

Course Information

Course Title and Code: Data Analytics-I, ADTA 5130-501 (13261)

Semester: Fall 2026, 16W

Course Format: Face-to-face

Meeting Location: UNT Frisco Campus, Room FRLD 214

Class Meeting Time: Monday, 6:00 pm- 7:50 pm

Teaching Team Contact

Course Instructor: Dr. Levent Bulut

Instructor Email: levent.bulut@unt.edu

Voice & Text: (229) 329-1324

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

No teaching assistant is assigned to this course due to the large class size. Students should direct all questions or concerns to the instructor via email or during scheduled office hours.

Communication

- Our office hours are listed above, and we are happy to find a different day and time to address your questions if needed.
- We prefer that broad questions be posted in the Q & A forum in the Discussion Board area in Canvas.
- If you have a general question about the course or assignments, please post it there. Either a team member or one of your classmates will answer it. This allows everyone to benefit from the questions and answers in a public venue.
- Consider finding a "buddy" in class to exchange emails with for additional support.
- For private questions, contact us via email, and we will respond within 24 hours on weekdays (usually sooner).

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- We aim to return feedback on all written assignments within 1 week of the due date. If feedback cannot be returned that quickly, we will post an Announcement with an updated timeline.
- All communication will take place in CANVAS.
- Check CANVAS every day for important course-related information.
- Important announcements about assignments, quizzes, grades, and other course information will be posted in the Announcements section on the CANVAS course website throughout the semester.
- It is highly recommended that you adjust your CANVAS account settings to receive essential information directly to your email account or cell phone.

Course Description

This course 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 objectives

Upon successful completion of this course, learners will be able to:

1. Perform exploratory data analysis using descriptive statistics to interpret data
2. Select appropriate probability distributions and use them in an analytic context
3. Choose and apply the most convenient sampling methods
4. Formulate and test hypotheses
5. Construct and interpret confidence intervals
6. Develop skills to analyze data using ANOVA and linear regression

Course Structure

- This is a 16-week face-to-face course.
- The course meets once a week on **Mondays from 6:00 pm to 7:50 pm.**
- Location: **UNT Frisco Campus, Room FRLD 214.**
- Each week is scheduled with a beginning and ending date.
- Multiple activities are assigned and due within each week.
- All students are expected to participate, collaborate, and progress together within each scheduled week.

Prerequisites

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.

However, to be successful in this course you will need to:

- work consistently every week and commit spending at least 15 hours a week reading the assigned chapters, working on assignments, working on the group project, and reflecting on the materials covered.
- learn how to use Microsoft Excel to conduct statistical analysis.
- cite sources, giving credit to where you obtain information.

Required Material: McGraw Hill's CONNECT

The official textbook for this course is the e-book version of *Business Statistics: Communicating with numbers*, 5th Edition. One textbook is required for this course.

E-book readings, homework, and practice assignments will be viewed by the instructor and graded through McGraw-Hill's Connect online content platform – so the online access license is required. Students can purchase this directly from the McGraw-Hill website:
<https://www.mheducation.com/highered>

Instructions for linking to the online course portal will be provided at the start of the semester.

Here is your REQUIRED course material:

Title:	E-Book - Business Statistics: Communicating with numbers.
Edition	5th (2025)
Author	Sanjiv Jaggia and Allison Kelly
Publisher	McGraw Hill
ISBN	9781265035983

If you are having trouble registering for or accessing Connect, please contact McGraw Hill's Customer Support. Live chat, email, and phone support are available 7 days a week. When contacting a support agent, you will always receive a case number. It will be important to save this case number if additional follow up or documentation is needed.

Website: www.mhhe.com/support
Phone: (800) 331-5094
Hours:

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Sunday: 11:00 AM to 11:00 PM CST

Monday-Thursday: 24 hours

Friday: 12:00 AM to 8:00 PM CST

Saturday: 9:00 AM to 7:00 PM CST

Ensure your computer meets system requirements by troubleshooting [your system](#). (Links to an external site.)

Student Purchase & Registration Information

For this course, you will purchase access to McGraw Hill's Connect. Here's how:

Purchase Connect access through your Canvas account. Login to your UNT Canvas account, and enter your course, then click on the Connect link, which will take you to the Connect registration page where you can follow the prompts.

