ADTA 4230 - Data Analytics II

FALL 2026 8W2 Session (Oct 12 – Dec 11)

Course Information

Course Title and Code: Data Analytics II, ADTA 4230-700 (13274)
Semester: FALL 2026, 8W2
Course Format: Online
Meeting Location: Earth via Zoom
Class Meeting Time: Wednesday, 5:00pm- 6:50pm

Teaching Team Contact

Course Instructor: Dr. Levent Bulut
Instructor Email: levent.bulut@unt.edu
Voice & Text: (229) 329-1324

Course TA: Bhargav Gondesi
Course TA Email: BhargavGondesi@my.unt.edu

Physical Office Hours:

- **Mondays and Thursdays:** 5:00pm-6:00pm
- UNT Frisco Campus, Room: TBA
- **Wednesdays:** 10:00am-1pm
- UNT Main Campus, General Academic Building -GAB Office # 109

Virtual Office Hours:

- **Thursdays:** By appointment

Meet Your Instructor



Background: Dr. Bulut holds a Doctor of Philosophy in Economics from the University of Houston and a Master of Science in Analytics from the Georgia Institute of Technology. He previously taught at Emory University, Georgia State University, the University of Georgia, Ipek University, and Valdosta State University before joining UNT. He is currently working on multiple research projects that focus on using machine learning in forecasting.

Communication

While I want to make myself as available as possible to each of you, I do have to place some limitations on when I can be contacted. I would prefer that most broad questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person whom you can email with questions.

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend. Please use my phone number as a last resort - but also, please use it if you need to!

Normally, I will return feedback on all written assignments within 1 week of the due date. However, if I see that I will be unable to return your feedback that quickly I will post an Announcement to let everyone know when it can be expected. You can expect to see me participate in the discussion board after all student original posts have been posted - usually on the Friday of the first week of the module.

Piazza for online class discussions!

This term, we will be using Piazza as the primary platform for class discussions. Piazza is designed to facilitate fast and efficient assistance from both your classmates and me. Instead of emailing questions, I encourage you to post them on Piazza. When a student asks a question, the response can benefit the entire class, fostering a collaborative learning environment.
The sooner you start using Piazza for inquiries—rather than relying on email—the sooner you will gain from the collective knowledge of your peers and instructors. You are encouraged to ask questions when you need help understanding a concept or troubleshooting issues with your Python code. Piazza also allows you to ask questions anonymously if preferred.

If you need to contact me directly, you can use the private post feature. However, **please do not post answers to any online quizzes or homework assignments on Piazza.**

Students can access Piazza through Canvas. Additionally, I encourage you to create a profile on piazza.com/myprofile to receive invitations to career events on campus and to be contacted for relevant job and internship opportunities.

Course Description

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

Course Objectives

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

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

Course topics include:

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

Course Structure

The course will be offered 100% online in an 8-week format accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. Students can complete all the works for this class asynchronously.

Weekly Synchronous Zoom Meetings

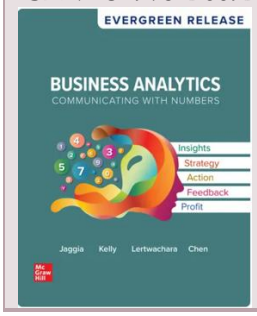
There will be live weekly Zoom meetings on Wednesdays from 5:00 PM CST to 6:50 PM CST to go over the modules and course assignments. Sessions will be recorded and posted to the Canvas platform under **Zoom.**

Prerequisites

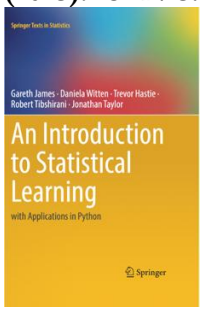
This course requires that the student has successfully completed ADTA 4130, MATH 3680 or equivalent, or consent of instructor.

Required Textbook

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

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

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



Course Technology & Skills

Minimum Technology Requirements

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

Online Access to Course Materials

- This course was developed and will be facilitated utilizing the CANVAS Learning Management System.
- To get started with the course, please visit: 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

I will use the CANVAS learning management system to post important announcements, supplementary materials and, grades. You must check the CANVAS regularly. You are responsible for being aware of information and content posted to the course website in CANVAS. You are expected to check your UNT email every day, as I will occasionally send emails for important announcements or potential changes in the schedule. Missing an important email announcement because you do not check your email regularly is not a valid excuse.

Technology Requirements?

