

ADTA 5940 Analytics Capstone Experience

Weekly Class Meetings – Wednesdays 2:00 – 4:50 PM in GAB114

Instructor Contact

Name: Dr. Jingjing Tong

Email: jingjing.tong@unt.edu

Office Location: General Academic Building- 102D (Denton Campus)

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.

About the Professor / Instructor

Welcome to ADTA 5940 Analytics Capstone Experience! I am Dr. Tong, the instructor for this course. I received Ph.D. in Industrial Engineering from the University of Arkansas in 2014. Before joining UNT, I worked as an assistant/associate professor at Southeast Missouri State University and an assistant professor at Texas A&M University-Commerce. I also worked in the Supply Chain industry and provided consulting to government agencies. I have 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. My 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. I received research grants from the Maritime Transportation Research and Education Center, affiliated with the U.S. Department of Transportation.

I am excited to have you in this course and look forward to learning more about you and your career goals. My primary objective is to provide support and guidance as you work on your capstone project. Together we will do great things!

Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered in a timely manner, usually within 24 hours during the week. While I understand many students work on assignments during weekends, I will not always be available as quickly during the weekend or campus holidays. **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. Emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides Online Communication Tips (<https://clear.unt.edu/online-communication-tips>).

Note that within the classroom setting the appropriate practice is to refer to professors using their last name (so, in emails you should address me as Dr. Tong). There may be exceptions to this norm, so it is ok to use a different title/name after someone signs an email in a different way or tells you to call them something else.

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

ADTA 5940 - Open to all students seeking an analytics capstone course. This unique learn-by doing course is offered in lieu of a project, portfolio or thesis for candidates of the MS Advanced Data Analytics degree. Requires a significant project about which students periodically report, highlighting the interdisciplinary nature of their findings and its relevance to their interests and/or career goals. Students and peers discuss how their ongoing effort enriches and advances the human condition. Submission of a final paper and presentations are required for successful completion.

Course Structure

This is a 16-week course offered during the Spring semester and is designed as an individual study/project course. We will meet every week at our scheduled class time. This course is designed using a module system. Additional videos and materials may be posted to support weekly topics. There are six modules that are associated with each of the deliverables for this course. The modules include refresher information and overviews of deliverables. It is important to attend class sessions as they are designed to help you be successful in the course. The topics for each weekly sessions are covered in the syllabus.

Course Prerequisites or Other Restrictions

The prerequisites for this course are the core classes required for the degree. This course is the culmination of the MS in Advanced Data Analytics and must be taken in your final semester.

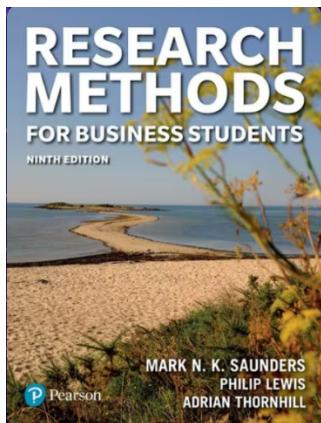
Course Objectives

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

1. Demonstrate experimental design and sampling methodologies.
2. Demonstrate appropriate use of parametric and non-parametric tests.
3. Develop meaningful linear regression models.
4. Integrate a variety of data analysis techniques and data collection processes based upon their project requirements.
5. Use statistical software tools and programming applications to perform data analysis and effectively display the results.
6. Apply concepts learned in Advanced Data Analytics courses to generate proposed solutions to a real case study.

Materials

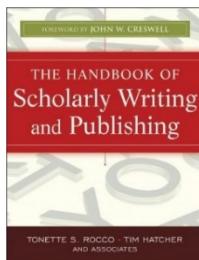
We have one required textbook for this course, *Research Methods for Business Students*. This book is an extremely valuable resource in conceptualizing your project as well as designing your presentation and organizing your writing.