At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

MegaStat Excel add-in

Your Connect subscription comes with a free access to MegaStat Excel add-in. MegaStat is an Excel add-in that performs statistical analyses within an Excel workbook. After it is installed, it appears on the Excel Add-Ins ribbon and works like any other Excel option. You can complete all the course requirements without the MegaStat add-in.

- Student resources can be accessed directly at: http://novella-live.prod.mheducation.com/sites/0077425995/student_view0
- Once you are registered to access the download portion of the site, you will only have 10 days in which to download the MegaStat installer.
- MegaStat works with recent versions of Windows Excel and Mac Excel.

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](#)?
- For Android devices, see: How do I download the Canvas Student app on my [Android device](#)?

We 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 we 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 reliable internet access to reference content on the Canvas Learning Management System, McGraw Hill Connect platform and MS Excel is installed on their device. 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) (<https://online.unt.edu/learn>).

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 for [Browser compatibility](#)**
- **McGraw Hill's CONNECT** to be able to complete required course assessments via Canvas.

Student Effort

You are expected to devote at least 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, in-class activities, and the group project. 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	20%
Homework Assignment	Canvas	30%
Mini Projects (Solo and Team)	Canvas	25%
Exam 1	Canvas	10%
Exam 2	Canvas	15%

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

Homework Assignments (30% of your overall grade)

- The homework assignments will not be timed and are due the Sunday 11:59 pm after the topic is covered in class (see syllabus for dates).
- You will have two attempts at each homework assignment, and the best score will be saved.
- Homework assignments will be completed using the Connect portal.
- The two lowest homework assignment grades will be dropped (10 out of the 12 assignments will be counted towards your final grade in the course).

Quizzes (20% of your overall grade)

- Quizzes will not be timed and are due on Wednesdays (see syllabus for dates).
- Quizzes will be completed using the Connect portal.
- Quizzes will require the reading of the textbook chapter.
- The lowest quiz grade will be dropped (10 out of the 11 quizzes will be counted towards your final grade in the course).

• Group Project (25 % of your overall grade)

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. Groups of up to 5 students will be formed on Canvas to finish a project of applying statistical methods to real data. Please start communicating with your team members ASAP. More details including a rubric will be posted in Project Module on Canvas.

- **EDA and Hypotheses: Throughout the semester**, one student from each team will portions of the final project. The first part will be exploratory data analysis, and the second the groups proposed hypotheses. These documents need to include all team member names and submitted in a .doc or .docx format. These documents will be submitted for grading via software that checks for plagiarism and AI. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. The use of any AI tool is not allowed in 5130.
- **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) of content, double-spaced, with 1-inch margins, in Times New 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. The final report and presentation will be on Nov 30th, 2026. 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. Students who do not provide a peer review will be deducted points.

Exam (25 % of your overall grade)

- There is a midterm exam covering Chapters 1-9.
- The final exam is comprehensive.
- The exams are closed book exams, but you are allowed to use both sides of a cheat sheet (standard paper size, 8 ½" x 11") that is prepared by yourself.
- You should complete the exam independently and the exam is subject to the UNT honor code and conduct policies/actions.

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Tentative Course Schedule: Should any change become necessary, it will be announced in CANVAS. It is your responsibility to check for changes in the schedule.

<i>Week</i>	<i>Topic / Reading</i>	<i>Items Due</i>
Week 1 <i>Aug 17</i>	Introduction Syllabus Course Overview	• Quiz – Plagiarism & Syllabus (8/19)
<i>Week 2</i> <i>Aug 24</i>	Chapter 1 – Data and Data Preparation Chapter 2 – Data Visualization	• Quiz - Chapter 1 & Chapter 2 (8/26) • Homework – Chapters 1 & 2 (8/30)
Week 3 <i>Aug 31</i>	Chapter 3 – Summary Measures	• Quiz – Chapter 3 (9/2)
<i>Week 4</i> <i>Sep 7</i>	No class meeting due to Labor Day holiday	• Homework – Chapter 3 (9/6)
Week 5 <i>Sep 14</i>	Chapter 4 – Introduction to Probability Chapter 5 – Discrete Probability Distributions	• Quiz – Chapter 4 & Chapter 5 (9/16) • Homework – Chapters 4 & 5 (9/20)
<i>Week 6</i> <i>Sep 21</i>	Chapter 6 – Continuous Probability Distributions	• Quiz – Chapter 6 (9/23) • Homework – Chapter 6 (9/27) • Group Project: Exploratory Data Analysis (9/28)
<i>Week 7</i> <i>Sep 28</i>	Chapter 7 – Sampling and Sampling Distributions	• Quiz – Chapter 7 (9/30) • Homework – Chapter 7 (10/4)
Week 8 <i>Oct 5</i>	Chapter 8 – Interval Estimation Chapter 9 – Hypothesis Testing	• Quiz – Chapters 8 & 9 (10/7) • Homework – Chapters 8 & 9 (10/11)

