ADTA 5130 Data Analytics I Section 002 / IPAC 4130 Data Analytics and Computational Statistics 1 Section 002
Thursday, 1:00-2:50pm, Curry Hall Room 104

Instructor Contact
Name: Jingjing Tong, Ph.D.
Email: Jingjing.Tong@unt.edu
Office Location: GAB 102D
Office Hours: Wednesday 4-5pm; Thursday 3-5pm
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. 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.

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
Provides an overview of quantitative methods essential for analyzing data, with an emphasis on business and industry applications. Topics include identification of appropriate metrics and measurement methods, descriptive and inferential statistics, experimental design, parametric and non-parametric tests, linear regression, and categorical data analysis. Standard and open-source statistical packages will be used to apply techniques to real-world problems.
Course Structure
This is a 16-week course designed in a module system. We will meet in person on Thursday at Curry Hall room 104 from 1:00 – 2:50pm CT. Besides attending the class meetings, students are also expected to participate in various online activities such as asynchronous discussions, reading textbook and articles, and watching videos.

Course Prerequisites or Other Restrictions
This course requires that the student successfully complete college level mathematics and a basic statistics course prior to enrollment or have relevant current work experience that will enable him or her to be successful in an introductory graduate-level statistics course. Undergraduate students in IPAC 4130 should have completed MATH 1100 or MATH 1680 or an equivalent course.

Course Objectives
By the end of the course, students should be able to:
- Perform exploratory data analysis using descriptive statistics to interpret data
- Be able to select appropriate probability distributions and use them in an analytic context
- Choose and apply the most convenient sampling methods
- Formulate and test hypotheses
- Construct and interpret confidence intervals
- Develop skills to analyze data using ANOVA and linear regression

Materials
Required
The official textbook for this course is the e-book version of Business Statistics: Communicating with numbers, 4th Edition. One textbook is required for this course. In addition to the textbook, you will need to access the McGraw Hill Connect website. E-book readings, homework and quizzes will be viewed by the instructor and graded through McGraw-Hill’s Connect online content platform – so the online access license is required. You will be purchasing a bundle of e-textbook and the online access license. Information for purchasing and connecting to the e-textbook/Connect platform will be provided in class. Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas. Students will also need to have access to Microsoft Excel for data analysis assignments.

By Sanjiv Jaggia and Alison Kelly
ISBN13: 9781260716306
Copyright: 2022

Optional resource (useful after the course when you no longer have the textbook)
This is a suggested book, not required. Some students will find that this book provides easy to understand explanations of some of the concepts presented in the course with additional examples in Excel.
Course Technology & Skills

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

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer
- Reliable internet access
- Microsoft Office Suite with current version of Excel
- Speakers/microphone/camera
- Adobe Acrobat Reader
- McGraw-Hill Connect Platform

Computer Skills & Digital Literacy

- Use Canvas
- Send email with attachments
- Download and install software
- Use spreadsheet programs
- Use presentation and graphics programs
- Use Microsoft Office Suite

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

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
Laptop Checkout: 8am-7pm
For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
Rules of Engagement
Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements and Grading
Your final grade will be determined based on the assignments noted in the table below.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td><strong>Discussions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Discussions – 25 points each</td>
<td>150 points</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Quizzes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Random in-class quizzes – 50 points</td>
<td>200 points</td>
<td>20%</td>
</tr>
<tr>
<td>5 online quizzes – 30 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Homework Assignments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Homework Assignments – 25 points each</td>
<td>250 points</td>
<td>25%</td>
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<tr>
<td>1 lowest grade will be dropped</td>
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<tr>
<td><strong>Final Exam</strong></td>
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<tr>
<td></td>
<td>150 points</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Group Project</strong></td>
<td></td>
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<tr>
<td>Proposal – 30 points</td>
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<tr>
<td>Final report – 140 points</td>
<td>250 points</td>
<td>25%</td>
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<tr>
<td>Final presentation – 50 points</td>
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<tr>
<td>Peer Review - 30 point</td>
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<tr>
<td><strong>Total Points Possible</strong></td>
<td>1000 points</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point Range</td>
<td>900+</td>
<td>800-899</td>
<td>700-799</td>
<td>600-699</td>
<td>Below 600</td>
</tr>
</tbody>
</table>
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, Examination, and Project Policies

Discussion
The discussion board assignments are reflective in nature and are designed to share your thoughts and experiences related to the topic presented. Each will focus on an open-ended question related to the textbook or supplemental readings posted to Canvas. To earn full points on discussion boards, students must be actively engaged in the group discussion and provide input to each assigned question. It is expected that your responses be thoughtful, respectful, and grammatically correct.

Homework Assignments
The homework assignments will not be timed and are due the Tuesday after the topic is covered in class (see syllabus for dates). Homework assignments will be completed using the Connect portal. Assignments may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results of the analysis, or questions related to the course material and how it was used or misused in a recent news story.

Quizzes
There will be five online quizzes. These timed quizzes are designed to give you feedback about your understanding of the materials covered. These quizzes will be administered on McGraw-Hill Connect. Quizzes need to be completed by the due date.

There will also be random in-class quizzes. They will be unannounced and provided based on the day’s lecture progress. These quizzes are designed to reinforce the materials covered and ensure the students are following along actively.

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.

Group Project
In real life, it is essential to collaborate with various colleagues, arrange meetings to plan the execution of the project, collect and analyze the data, and present your findings to different levels of the organization. More details will be posted in Project Module on Canvas.