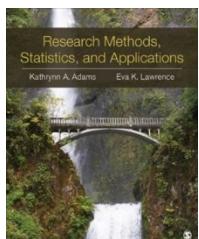
Saunders, M.N.; P. Lewis and A. Thornhill. (2024). *Research Methods for Business Students*. Pearson. ISBN 9781292741581

Additionally, the books listed below are optional, suggested resources throughout the requirements of this course. Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas. Students can download IBM SPSS, SaaS Enterprise Miner, or Stata via the virtual lab website (which is available to all UNT students) for data analysis assignments. You also have the option to utilize Python and/or R.

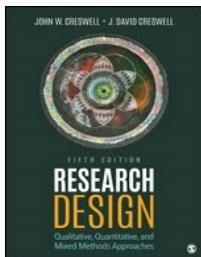
Suggested books for this course.



Rocco, T. S. & Hatcher, T. (Ed.), (2011). *The handbook of scholarly writing and publishing*. San Francisco, CA: John Wiley & Sons. ISBN 978-0-470-39335-2



Adams, K. A. and Lawrence, E. K. (2015). *Research Methods, Statistics, and Applications*. Thousand Oaks, CA: Sage Publishing. ISBN13: 9781452220185



Creswell, J. W. and Creswell, J. D. (2018). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches* (5th ed.). Thousand Oaks, CA: Sage Publishing. ISBN: 978-1-5063-8670-6

Teaching Philosophy

One of my main goals in teaching is to foster interest in quantitative methods and data analysis – specifically, to provide students with the tools to understand daily references to these topics that they previously may have overlooked. I strive to make my courses challenging, accessible, and applicable to every student who enrolls. I believe giving students the responsibility to question, reason, and even struggle through difficult concepts increases their long-term enjoyment as well as the amount of information they are able to retain and apply once the semester is over. Additionally, I strive to create a learning environment in which students feel respected, are engaged in the activities, and bring their questions, experiences, and ideas to the classroom. For real learning to occur, we must work together to achieve a common goal: mastery of the curriculum and the ability to apply what is learned to future activities both in and out of the classroom.

Course Technology & Skills

Canvas Technical Requirements / Assistance

Access and Log in Information

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

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

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

For iOS devices, see:

How do I download the Canvas Student app on my iOS device?
<https://community.canvaslms.com/docs/DOC-9831-18561185379>

For Android devices, see: How do I download the Canvas Student app on my Android device?
<https://community.canvaslms.com/docs/DOC-9758-18555199445>

Minimum Technology Requirements

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

- Computer/Laptop which can be brought to class each week
- Reliable internet access
- Speakers/microphone/camera
- Microsoft Office Suite with current version of Excel
- [Canvas Technical Requirements](#)
(<https://clear.unt.edu/supportedtechnologies/canvas/requirements>)

Computer Skills & Digital Literacy

This course utilizes Excel, and other analytics and software tools of your choice to perform data analysis and modeling with curriculum delivered on our Canvas learning management system platform. You should be able to successfully:

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

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

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

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](#)

(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin,

religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

Course Requirements

Your final grade will be determined based upon the rubric listed below: In Class Assignments – 12%; Concept Paper – 8%; EDA 1-pager – 8%; Scholarly Review with References – 12%; Model with results – 15%; Final Project Paper – 25%; and Final Project Presentation – 20%. The total number of points received will be divided by the total possible number of points to determine letter grade for the course.

| Assignments | Points Possible | Percentage of Final Grade |
|---|---------------------------|----------------------------------|
| <i>In Class Assignments</i> | <i>120 points</i> | <i>12%</i> |
| <i>Concept Paper</i> | <i>80 points</i> | <i>8%</i> |
| <i>EDA “1-pager”</i> | <i>80 points</i> | <i>8%</i> |
| <i>Industry/Scholarly review with references</i> | <i>120 points</i> | <i>12%</i> |
| <i>Model with results</i> | <i>150 points</i> | <i>15%</i> |
| <i>Final project paper</i> | <i>250 points</i> | <i>25%</i> |
| <i>Final project presentation</i> | <i>200 points</i> | <i>20%</i> |
| <i>Total Points Possible</i> | <i>1000 points</i> | <i>100%</i> |