This course has digital components. To fully participate in this class, students will need a laptop or computer with a webcam and mic and a reliable internet access to reference content on the Canvas Learning Management System, and a personal Google account to use Google

Colab for free. While it is possible for students to complete some work on their smartphones, this will not be sufficient in all instances, given the limitations of mobile devices. Hence, access to a computer is essential. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn). **Students need to have a laptop to complete the graded activities**. If you do not have a laptop, you can checkout one from the library

In this class, students will extensively use the following applications

- **Office 365** for access to UNT email and to Microsoft applications that we will use regularly (Outlook, Teams, Word, Excel, PowerPoint, etc.).
- **CANVAS** for accessing course materials and announcements
- **CANVAS Technical Requirements** (https://clear.unt.edu/supported-technologies/canvas/requirements)
- **Google Colab, Jupyter Notebook, or Anaconda** for completing programming-related assignments and data science projects

Student Effort

You are expected to devote 10-15 hours per week to complete the course requirements. That includes all class activities, including reading the book and supplementary resources, watching lesson videos, completing homework assignments, online quizzes and all other graded assignments. Please use your time wisely. Don't hesitate to ask for help and always communicate. Be sure to read your assigned readings, be punctual, and save all your assignments (and back them up!)

Assessing Your Work

The course grade will be determined based on the followings:

Grade Item	Submission Platform	Weight
Quizzes	Canvas	14%
Homework Assignments	Canvas	35%
Team Project	Canvas	33%
Final Exam	Canvas	15%
Discussion	Piazza	3%

Your letter grade will be determined by the following overall grading scheme

Course Score (%)	Letter Grade

90+	A
80-89	B
70-79	C
60-69	D
Below 60	F

Quizzes (14% of your overall grade)

Quizzes will not be timed, and you can save answers and revisit any time until the due date. These quizzes are designed to reinforce the materials covered and ensure the students are following along actively.

Homework Assignments (35 % of your overall grade)

There will be 7 assessment assignments throughout the semester that are related to the materials covered in the modules. You will gain hands-on experience to conduct statistical analyses using Python/Jupyter Notebook via Anaconda or Google Colab. Assignments may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results of the analysis, or else. Written responses are expected to be free of spelling/grammatical errors.

All homework assignments are due no later than 11:59 PM (Central Time) on the designated due date. Please avoid losing valuable points by submitting work late.

Team Project (33% of your overall grade)

The project assignment is designed to provide students with hands-on experience in applied research. It involves working with real datasets and implementing both statistical and machine learning techniques. These projects are more extensive than lab assignments and emphasize developing a comprehensive, logical approach to addressing business problems, following the industry standard on workflow process.

While the project is typically designed for groups, students may choose to undertake the project individually. Those wishing to work alone must declare their intention by the end of the first week of classes. Requests to complete the project solo after this deadline may be considered, but they are subject to the instructor's discretion. This flexibility accommodates individual learning preferences and circumstances while encouraging timely decision-making and planning. More details including a rubric will be posted in the module for final project on Canvas.

- **Final report (Team submission):** At the end of the course, each group will submit one project report (.doc or .docx). No abstract section is needed but it should

include a separate cover page that includes the title and every team member's full name. The minimum requirement for the paper will be at least 12 pages (excluding the cover page), double-spaced, 1-inch margins, free from grammatical errors, in Times Roman 12-point font, and appropriately using APA style for citations and reference list, if any. The paper will be submitted for grading via software that checks for plagiarism so do **not** submit your files as a compressed file. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. One student from the group will submit the project delivery by the due dates noted on Canvas and the Syllabus. Late papers will not be accepted.

- **Recorded presentation (Solo submission):** Students are required to conduct a formal presentation of their project findings. Even when working as a team, each team member must prepare and deliver their **own individual presentation**. This is an individual assignment. Students are expected to follow best practices for professional presentations and adhere to the provided rubric when submitting their work. As part of this assignment, students are required to show their face during the presentation, ensuring a personal and engaging delivery.

- **Peer review (Solo submission):** Each student will provide a peer review on team members' contribution to the final product, and your group project grade will be determined by the quality of the product and your contribution. If everyone contributes equally, all members will receive the same credit. Team members who contribute insufficiently will be deducted points. The professor reserves the right to adjust the team's recommended contribution

Final Exam (15% of your overall grade)

At the end of the semester, a comprehensive assessment will be administered to evaluate students' understanding of key concepts, techniques, and applications covered in the course. The exam will be conducted online through Canvas during the scheduled time and will be proctored. Students are required to log in using a laptop equipped with a functioning camera, as the entire exam session will be recorded to ensure academic integrity.

