optional**, but

you are required to watch the recordings if you couldn't attend. Students are also expected to participate in various online activities such as watching videos, reading articles, completing assignments, etc.

Course Prerequisites or Other Restrictions

This course requires that the student has successfully completed ADTA 4130, MATH 3680 or equivalent, or consent of instructor.

Course Objectives

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

1. Define key terms and basic concepts in multivariate data analysis.
2. Explain how classification and prediction are used in applied analytics.
3. Interpret model results in simple supervised learning tasks.
4. Apply supervised learning techniques to perform basic prediction and classification tasks.
5. Apply unsupervised learning techniques, such as clustering and association rules, to explore patterns and structure in data.
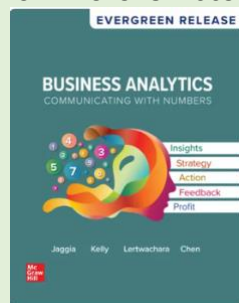
Course topics include:

1. Introduction to Business Analytics / Data Mining / Data Visualization
2. Regression Analysis & More Topics in Regression Analysis
3. Logistic Regression & Forecasting with Time Series Data
4. Supervised Data Mining: k-Nearest Neighbors
5. Supervised Data Mining: Decision Trees
6. Unsupervised Data Mining: Cluster Analysis
7. Unsupervised Data Mining: Association Rule Analysis and Text Mining

Materials

Required Textbook: Business Analytics by Sanjiv Jaggia, Alison Kelly, Kevin Lertwachara and Leida Chen (2025). The official textbook for this course is the e-book version of Business Analytics: Communicating with Numbers. One textbook is required for this course.

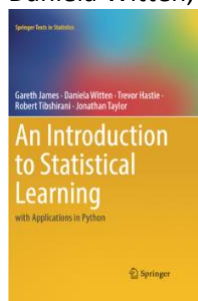| **Business Analytics by Sanjiv Jaggia, Alison Kelly, Kevin Lertwachara and Leida Chen (2025).** ISBN-13: 9781266926020	**Other supplemental materials:** **UNT Canvas** **UNT Willis Library**

Recommended Reading: An Introduction to Statistical Learning with Applications in Python by Gareth James, Daniela Witten, Trevor Hastie, Robert Tibshirani and Jonathan Taylor (2023). ISBN13: 978-3031387463

Course Technology & Skills

Minimum Technology Requirements

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer
- Reliable internet access
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Speakers/microphone/camera
- Python/Jupyter Notebook tools via Anaconda for statistical analysis

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.

UNT Help Desk: UNT 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) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Course Requirements and Grading

Your final grade will be determined based on the assignments noted in the table below.

Assignments	Points	Percentage of Final Grade
Quizzes 7 quizzes @ 20 points each	140 points	14%
Homework Assignments 7 Homeworks @ 50 points each	350 points	35%
Discussion Introduce yourself discussion @ 30 points	30 points	3%

Individual / Group Project Midterm report @ 30 points Final report @ 250 points Final presentation @ 50 points Peer Review @ 0 point	330 points	33%
Final Exam	150 points	15%
Total Points Possible	1000 points	100%

Final Grade	A	B	C	D	F
Final Percentage	89.5-100%	79.5-89.4%	69.5-79.4%	59.5-69.4%	Below 59.5%

Grades are earned based on performance, not given based on effort or need. Your grade represents your performance in this course, not your potential as a student or as a human. If you feel an error has been made in the calculation of your grade, you may contact the instructor via e-mail. Grades are otherwise non-negotiable.

Course Assignment and Project Policies

Quizzes
The quizzes emphasize testing your understanding of the theoretical knowledge introduced in the class. Quizzes will not be timed, and you can save answers and revisit any time until the due date.

Homework Assignments
There will be seven assessment assignments throughout the semester that are related to the materials covered in the modules. You will gain hands-on experience to conduct statistical analyses using Python/Jupyter Notebook via Anaconda. These assignments will include analysis using provided data sets, interpretation of the results of the analysis, or else. Written responses are expected to be free of spelling/grammatical errors.

Discussion
There is one discussion to introduce yourself where you can share information about yourself with the class.

Individual/Group Project
Individual or a group of two students will be formed on Canvas to complete a project of applying data analysis methods to a real data provided by the instructor. More details including a rubric will be posted in the module for final project on Canvas.
- **Final report** At the end of the course, each group will submit one project report (.doc or .docx). No abstract section is needed but it should include a separate cover page that includes the title and every team member's full name. The minimum requirement for the paper will be at least 12 pages (excluding the cover page), double-spaced, 1-inch margins, free from grammatical errors, in Times Roman 12-point font, and appropriately using APA style for citations and reference list, if any. The paper will be submitted for grading via software that checks for plagiarism so do **not** submit your files as a compressed file. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. One student from the group will submit the project delivery by the due dates noted on Canvas and the Syllabus. Late papers will not be accepted.
- **Final presentation** At the end of the course, each group will submit one presentation slides (.ppt or .pptx) and the recorded presentation.
- **Peer review** Each student will provide a peer review on team members' contribution to the final product, and your group project grade will be determined by the quality of the product and your

contribution. If everyone contributes equally, all members will receive the same credit. Team members who contribute insufficiently will be deducted points. The professor reserves the right to adjust the team's recommended contribution.

Final Exam

The final exam is comprehensive. You should complete the exam independently and the exam is subject to the UNT honor code and conduct policies/actions.