Grading

The final letter grade will be determined as follows:

| Final Grade | Points Earned | Percentage |
|-------------|---------------|------------|
| A | 900 or more | 90-100 |
| B | 800 to 899 | 80-89 |
| C | 700 to 799 | 70-79 |
| D | 600 to 699 | 60-69 |
| F | 599 or less | 0-59 |

Course Assignment, Examination, and or Project Policies

Concept Paper

Each student (or small team of students) will complete an individual/group research project for this course. See the course calendar for specific due dates. Part 1 consists of a detailed report (in paragraph form) of your proposed project including a problem statement or hypothesis that you would like to analyze. This assignment provides an overview of your project and sets the foundation for the next assignment, the industry/scholarly review. Appropriate data sets will be discussed in class. A rubric will be provided along with suggestions and links to resources. The best projects are ones that have meaning to you personally. Work related projects are highly encouraged. There might be an opportunity to work on an industry-provided project. Details about these projects will be provided in class. This paper should be 3-5 pages and will be used to develop the introduction section of your final paper.

EDA 1-page

Each student (or small team of students) will complete a one-page business-facing document including their perceived “most interesting” and applicable EDA analysis. This should include visualizations and relevant observations/take-aways from their preliminary analysis of the data they will use in their final project. This component should demonstrate the student(s) understanding of the data and reflect their insights thus far as they relate to the next phase of the project in analyzing the data. Student(s) should be prepared to discuss their one-pagers in class and are expected to be able to respond to questions regarding decisions made during the EDA process.

Industry/Scholarly review with references

Each student (or small team of students) will complete an industry/scholarly review for their project which presents other research and or best practices related to their project. This becomes part of your final paper and “sets the stage” for your project. This component shares similar research and other information that helps the reader understand what has been done in the past or other relevant research/best practices that help to inform your project. The reference list should be formatted using the APA style guide. Students should have a minimum of *10 high quality references* at this stage of their project.

Model With Results

Each student (or small team of students) will draft a portion of their Models/Results sections for their final paper. They should fully explain one research question including presenting the formal model, estimation, presentation of results, and explanation of those results along with any conclusions that can be drawn. This component should use their project data and should be useable within their final paper/presentation (with any changes as necessary). Additionally, student(s) should be comfortable discussing this research question in class and responding to any questions about decisions they made in the process. You will receive detailed feedback which should be incorporated and addressed in your final paper.

Final Paper and Presentation

The final project and presentation are due at the end of the course. Each student/team will submit a research paper that includes an introduction, scholarly review/best practices review, problem statement/hypothesis, methods/analysis section, results, and discussion. Also part of the final project is a brief presentation which should include visual aids such as a PowerPoint presentation. Total points for the final project/presentation will be 450 points – 250 for the paper and 200 for the presentation. It is expected that the paper be free from grammatical errors and appropriately use APA style for citations and reference list (no abstract required). The minimum requirement for the paper will be 25 pages of content (data dictionaries, graphics and screen shots are not included as part of the required text content), double-spaced, 1-inch margins, using Arial or Times Roman 11-point font. The submitted research paper should also include a separate cover page that includes your name/team members and the title of your paper. A rubric for the project will be provided.

You will have a scheduled time slot to present your work in class. Every group member is required to participate and contribute to the presentation. Final papers will be due after presentations so that you have the opportunity to revise your work based on feedback from your first draft and presentations.

Late papers and presentations will not be accepted. The paper will be submitted for grading via software that checks for plagiarism and AI generated text. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. Overuse of AI in completing work will result in a meeting with the professor according to the AI policy within the syllabus.