Schedule (All due time is 11:59pm CT of the designated date)				
Module	**LECT Week**	**Topic / Learning activities**	**Assignments (Due date)**	**Text Chapter**
MDL 1	Date Oct 14	Introduction to Business Analytics / Data Mining / Data Visualization *Read textbook Ch.1, 4, and 11*	• Discussion: Introduce yourself (10/18) • Quiz 1 (10/21) Homework 1 (10/25)	Business Analytics 1, 4, 11
MDL 2	Date Oct 21	Regression Analysis & More Topics in Regression Analysis *Read textbook Ch.7 and 8*	• Quiz 2 (10/28) Homework 2 (11/01)	Business Analytics 7, 8
MDL 3	Date Oct 28	Logistic Regression & Forecasting with Time Series Data *Read textbook Ch.9 and 10*	• Quiz 3 (11/4) • Homework 3 (11/08)	Business Analytics 9, 10
MDL 4	Date Nov 4	Supervised Data Mining: k-Nearest Neighbors *Read textbook Ch.12*	• Quiz 4 (11/11) • Homework 4 (11/15)	Business Analytics 12
MDL 5	Date Nov 11	Supervised Data Mining: Decision Trees *Read textbook Ch.13*	• Quiz 5 (11/18) • Homework 5 (11/22)	Business Analytics 13
MDL 6	Date Nov 18	Unsupervised Data Mining: Cluster Analysis *Read textbook Ch. 14*	• Quiz 6 (12/02) • Homework 6 (11/30)	Business Analytics 14
	Nov 25	No class meeting	• Thanksgiving Break	
MDL 7	Date Dec 2	Unsupervised Data Mining: Association Rule Analysis and Text Mining *Read textbook Ch.14*	• Quiz 7 (12/09) • Homework 7 (12/06)	Business Analytics 14
MDL 8	Date Dec 9	Project writing / Final exam	• Project report & presentation (12/4) • Project peer review (12/4) • Final Exam (12/7)	

Technical Assistance

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

Communication Policies

Instructor Communication: All communication will take place in CANVAS. It is imperative that you check Canvas every day for important course-related information. It is highly recommended that you adjust your CANVAS account settings to receive essential information directly to your email account or cell phone.

Important course announcements about assignments, exams, grades, and other course information will be posted in the Announcements section on the CANVAS course website throughout the semester. Students are recommended to set-up notifications in CANVAS to stay informed of course news and other course updates.

Connect with me through email and/or by attending office hours. During busy times, my inbox becomes full, so if you contact me and do not receive a response within one business day, please send a follow up email. A gentle nudge is always appreciated.

Course Policies

Late Work Policy

Assignment due dates are posted in the syllabus and on the Coursera platform. Any changes to due dates will be updated on Coursera and communicated in an announcement. All work for this course is due no later than 11:59 pm (Central Time Zone) on the designated due. Any

assignment submitted after that time is subject to a 4% penalty per day. Please do not lose valuable points this semester by turning in work late.

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.

Syllabus Change Policy

While the plan is to follow this syllabus as written, it is reasonable 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 affect assignments or due dates, they will be communicated via email as well.

Turnitin Notice

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

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

You are also expected to follow UNT's Student Academic Integrity Policy. The Student Academic Integrity Policy can be found at https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf

University Policies

Course Evaluation

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. 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. Students will receive an email from "UNT SPOT Course Evaluations via System 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. SPOT responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses.

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.

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 (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, investigates, and takes remedial action when appropriate.

Emergency Notification & Procedures

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

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect)

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance.

UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 275

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 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 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 presentation, 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 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) 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.

Grades of Incomplete

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

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

**UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://careercenter.unt.edu)
- Multicultural Center (https://idea.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://idea.unt.edu/pridealliance)
- UNT Food Pantry (https://studentaffairs.unt.edu/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 Center (https://writingcenter.unt.edu)
- Math Lab (https://learningcenter.unt.edu/math-lab)

Emergency Notification and 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.

Scholarly Expectations

Copyright Notice

Some or all the materials on this course web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at http://policy.unt.edu/policy/08-001.

UNT Code of Student Conduct

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). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

You are encouraged to become familiar with the University's Code of Student Conduct and the Policy of Academic Integrity (Links to an external site.) found on the Dean of Students website. The Dean of Students Office (opens in a new window) (Links to an external site.) enforces the Code. The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.

Of particular interest are the following terms:

- **Cheating** – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Plagiarism** – the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement.
- **Fabrication** – intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

The policies contained on the course website apply to this course. In addition, you are expected to adhere to the ADTA Academic Integrity Policy outlined below. If you have questions regarding any of the information presented regarding academic integrity, please feel free to contact me.