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<i>Week 9</i> <i>Oct 12</i>	Mid-Term Exam	• Midterm Exam in Class (10/12) • Covering Chapters 1-9
<i>Week 10</i> <i>Oct 19</i>	Chapter 10 – Statistical Inference Concerning Two Populations Chapter 11 – Statistical Inference Concerning Variance	• Quiz – Chapters 10 & 11 (10/21) • Homework – Chapter 10 & 11 (10/25)
<i>Week 11</i> <i>Oct 26</i>	Chapter 13 – Analysis of Variance	• Quiz – Chapter 13 (10/28) • Homework – Chapter 13 (11/1) • Group Project: Hypotheses (11/2)
<i>Week 12</i> <i>Nov 2</i>	Chapter 14 – Correlation and Regression	• Quiz – Chapter 14 (11/4) • Homework – Chapter 14 (11/8)
<i>Week 13</i> <i>Nov 9</i>	Chapter 15 – Inference with Regression Models	• Quiz – Chapter 15 (11/11)
<i>Week 14</i> <i>Nov 16</i>	Practical Session: ANOVA and Regression Analysis	• Homework – Chapter 15 (11/15)
<i>Week 15</i> <i>Nov 23</i>	<i>No class due to Thanksgiving Holiday</i>	• Nothing is due
<i>Week 16</i> <i>Nov 30</i>	Project Presentations	• Group project report and presentation (Nov 30) • Group project peer review (Nov 30)
<i>TBA</i>	<i>Final Exam</i>	• Final Exam • Covering all chapters

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

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](#)

Course Policies

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

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

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. 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.

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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.

Class Materials for Online Learning

This course includes online learning components. Remote instruction may also be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. To fully participate in this class, students will need internet access to reference content on the Learning Management System and other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc. Information on how to be successful in an online learning environment can be found at [Learn Anywhere](#)

Class Participation

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

Group Project Policy

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

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

You are expected to follow UNT's Code of Student Conduct which is intended to "foster a safe environment conducive to learning and development. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community." The [Code of Student Conduct](#) can be found at

https://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_19.format.pdf. You are also expected to follow UNT's Student Academic Integrity Policy. The [Student Academic Integrity](#) Policy can be found at <https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf>.

Late Work

All work for this course is due on the designated due and time. Any assignment submitted after that time will receive a grade of a 0. **No late work will be accepted.** 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.

The University is committed to providing a reliable online course system to all users. However, in the event of an unexpected server outage or any unusual technical difficulty

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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. If you lose your internet connection during an exam, contact the help desk immediately and notify me as well. If necessary, I can reset your exam.

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. For assignments that require you to upload your work, the submission should be in one of the following formats: .doc, .docx, .csv, .xlsx, .sas or .pptx. Do NOT submit .pages files. 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.

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

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- 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.

Turnitin Notice

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

Instructor Responsibilities and Feedback

- I will help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, review and update course content based upon learning outcomes and changes in the field of study.
- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails usually within 24 hours. Grades for weekly assignments and project will be posted the following week.

Syllabus Change Policy

While the plan is to follow this syllabus as written, adjustments may be made when necessary or due to events outside of control. Any change will be announced.

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.

Data Analytics & Statistics 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>

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

Data Analytics & Statistics Integrity Policy

	Penalty	Other
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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.

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, Grammarly or other AI tools will result in an academic integrity violation.**

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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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.

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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 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) (<https://policy.unt.edu/policy/07-002>).

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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) 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.

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) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/resources/making-an-initial-appointment.html) (https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/resources/making-an-initial-appointment.html)

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 eIDs 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) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)

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- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)