In-Class Assignments

We will have in-class assignments in most class meetings. These will usually be done in class and given to students that are in class that day (but occasionally there will be longer periods of time to work on them outside of class). They will include short essays, quizzes, activities designed to help you with your capstone project, and may be individual or group assignments. You may be asked to present your response to the class or participate in classroom discussion related to the assignment. These in-class assignments will be worth 120 points. **No late work or make-up work will be allowed for in-class assignments. If you arrive to a class late you may receive a 0 for that day's assignment.**

Course Calendar – Spring 2026

| Week | Topic | Other important tasks | Assignments |
|---|--|---|---|
| Week 1 Jan. 12 – 18 | Course overview and Syllabus review Meet your peers | Review syllabus and Canvas course; meet your professor and peers | <i>Introduction Assignment</i> |
| Week 2 Jan. 19 – 25 | Begin work on project – identifying a data source | Discuss data search process | <i>Work on problem statements/hypothesis questions</i> |
| Week 3 Jan. 26 – Feb. 1 | Work on Concept paper | Developing research questions based upon data; Writing a convincing introduction. | <i>In class assignment on research questions</i> |
| Week 4 Feb. 2 – 8 | Work on Concept paper | | Concept paper due on Friday, February 6 |
| Week 5 Feb. 9 – 15 | Work on EDA 1-pager | Best practices in EDA | <i>In class assignment related to EDA 1-pager</i> |
| Week 6 Feb. 16 – 22 | Work on EDA 1-pager | Finding scholarly sources and writing a literature review – using UNT Library | <i>In class assignment related to use of library resources</i> EDA 1-Pager due on Friday, February 20 |
| Week 7 Feb. 23 – March 1 | Work on industry/scholarly review | Downfalls of AI usage for academic writing APA format review (citing AI and data) | <i>Present / Discuss EDA One-Pager Assignments</i> |
| Week 8 March 2 – 8 | Work on industry/scholarly review | How to summarize literature | <i>In class assignment</i> Lit Review paper due on Friday, March 6 |
| March 9 – 15 Spring Break | | | |
| Week 9 March 16 – 22 | Work on model & results | Data analysis refresh | <i>Formulating insights based on research questions and results</i> |
| Week 10 March 23 – 29 | Work on model & results | Formal writing / how to present statistical results | <i>In class assignment</i> |
| Week 11 March 30 – April 5 | Work on model & results | Presentation basics | <i>In class assignment on presentations</i> |

| | | Model with Results due on Friday, April 3 | |
|---|--|---|----------------------------|
| Week 12 April 6 – 12 | Work on paper & presentation | Incorporating feedback and preparing for final presentations | <i>In class assignment</i> |
| Week 13 April 13 – 19 | Work on paper & presentation | | <i>In class assignment</i> |
| Week 14 April 20 – 26 | Presentations Work on final draft | | <i>In class assignment</i> |
| Week 15 April 27 – May 3 | Presentations Final Paper Due (May 1 – reading day) | Paper and Presentation Due May 1 @ 5:00 pm | |
| Week 16 May 4 – 10 | Final Exam Week May 8 – Last day of Fall Semester | Students should be available to answer any questions instructor might have about their project and presentation. | |

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Course Policies

Attendance Policy

Students are expected to attend class meetings regularly and to abide by the attendance policy established for this course. **You are expected to attend at least 80% of our scheduled weekly classes. Your final grade will be reduced if your attendance drops below 80%.** It is important that you communicate with the professor prior to being absent so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, have work obligations, or family responsibilities that conflict with our regularly scheduled class meeting. You are responsible for reading course announcements and keeping up with assignments as posted in the course syllabus. [For Online Course: It is always recommended that you attend scheduled virtual class meetings. They are not mandatory but do provide an excellent opportunity to interact with your peers and ask questions.]

Class Participation

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

Late Work

All work for this course is due no later than 5:00 pm on the designated due. **Any assignment submitted after that time will receive a highest possible score of 60%.** Additional points

may be deducted when the assignment is graded based on the quality of the work submitted. Please don't lose valuable points this semester by turning in work late. **In-class assignments cannot be submitted late and students will earn a 0 if not submitted on time (or not in attendance for the assignment).**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time

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

AI Policy

As data analytics professionals you will likely be using some form of AI in your day-to-day work life. In completing your assignments this semester, you are allowed to use AI as a tool in a limited capacity, but it is extremely important that you learn the balance of appropriate vs. inappropriate use. The purpose of AI as a tool is to enhance your work: AI cannot replace your critical thinking skills and it cannot (and does not) accurately determine the appropriate models or analysis in complicated research.