Module	LECT Week	Topic / Learning activities	Assignments (Due date)	Text Chapter
**Schedule (All due time is 11:59pm CT of the designated date)**			
MDL 1	Date 1/12 1/26	Introduction to Business Analytics / Data Mining / Data Visualization *Read textbook Ch.1, 4, and 11*	• Discussion: Introduce yourself (1/18) • Quiz 1 (2/01) • Homework 1 (2/01)	Business Analytics 1, 4, 11
MDL 2	Date 2/02 2/09	Regression Analysis & More Topics in Regression Analysis *Read textbook Ch.7 and 8*	• Quiz 2 (2/15) • Homework 2 (2/15)	Business Analytics 7, 8
MDL 3	Date 2/16 2/23	Logistic Regression & Forecasting with Time Series Data *Read textbook Ch.9 and 10*	• Quiz 3 (3/01) • Homework 3 (3/01)	Business Analytics 9, 10
MDL 4	Date 3/02 3/16	Supervised Data Mining: k-Nearest Neighbors *Read textbook Ch.12*	• Quiz 4 (3/22) • Homework 4 (3/22)	Business Analytics 12
MDL 5	Date 3/23 3/30	Supervised Data Mining: Decision Trees *Read textbook Ch.13*	• Quiz 5 (4/05) • Homework 5 (4/05)	Business Analytics 13
MDL 6	Date 4/06 4/13	Unsupervised Data Mining: Cluster Analysis *Read textbook Ch. 14*	• Quiz 6 (4/19) • Homework 6 (4/19)	Business Analytics 14
MDL 7	Date 4/20	Unsupervised Data Mining: Association Rule Analysis and Text Mining *Read textbook Ch.14*	• Quiz 7 (4/26) • Homework 7 (4/26)	Business Analytics 14
MDL 8	Date 4/27 5/04	Project writing / Final exam	• Project report & presentation (5/01) • Project peer review (5/01) • Final Exam (5/04)	

Course Policies

Late Work

All work for this course is due on the designated due and time. **Any assignment submitted one day past the due will receive a highest possible score of 60% and no points will be awarded afterwards.** Additional points may be deducted when the assignment is graded based on the quality of the work submitted. **No late work will be accepted for the final exam and the project submissions without prior approval from the instructor.**

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.

Class Participation

Students should login regularly to the online class site. The instructor can use the tracking feature in Canvas to monitor student activity. Students are also expected to participate in all learning activities such as discussion board and projects.

Group Project Policy

Group projects are an essential part of this course. These projects help you develop collaboration skills that are essential in the workplace. Group projects also contribute to learning and retention of class content. Other benefits include practice with time management and communication skills, giving and receiving constructive feedback, sharing perspectives in a respectful manner, and developing conflict management skills.

Ground rules: • Start the project early. Begin by discussing and defining project goals, group leadership, time schedule, and preferred means of communication • Respect each group member, attend group meetings prepared and on time • Each group member should complete a fair share of the work • Contact your instructor (sooner rather than later) if there is an issue or group dynamic that cannot be resolved in a timely manner.

You are expected to follow UNT's Code of Student Conduct which is intended to "foster a safe environment conducive to learning and development. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community." The Code of Student Conduct can be found at https://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_.19.format.pdf. You are also expected to follow UNT's Student Academic Integrity Policy. The Student Academic Integrity Policy can be found at https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf .

Examination Policy

Exams must be completed independently. Students that engage in academic dishonesty will suffer the consequences per department guidelines.

Assignment Policy

Assignment due time (all in Central Time) and dates are in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement.

TurnitIn will be utilized to address plagiarism issues in all formal scholarly writing. 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 an advanced undergraduate/graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. It is also considered inappropriate and unethical to work together on individual assignments or share work that is to be created on an individual level. Work submitted at the senior/graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the lower undergraduate levels.

Turnitin Notice
Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use TurnitIn to ensure their work is free of copyright issues prior to final submission of their projects.

Instructor Responsibilities and Feedback
- I will help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, 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 on the weekdays. Grades for weekly assignments and project will be posted the following week.

Syllabus Change Policy
While the plan is to follow this syllabus as written, adjustments may be made when necessary. Any change will be announced in advance.

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.

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/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.

UNT Policies

Academic Integrity Policy

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

The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence.

The UNT Student Academic Integrity Policy is found at
https://policy.unt.edu/policy/06-003

Advanced Data Analytics Integrity Policy

	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 Spring 2024, 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 Spring 2024, any additional violation will result in dismissal from the ADTA program.

AI Usage
Students are permitted to use AI tools such as ChatGPT to assist with the final project and designated portions of homework assignments, specifically for tasks like code commenting, summarizing, or clarifying syntax. Students must take responsibility for editing any codes/statements generated by AI tools to ensure the accuracy and quality of the final product. In the final project, if a limited number of AI-generated statements is used without editing, students must use quotation marks to indicate statements generated by ChatGPT or other AI tools. Excessive reliance on AI tools is not allowed. The use of AI tools is not allowed for quizzes or discussions unless explicitly stated otherwise. Any misuse of AI tools will be considered a violation of academic integrity policy.

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 (https://studentaffairs.unt.edu/office-disability-access). 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 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 (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.

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.

Class Recordings & Student Likenesses
If a virtual session is scheduled, it 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.

Grades of Incomplete
Grades of Incomplete will only be given per university policy as outlined by the Office of the Registrar.

Copyright Notice
Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit http://policy.unt.edu/policy/08-001.

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)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- 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/)