

Applications & Deployment of Advanced Analytics

FALL 2025 8W2

Course Information

Course Title and Code: Applications & Deployment of Advanced Analytics, ADTA 5410-410 (12371)

Semester: Fall 2025, 8W2

Course Format: Fully Online

Meeting Location: Zoom

Synchronous Zoom Meeting Time: Mondays, 5:30am- 7:30pm

Physical Office Hours:

- **Tuesdays:** 10:30am-12:30pm UNT Main Campus, GAB Office # 109
- **Wednesdays:** 1pm-3pm UNT Main Campus, GAB Office # 109

Virtual Office Hours:

- **Tuesdays:** 1pm-3pm on Zoom (Check Canvas for the link)

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

Teaching Team Contact

Course Instructor: Dr. Levent Bulut

Instructor Email: levent.bulut@unt.edu

Voice & Text: (229) 329-1324

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 lab activities 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 focuses on using advanced analytics in practical case studies to help students develop the skills needed to address complex challenges in industry and business. Students will select projects based on provided datasets, formulate insightful questions, and devise effective solutions that align with project goals. They will choose appropriate methods from various alternatives and implement relevant techniques and technologies in real-world scenarios. Emphasis is placed on mastering the deployment of analytics and improving professional communication skills.

Learning objectives

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

1. Evaluate various research and project methodologies, identifying their suitability for addressing complex problems in industry and business contexts.
2. Formulate clear, focused, and actionable questions that guide data-driven projects in professional/academic settings.
3. Conduct targeted literature and market analysis using academic and industry databases to identify relevant trends, findings, and best practices.
4. Design a practical and methodologically sound approach for analyzing real-world data in a business or academic context.
5. Draft a data collection plan for a research or applied project.
6. Apply appropriate data analysis techniques to the collected data (e.g., statistical analysis, coding for qualitative data).
7. Interpret data results and create visual representations (graphs, charts) to highlight key findings.
8. Structure a research paper by organizing the introduction, methods, results, and discussion sections. Present research findings clearly and effectively using PowerPoint or another presentation tool. Submit a final research project report that meets academic standards for clarity, structure, and content.

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.

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Weekly Synchronous Zoom Meetings

There will be live weekly Zoom meetings on Tuesdays from 5:00 PM CST to 7:00 PM CST to go over the modules and course assignments. Sessions will be recorded and posted to the Canvas platform under **Zoom**.

Prerequisites

Students should take the following core courses before sitting in this course: ADTA 5130 Data Analytics 1, ADTA 5230 Data Analytics 2, ADTA 5250 Large Data Visualization, ADTA 5240 Harvesting, Storing and Retrieving Data, and ADTA 5340 Discovery and Learning with Big Data. Please check the department website for the latest policy changes regarding the course prerequisite policies. To be successful in this course, you will need to:

1. Learn how to code in Python programming language.
2. Cite sources, giving credit to where you obtain information.
3. Make the commitment to spend at least 15-20 hours a week reading the assigned chapters, working on programming assignments and quizzes, working on mini-group projects and reflecting on the material covered, and participating in other activities throughout the course.

Recommended Materials

This course does not require a textbook; however, the following book is recommended:

- [Research Methods for Business Students](#), Mark N. K. Saunders, Philip Lewis, Adrian Thornhill, 9th edition, Pearson (June 30, 2024).

The course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System, a webcam, and a microphone for presentation recordings. 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>).

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 or 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) (<https://online.unt.edu/learn>). **Students need to bring a laptop to class to complete the graded in-classes 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 lab assignments, the mini-projects 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
DataCamp	DataCamp & Canvas	15%
Weekly Why	Canvas	10%
Homework Assignments	Canvas	35%
Research Project: Written Submission	Canvas	20%
Research Project: Presentation	Canvas	20%

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

DataCamp (15% of your overall grade)

To help gain hands-on experience in applying statistical learning techniques using Python, this course will include various Python DataCamp assignments. To earn full marks, you only need to finish the DataCamp module by the deadline. Note that in DataCamp, you may get the answers to the exercises, but try as many of the exercises so you get more practice in Python, and if you request the answer, review the code to understand the solution. Note that you must use the UNT e-mail address when registering to use the free 6-month subscription to DataCamp. Additionally, the certificate you submit must include your full name. The DataCamp modules are as follows:

- Introduction to Python
- Intermediate Python

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- Visualizing Time Series Data in Python
- Understanding Data Science
- Exploratory Data Analysis in Python
- Data Manipulation with Pandas

If you have previously completed any of these courses, you have two options:

1. Retake the DataCamp course. The certificate must have a completion date of August 11, 2025, or later (certificates dated before August 18, 2025, will not be accepted).
2. Choose a different DataCamp course of similar duration that is not on this semester's required list (see Canvas). Upload two certificates: the original course and the new one, with the new course completed on or after **August 18, 2025**.

All 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. Written responses are expected to be free of grammatical errors.