If you choose to use AI as a tool, you are required to do two things:

1. Proofread and critically assess any content provided by AI tools. You are responsible for everything submitted with your name regardless of if it was created with AI assistance.
2. Cite all use.

General Use

Students are encouraged to use Artificial Intelligence (AI) tools to improve their learning and practice throughout this course. These tools can help students grasp complex concepts, engage in creative problem-solving, and get additional practice with course-related skills.

Students may use AI tools for spell checking and grammar corrections in any written work. Students are allowed to improve writing originally produced by themselves by using AI tools to edit, paraphrase, and proofread. It is required that students clearly state: which AI tools were used as well as specify which section(s) or part(s) of the assignment where these tools were used. This information should be explicitly stated in the submission.

Graded Homework and Final Project

The use of AI tools is permitted in completing graded homework assignments and the final project. However, students must follow these guidelines:

-Attribution: Clearly state the use of AI tools in your submissions.

-Documentation: Include a copy of the prompts used in interactions with AI tools as part of your assignment submission. This transparency is essential to maintain academic integrity and to

allow for proper evaluation of your understanding and original contributions. **Citing only AI or ChatGPT is insufficient in any academic writing assignment (e.g. your literature review). Students must provide the references used – articles, textbook chapter, etc.**

Responsibility

If there is any suspicion that you overuse AI, it will result in a meeting with the professor to ensure you understand what you have written and submitted. In other words, if you choose to use AI in your writing be prepared to answer questions from the professor in a virtual or face-to-face meeting related to your submission. If you are unable to answer questions related to your submission, your grade on the assignment will ultimately reflect your demonstrated knowledge in that meeting. There are unique situations where you may be reported for an academic integrity violation (for example, if you use AI to generate an entire literature review).

If you use AI in writing your final report and do not cite that use, you will earn a 0 on the project as that is a form of plagiarism.

Appropriate AI use is an ongoing conversation especially as development of AI continues. I encourage you to ask questions and we will continue to discuss what appropriate vs. inappropriate use means in practice. **Ultimately, regardless of whether AI tools are used, students are completely responsible for ensuring the authenticity and originality of their work submitted for academic evaluation. This includes a full understanding of the material and ability to discuss and defend all submitted work, irrespective of the tools used in its creation.**

Examination Policy

This is a project-based course and will not have a final exam. The same academic standards that apply to exams will apply to your course project. Academic dishonesty will not be tolerated.

Assignment Policy

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

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

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should

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

Instructor Responsibilities and Feedback

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

Syllabus Change Policy

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

UNT Policies

Academic Integrity Policy

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (<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.

Advanced Data Analytics Integrity Policy

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

| | Penalty | Other |
|--|---|--|
| 1 st 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. |

| | | |
|--|-----------------------------------|---|
| 2 nd 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 1 st offense or in a different course. Students suspended for a second Academic Integrity violation will not be allowed to enroll in ADTA courses for 1 calendar year. For students who had a single Academic Integrity violation prior to Fall 2023, a second violation will result in suspension from the ADTA program. |
| 3 rd Academic Integrity Offense | Dismissal from the ADTA program. | Students committing a 3 rd Academic Integrity offense will be dismissed from the program. For students who had multiple Academic Integrity violations prior to Fall 2023, any additional violation will result in dismissal from the ADTA program. |

Definitions

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

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

Cheating includes, but is not limited to:

- a. copying or any unauthorized assistance in taking quizzes, tests, or examinations;
- b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. the acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member, or student of the university;
- d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);
- e. any other act designed to give a student an unfair advantage.

Plagiarism includes, but is not limited to:

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

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

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

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

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

Appeals

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

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

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

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable

accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<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) (<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/) (<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/) (<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 940565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. 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

Synchronous (live virtual) 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-andwellness-center) (<https://studentaffairs.unt.edu/student-health-andwellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testingservices) (<https://studentaffairs.unt.edu/counseling-and-testingservices>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellnesscenter/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellnesscenter/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testingservices/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testingservices/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 eulDs 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-testingservices>)
- [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/>)