Academic Integrity

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.

Department Academic Integrity Policy

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

AI Usage

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**
1st Academic Integrity Offence	The minimum penalty is a 0 for the assignment AND a deduction of one letter grade from the final grade for the course. Other penalties may be assessed by the course instructor up to course failure, depending on the severity of the offense.	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office

2nd Academic Integrity Offence	Suspension from the ADTA program.	A second offense is defined as a separately reported offense either in the same class as the 1st offense or in a different course. Students suspended for a second Academic Integrity violation will not be allowed to enroll in ADTA courses for 1 calendar year. For students who had a single Academic Integrity violation prior to Fall 2023, a second violation will result in suspension from the ADTA program.
3rd Academic Integrity Offence	• Filing to Academic Integrity Office • 100% grade deduction	Students committing a 3rd 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.

Instructor Academic Integrity Policy

Occurrence	**Minor Assignments (e.g., Discussions, Homework, and Journals)**	**Major Assignments (e.g., Exams and Projects worth more than 10% of your grade)**
First Occurrence	• Filing to Academic Integrity Office • 0 for the assignment • a deduction of one letter grade from the final grade for the course	• Filing to Academic Integrity Office • 0 for the assignment • a deduction of one letter grade from the final grade for the course
Second Occurrence	• Filing to Academic Integrity Office • 0 for the assignment • a deduction of one letter grade from the final grade for the course	• Filing to Academic Integrity Office • 0 for the assignment • a deduction of one letter grade from the final grade for the course
Third Occurrence	• Filing to Academic Integrity Office • Failing the course	• Filing to Academic Integrity Office • Failing the course

Course Policy on Using CHAT GPT and AI Tools

Students may use AI tools such as ChatGPT to support the final project and designated portions of homework assignments, specifically for coding, code annotation, and summarization. Students must take responsibility for reviewing and editing all AI-generated content to ensure accuracy and quality of the final product. Limited use of unedited AI-generated statements is permitted, but such statements must be clearly identified using quotation marks and attributed to the source (e.g., ChatGPT). Excessive dependence on AI tools is not permitted. Use of AI tools for quizzes or discussion assignments is prohibited unless explicitly allowed. Misuse of AI tools will be considered a violation of academic integrity policy.

Guidelines for Using AI Tools:

1. **Improvement of Original Work:** Students are allowed to refine writing originally produced by themselves using AI tools for editing, paraphrasing, and proofreading purposes. It's essential to maintain the integrity of your original thoughts and ideas while using AI for enhancements.

2. **AI Contribution Limit:** If an AI writing detector indicates that over 20% of a student's answer is attributed to AI, the work will be subjected to further review for a potential plagiarism violation.

3. **Indicating AI-Generated Content:** For any assignment where AI tools are permitted, students must use quotation marks to highlight statements or sections generated by ChatGPT or other AI tools. Merely citing AI or ChatGPT is not adequate in academic writing assignments, such as project reports.

4. **Citation Requirements:** While AI-generated content must be indicated with quotation marks, students are also required to provide proper references for the sources they used, including articles, textbook chapters, etc. Relying solely on AI-generated content without proper citations is considered academically dishonest.

5. **AI Tools for Tutoring:** Students are encouraged to utilize AI tools, including ChatGPT, for tutoring services to aid in understanding course material and concepts.

Failure to adhere to the above guidelines may result in academic penalties, including receiving a zero for the assignment or facing disciplinary actions for academic dishonesty.

Unauthorized Aids During Examinations and Assessments

Students may use only those materials and resources that are expressly authorized by the instructor for a particular examination or assessment. Touching, holding, or accessing any unauthorized aid during the examination period constitutes a violation of the Student Code of Conduct, regardless of whether the aid is used.

Any item that may be considered an unauthorized aid must be kept out of view and in a closed container (e.g. zipped backpack, buttoned purse, etc.) during the entirety of the examination or assessment.

Unless specifically authorized in writing by the instructor, prohibited aids include, but are not limited to:

- Mobile phones and smartphones
- Smartwatches and fitness trackers with communication, recording, or internet capabilities
- Tablets, laptops, and other computing devices
- Earbuds, headphones, and other audio devices
- Smart glasses, cameras, recording devices, and wearable technology
- Artificial intelligence (AI) tools, chatbots, and other generative AI technologies
- Notes, textbooks, study guides, formula sheets, or reference materials
- Any other device, material, or resource not expressly permitted by the instructor

Students are responsible for clarifying any questions about permitted materials before the examination begins.