Course Information

Course Title and Code: Data Analytics-II, IPAC 4230-700 (12615)
Semester: Fall 2022, 8W
Course Format: Online

Teaching Team Contact

Instructor: Dr. Levent Bulut
Instructor Email: levent.bulut@unt.edu
Instructor Office Hours (Via Teams):
  • Wednesdays: 7pm-9pm
  • Tuesdays: 3:30pm-4:30pm
  • Thursdays: 2pm-3pm
  • OR by Appointment

Teaching Assistant (TA): Ashrafe Alam
TA Email: ashrafealam@my.unt.edu
TA office hours: TBA

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. Before joining UNT, Dr. Bulut taught at Emory University, Georgia State University, the University of Georgia, Ipek University, and Valdosta State University. He is currently working on multiple research projects that focus on using machine learning in macroeconomic 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 the 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 "virtual buddy" with. This will give you at least one other person who 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.

Course Description

As organizations look for ways to leverage data to create value, analytics has become an important source of competitive advantage for businesses. This course extends the concepts developed in Data Analytics-I by providing a hands-on introduction to the collections of predictive modeling techniques used to extract patterns and trends from data. The topics covered include data manipulation, classification and regression methods, tree-based methods, learning ensembles, deep learning, and clustering. The course includes hands-on work with data and the open-source statistical programming language R is used in this course. By the end of the course, you will be able to identify situations concerning the applicability of the predictive and machine learning modeling techniques, employ the techniques to derive results, interpret the results and comprehend the limitations, if any, of the outcome.

Course objectives

Upon successful completion of this course, learners will be able to (numbered in order of presentation):

- Articulate the value of analytics in business and the implementation of best practices.
- learn how to determine and perform the necessary data wrangling and preparation tasks based on the decision made during the business and data understanding phases of a data analysis project.
- visually explore and find patterns in data
- perform data splitting for generalizability of a machine-learning algorithm.
- define a decision rule to perform prediction with Logistic Regression outcome.
- learn how to perform k-means and hierarchical clustering.
- apply concepts learned in the course to real-world case studies
- use bootstrapping to create an ensemble of predictions.
employ cross-validation to fine-tune a machine learning algorithm.
perform data classification using k-nearest neighbors (knn) and Naive Bayes and explain the outcomes.
extract classification accuracy measures for binary outcomes with cross-validation.

Course Structure

The course is 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 work for this class asynchronously. This course is designed using a module system. Each module will cover one week on our course content schedule.

Weekly Synchronous Zoom Meetings

There will be live weekly Zoom meetings on Mondays from 7:00 PM CST to 9:00 PM CST to go over the modules and course assignments. Sessions will be recorded and posted to the Course platform under Resources/Meeting Recordings.

Virtual Office Hours:
I will be available online via Microsoft Teams on the following days for your questions.

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesdays</td>
<td>7pm-9pm</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>3:30pm-4:30pm</td>
</tr>
<tr>
<td>Thursdays</td>
<td>2pm-3pm</td>
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</tbody>
</table>

If these times don't work, please reach out to me so we can find a mutually convenient time to meet online.

Prerequisites

IPAC 4130 - Data Analytics 1. Also, this course requires that the student has completed college-level mathematics and a basic statistics course before enrollment or has relevant current work experience that will enable them to be successful in an introductory undergraduate-level statistics course. Please check the department website for the latest policy changes regarding the course prerequisite policies.

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

- Spend time regularly to work on the data science assignments
• Cite sources, giving credit to where you obtain information.
• Commit to spending at least 10-12 hours a week reading the assigned chapters, working on programming assignments and quizzes, completing the DataCamp courses, working on mini-group projects and reflecting on the material covered, and participating in other activities throughout the course.

Required/Recommended Materials

Recommended Materials (All are free of charge):

In this course, we will mainly use the following three textbooks, all of which are freely accessible via the world wide web.


2. *Introduction to Data Science, Data Analysis and Prediction Algorithms with R* by Rafael A. Irizarry (https://rafalab.github.io/dsbook/)


4. *R for Data Science* by Hadley Wickham and Garett Grolemund

You will need a reliable PC to work on the course assignments and projects.

Online Resources

• RStudio Community to get help on R codes
• Stackoverflow to get help on R commands
• UNT Learning Center (https://learningcenter.unt.edu/)

Technology Requirements?

Minimum technical skills include the ability to navigate and use the Coursera learning management system regularly. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. While students can 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. You will need a computer, reliable internet access, speakers, a microphone, Microsoft Office Suite, and Coursera Technical Requirements. Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions. Plan and have a backup
 Assessing Your Work

The course grade will be determined based on the followings:

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Submission Platform</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Participation</td>
<td>Coursera</td>
<td>3%</td>
</tr>
<tr>
<td>Programming Assignments</td>
<td>Coursera</td>
<td>35%</td>
</tr>
<tr>
<td>Mini-group projects</td>
<td>Coursera</td>
<td>30%</td>
</tr>
<tr>
<td>DataCamp Assignment</td>
<td>DataCamp</td>
<td>7%</td>
</tr>
<tr>
<td>Programming Exam</td>
<td>Coursera</td>
<td>12.5%</td>
</tr>
<tr>
<td>Conceptual Exam</td>
<td>Coursera</td>
<td>12.5%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Score (%)</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90+</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Discussion Participation (3% of your overall grade)

You must form your group at the beginning of Week 1 to start working on your group project. As a part of your grade, you are expected to introduce yourself to the rest of the class and start talking with them to form your group.