- **Proposal** At the midpoint of the semester, one student from each team will submit a project proposal (1 page in .doc or .docx) which includes a title, each team member’s full name right under the title, a potential problem statement, and the collaboration plan.
- **Final report & presentation** At the end of the course, one student from each team will submit a paper (.doc or .docx) that includes an introduction with business understanding/analytics questions, data understanding and preparation, methods/modeling/analysis, and evaluation/discussion. 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 research paper should be at minimum 10 pages (excluding the cover page and reference) of main content, double-spaced, with 1-inch margins, in Times Roman 12-
point font, free from grammatical errors, and appropriately using APA style for citations and reference list. The paper will be submitted for grading via software that checks for plagiarism so do not submit a zip or compressed file. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. A PowerPoint file of 10-12 slides must be submitted. Each team member’s full name on the first slide along with the title of the presentation must be included.

- **Peer review** Each student will provide a peer review on team members’ contribution to the final product, and your project grade will be determined by the quality of the product and your contribution. If everyone contributes equally, both 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.
# Course Calendar – Spring 2024

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Required Reading</th>
<th>Assignments (Due Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All due time is 11:59pm CT of the designated date</td>
</tr>
</tbody>
</table>
| Week 1 | Syllabus  
Class: 1/18  
Course Overview  
Chapter 1 – Data and Data Preparation | ● Discussion 1 – Introduction (1/23) |
| Week 2 | Chapter 1 – Data and Data Preparation  
Chapter 2 – Tabular and Graphical Method | ● Read the chapters before class  
● Homework – Chapters 1 & 2 (1/30)  
● Discussion 2 – Should we drop or embrace the outliers in our data? (1/30) |
| Week 3 | Chapter 3 – Numerical Descriptive Measures | ● Read the chapter before class  
● Homework – Chapter 3 (2/6)  
● Quiz 1 (2/6) |
| Week 4 | Chapter 4 – Introduction to Probability  
Class: 2/8 | ● Read the chapter before class  
● Homework – Chapter 4 (2/13)  
● Discussion 3 – Thinking like a gambler! (2/13) |
| Week 5 | Chapter 5 – Discrete Probability Distributions | ● Read the chapter before class  
● Homework – Chapters 5 (2/20) |
| Week 6 | Chapter 6 – Continuous Probability Distributions | ● Read the chapter before class  
● Homework – Chapter 6 (2/27)  
● Quiz 2 (2/27) |
| Week 7 | Chapter 7 – Sampling and Sampling Distributions | ● Read the chapter before class  
● Homework – Chapter 7 (3/5)  
● Discussion 4 – How Google surveys work? (3/5) |
| Week 8 | Chapter 8 – Interval Estimation | ● Read the chapter before class  
● Homework – Chapters 8 (3/19)  
● Project Proposal (3/19) |
| Week 9 | Spring Break | |
| Week 10 | Chapter 9 – Hypothesis Testing | ● Read the chapter before class  
● Homework – Chapter 9 (3/26)  
● Quiz 3 (3/26) |
| Week 11 | Chapter 10 – Statistical Inference Concerning Two Populations  
Chapter 11 – Statistical Inference Concerning Variance | ● Read the chapters before class  
● Homework – Chapter 10 & 11 (4/2)  
● Discussion 5 – How to test for wage gap? (4/2) |
| Week 12 | Chapter 13 – Analysis of Variance | ● Read the chapter before class  
● Homework – Chapter 13 (4/9)  
● Quiz 4 (4/9) |
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Required Reading</th>
<th>Assignments (Due Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 13</td>
<td>Chapter 14 – Regression Analysis</td>
<td>• Read the chapter before class</td>
</tr>
<tr>
<td>Class: 4/11</td>
<td></td>
<td>• Homework – Chapters 14 (4/16)</td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 15 – Inference with Regression Models</td>
<td>• Read the chapter before class</td>
</tr>
<tr>
<td>Class: 4/18</td>
<td></td>
<td>• Homework – Chapters 15 (4/23)</td>
</tr>
<tr>
<td>Week 15</td>
<td>No New Materials</td>
<td>• Quiz 5 (4/23)</td>
</tr>
<tr>
<td>Class: 4/25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>Project Presentation</td>
<td>• Submit project report and presentation (5/1)</td>
</tr>
<tr>
<td>Class: 5/2</td>
<td></td>
<td>• Submit project peer review (5/2)</td>
</tr>
<tr>
<td>Week 17</td>
<td>Final Exam</td>
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</tbody>
</table>

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

**Course Policies**

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

If you are experiencing any symptoms of COVID-19 ([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.

**Course Materials for Remote Instruction**
Remote instruction may be necessary if community health conditions change or I need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class via the Zoom link that will be provided in our Canvas course. Information on how to be successful in a remote learning environment can be found at [https://online.unt.edu/learn](https://online.unt.edu/learn)
Class Participation
Students are required to login regularly to the online class site and connect to the McGraw Hill Connect website via the provided links. 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 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 practicing 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_0_0.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%20Student%20Academic%20Integrity.pdf

Late Work
All work for this course is due on the designated due and time. Any homework & discussion assignment submitted one day past the due will receive the 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 quizzes (including both in-class and online quizzes), 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.
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.

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.

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
• 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 on the weekdays. 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

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 may 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

<table>
<thead>
<tr>
<th>Penalty</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>1st Academic Integrity Offense</td>
<td>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.</td>
</tr>
<tr>
<td>2nd Academic Integrity Offense</td>
<td>Suspension from the ADTA program.</td>
</tr>
<tr>
<td>3rd Academic Integrity Offense</td>
<td>Dismissal from the ADTA program.</td>
</tr>
</tbody>
</table>
AI Usage
The availability of large language models, such as ChatGPT (chat.openai.com) and Bard, is rapidly changing the tools that are available to students and in the “real world.” These large language models, however, are not allowed to be used in our class. Any use of ChatGPT or other AI tools will result in an academic integrity violation.

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)
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/)