Weekly Why (10% of your overall grade)

The weekly challenges account for 10% of your overall grade. Each week, you will be presented with a new challenge related to the course material. The format for the challenge can be either an individual or a team submission, depending on the specific requirements for that week. These challenges are designed to test your understanding and application of the concepts covered in class. Be sure to review the instructions carefully each week to determine the appropriate submission format and guidelines.

Homework Assignments (35% of your overall grade)

This course is mainly composed of running a semester-long project, which will have intermediary steps, which are going to be your assignments. There will be 5 assignments, out of which the lowest one will be dropped.

Research Project: Written Submission (20% of your overall grade)

Students will submit a research paper. You can work in groups of up to 2 people. You are supposed to choose a topic, develop a research question related to your topic, and perform sound research. Be as clear and understandable as possible. Anybody without prior knowledge in the field who reads your project should be impressed by your work. The project can be performed in teams (Please see the Guide for the rubrics).

Research Project: Presentation (20% of your overall grade)

Students must present their research findings in a video submission, limited to a maximum duration of 5 minutes. All group members must actively participate in the presentation, though there is no specific requirement for how time is allocated among participants (Please see the Guide for the rubrics).

Week/Date	Modules and Topics	Activities
<i>Module 1</i> (Week 1)	Context - <i>Introduction to Python</i> - <i>Understanding the Context</i> - <i>Data Set Exploration</i>	- Complete DataCamp 1 - Complete DataCamp 2 - Submit Weekly Why 1
<i>Module 2</i> (Week 2)	Integrating and Visualizing Data - <i>Merging Data Sheets</i> - <i>Choosing the Best Visualization for Projects</i>	- Submit Homework 1 - Complete DataCamp 3 - Submit Weekly Why 2
<i>Module 3</i> (Week 3)	Developing a Research Proposal - <i>Formulating Research Question</i> - <i>Designing a Strategy and Methodology</i>	- Submit Homework 2 - Complete DataCamp 4 - Submit Weekly Why 3
<i>Module 4</i> (Week 4)	Crafting the Literature Review - <i>Purpose and Structure of Literature Reviews</i> - <i>Planning and Writing Your Literature Review</i>	- Submit Homework 3 - Complete DataCamp 5 - Submit Weekly Why 4
<i>Module 5</i> (Week 5)	Building the Data Set of Your Research - <i>Selecting appropriate data sources</i> - <i>Cleaning and preparing the dataset</i>	- Complete DataCamp 6 - Submit Weekly Why 5
<i>Module 6</i>	Choosing an Appropriate Methodology	- Submit Homework 4

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<i>(Week 6)</i>	- <i>Choosing appropriate methods and models</i> - <i>Integrating All Components into a Draft</i> - <i>Feedback and Revision Planning</i>	- Submit Weekly Why 6
Module 7 <i>(Week 7)</i>	Finalizing the Written Part of the Research Project - <i>Refinement, Editing, and Reference Checking</i> - <i>Final Review</i>	- Submit Homework 5
Module 8 <i>(Week 8)</i>	Project Presentation - <i>Finalizing key findings and insights from your research</i> - <i>Designing and preparing presentation slides</i> - <i>Recording your presentation and submitting the video</i>	- Project presentation (video) - Project submission (written part)

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.

Diversity Statement

I value the many perspectives students bring to our campus. Please collaborate with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. We are all learning together.

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.

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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](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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

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

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

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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>).

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.

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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) (<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/services/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](#)

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**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 \(https://registrar.unt.edu/registration\)](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)
- [Career Center \(https://careercenter.unt.edu\)](https://careercenter.unt.edu)
- [Multicultural Center \(https://idea.unt.edu/multicultural-center\)](https://idea.unt.edu/multicultural-center)
- [Counseling and Testing Services \(https://studentaffairs.unt.edu/counseling-and-testing-services\)](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance \(https://idea.unt.edu/pridealliance\)](https://idea.unt.edu/pridealliance)
- [UNT Food Pantry \(https://studentaffairs.unt.edu/food-pantry\)](https://studentaffairs.unt.edu/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 Center \(https://writingcenter.unt.edu\)](https://writingcenter.unt.edu)
- [Math Lab \(https://learningcenter.unt.edu/math-lab\)](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) (<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

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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>

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

	Penalty	Other
1 st Academic Integrity Offense	The minimum penalty is a 0 for the assignment AND a deduction of one letter grade from the final grade for the course. Other penalties may be assessed by the course instructor up to course failure, depending on the severity of the offense.	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office
2 nd Academic Integrity Offense	Suspension from the ADTA program.	A second offense is defined as a separately reported offense either in the same class as the 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.

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3 rd Academic Integrity Offense	- Filing to Academic Integrity Office 100% grade deduction	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.
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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

AI tools may be used in a limited capacity to support learning in this course. All submissions must reflect the student's own understanding and effort.

Prohibited Uses:

- Submitting AI-generated work as your own without proper attribution.
- Using AI during exams or generating full assignments without approval.

Guidelines:

If AI significantly contributes to your work, disclose its use (e.g., "This section was assisted by [Tool Name]").

Review and refine AI outputs to ensure accuracy and originality.

Misuse of AI may violate academic integrity policies and result in disciplinary action. For questions, consult the instructor.

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.