Programming Assignments (35% of your overall grade)

There will be seven weekly R programming assignments. You will gain hands-on experience to conduct statistical analyses using R. The assignments will be completed in the Coursera Lab Manager platform, and you will have unlimited attempts. When you are done with your answers, you can click on the “Validate” button in the Jupyter notebook in Lab Manager to check if your codes pass the test. Please use the weekly discussion forum in Coursera to post your programming-related questions.

- Programming assignments are in the form of a Jupyter notebook.
- Programming assignments questions are auto-graded with unlimited attempts.
• Some code chunks were pre-written by your instructor. Others need to be completed by students.
• Students need to run every single code chunk (including the ones provided by the instructor) in sequence.
• There are special code chunks containing "# Test your code in here" lines. Those code cells contain codes invisible to students, which automatically grades the assignment after the deadline or when a student clicks on the "Submit Assignment" button.
• Students can click on validate button in Jupyter notebook to see if their code passed the test.

Mini-Group Projects (30% of your overall grade)

There will be three mini-group projects throughout the semester. Group projects will give you independent applied research experience by using real data and statistical methods. You will complete the semester-long project in a team of up to six students. Mini projects focus on having a coherent approach to the business problem by following the CRISP-DM process. Each member of the project group should indicate their contribution to each mini-group project and sign the form that will be provided by your instructor.

Data Camp (7% of your overall grade)

To help gain hands-on experience in applying statistical learning techniques using R, this course will include two R DataCamp assignments. To earn full marks, you only need to finish the DataCamp module by the deadline. If you, on the other hand, complete a fraction of the course (say 89%) by the deadline, your grade will be the completed fraction of that DataCamp course. 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 R, 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-months subscription to DataCamp.

Conceptual Exam (12.5% of your overall grade)

There will be one conceptual exam which will cover materials from Modules 1-7. You are expected to complete the conceptual exam without the assistance of classmates, friends, or tutors. Use of the internet and/or communication with anyone during the exam will be subject to the UNT honor code and conduct policies/actions. The conceptual exam will be administered in the 8th week of classes. The conceptual exam will be closed book and timed.

Programming Exam (12.5% of your overall grade)

There will be one programming exam in this class and it will be administered in the 8th week of classes. You are expected to complete the programming exam without the assistance of classmates, friends, or tutors. Use of the internet and/or communication with anyone during
the exam will be subject to the UNT honor code and conduct policies/actions. You can only use course materials while working on the programming exam. The programming exam is timed.
### Tentative Course Schedule:
Should any change become necessary, it will be announced in the Coursera Announcements. It is the responsibility of the student to check the announcements for changes in the schedule.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Reading</th>
<th>Things to do</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Introduction to R</strong></td>
<td>Install R&lt;br&gt;Register to DataCamp&lt;br&gt;Form your Project Group</td>
</tr>
<tr>
<td><strong>Week 1</strong></td>
<td>R Installation, basic functions in R, Data Manipulation, and Visualization</td>
<td>• Discussion prompt&lt;br&gt;• DataCamp Course: Case Study: Exploratory Data Analysis in R</td>
</tr>
<tr>
<td></td>
<td>Readings:</td>
<td>• Programming Assignment&lt;br&gt;• DataCamp Course: Introduction to Statistical Modeling in R</td>
</tr>
<tr>
<td></td>
<td>• RFDS, Ch 1: Introduction</td>
<td>• Programming Assignment&lt;br&gt;• Mini Group Project 1</td>
</tr>
<tr>
<td></td>
<td>• RFDS, Ch 2: Introduction to R</td>
<td>• Programming Assignment&lt;br&gt;• Mini Group Project 1</td>
</tr>
<tr>
<td></td>
<td>• Data Camp Course: Introduction to R</td>
<td>• Programming Assignment&lt;br&gt;• Mini Group Project 1</td>
</tr>
</tbody>
</table>

| **Week 2** | **Introduction to Machine Learning**                  | • Programming Assignment<br>• DataCamp Course: Introduction to Statistical Modeling in R |
|            | Cross-validation, Modelling Process, and Model Evaluation | • Programming Assignment<br>• Mini Group Project 1 |
|            | Readings:                                            | • Programming Assignment<br>• Mini Group Project 1 |
|            | • ITDS, Ch 27 Introduction to Machine Learning (pages 499-520) | • Programming Assignment<br>• Mini Group Project 1 |
|            | • HOML, Ch 1 Introduction to Machine Learning        | • Programming Assignment<br>• Mini Group Project 1 |
|            | • HOML, Ch 2 Modelling Process                       | • Programming Assignment<br>• Mini Group Project 1 |

<p>| <strong>Week 3</strong> | <strong>Classification Methods 1</strong>                         | • Programming Assignment&lt;br&gt;• Mini Group Project 1 |
|            | Simple Logistic Regression and Multiple Logistic Regression | • Programming Assignment&lt;br&gt;• Mini Group Project 1 |
|            | Readings:                                            | • Programming Assignment&lt;br&gt;• Mini Group Project 1 |
|            | • HOML, Ch 5 Logistic Regression                      | • Programming Assignment&lt;br&gt;• Mini Group Project 1 |
|            | • ITDS, Ch 31.3 Examples of algorithms: Logistic Regression (pages 561-567) | • Programming Assignment&lt;br&gt;• Mini Group Project 1 |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Reading</th>
<th>Things to do</th>
</tr>
</thead>
</table>
| Week 4| Classification Methods 2  
Nearest Neighborhood Analysis and Naïve Bayes Classifier  
Readings:  
- HOML, Ch 8 K-Nearest Neighbors  
- ITDS, Ch 31.5 (pages 568-569) | • Programming Assignment  
• DataCamp Course: Supervised Learning in R: Classification |
| Week 5| Tree-based methods  
Decision Trees for Regression and Classification  
Readings:  
- HOML, Ch 9 Decision Trees  
- ITDS, Ch 31.10 & Ch 32.2 (pages 603-607) | • Programming Assignment  
• Mini Group Project 2 |
| Week 6| Learning Ensembles  
Bagging and Random Forrest  
Readings:  
- HOML, Ch 10 Bagging  
- HOML, Ch 11 Random Forests  
- ITDS, Ch 31.11 (Pages 594-600) | • Programming Assignment  
• DataCamp Course: Machine Learning with Tree-Based Models in R |
| Week 7| Unsupervised Learning (Clustering)  
K-means clustering and Hierarchical clustering  
Readings:  
- HOML, Ch 20 K-means Clustering  
- HOML, Ch 21 Hierarchical Clustering  
- ITDS, Ch 34 (pages 667-672) | • Programming Assignment  
• Mini Group Project 3 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Reading</th>
<th>Things to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 8</td>
<td>Deep Learning</td>
<td></td>
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<tr>
<td></td>
<td>Feedforward Deep Neural Network</td>
<td></td>
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<tr>
<td></td>
<td>Readings:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• HOML, Ch 13 Deep Learning</td>
<td>• Conceptual Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Programming Exam</td>
</tr>
</tbody>
</table>

**Book Abbreviations:**
- HOML: Hands-On Machine Learning with R
- ITDS: Introduction to Data Science
- TADS: The Art of Data Science
- RFDS: R For Data Science
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. The primary tool for communication in this course is email. If you have technical questions or concerns, please send them to UNTBAAS-support@unt.edu from your UNT email address. If you have a content-related question, please email your Instructor directly. You should expect a reply from me within 1 business day. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have, to a non-UNT email address because it violates federal law on student privacy. For further information on email communication, please see Online Communication Tips.

Communication Policies

Instructor Communication: All communication will take place on the Coursera Platform. You must check Coursera every day for important course-related information. It is highly recommended that you adjust your Coursera 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 Coursera platform throughout the semester.

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.
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 at 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 not unreasonable to expect that adjustments will be made if necessary due to events that are outside of my control. Any changes will be posted in the announcements. If these changes affect assignments or due dates, they will be communicated via email as well.

Turnitin Notice

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

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

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

Course Evaluation
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Students will receive an email from "UNT SPOT Course Evaluations via System Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu. SPOT responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses.

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs
and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct, investigates, and takes remedial action when appropriate.

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

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

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

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

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors.
for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 275.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f) (6) (i) (G).

The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

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

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

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

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

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

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically Delivered Courses

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

2. In the event an instructor records student presentation, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may be reused in future course offerings. If you do not want your image to appear, turn off your camera prior to the start of the recording.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for
educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Coursera System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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

Academic Support & Student Services

Student Support Services

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

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

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

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

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

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

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](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
Academic Integrity

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

Of particular interest are the following terms:

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

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

**Academic Integrity**

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

**ADTA Academic Integrity Policy**

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minor Assignments (e.g., Discussions, Homework, and Journals)</th>
<th>Major Assignments (e.g., Exams and Projects worth more than 10% of your grade)</th>
</tr>
</thead>
</table>
| 1st Warning | 1. First written warning  
| 2. Min. 20% deduction | 1. Written warning  
| 2. Min. 15% deduction |
| 2nd Warning | 1. Second written warning  
| 2. Min. 50% deduction  
| 3. Inform academic | 1. Second written warning  
| 2. Min. 50%  
| 3. Inform academic advisor during Dept. |
| 3rd Warning | 1. Written Letter  
| 2. Min. 0 grade for that assignment | 1. Written Letter  
| 2. Min. 0 grade for that assignment |