When and where do we meet?

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. There will be live weekly Zoom meetings on Wednesdays from 7:00 PM CST to 8:50 PM CST to go over the modules and course assignments.

Who teaches the course?

Teaching Team:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dr. Levent Bulut</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA</td>
<td>Kwame Darko-Mensah</td>
</tr>
</tbody>
</table>

I am Dr. Levent Bulut, the instructor for this course. I hold a Doctor of Philosophy in Economics from the University of Houston, a Master of Science in Analytics from Georgia Institute of Technology, and a Bachelor of Arts in Economics from Bilkent University. I previously taught at Emory University, Georgia State University, the University of Georgia, Ipek University, and Valdosta State University in chronological order. I have a long career in university education and have had the experience to teach students with different academic backgrounds, courses at different levels and, classes of different sizes. I also conduct research and have produced
nine peer-reviewed articles in journals such as Contemporary Economic Policy, B.E. Journal of Macroeconomics, Applied Economics Letters and, Journal of Forecasting. Currently, I am working on multiple projects that focus on using machine learning in macroeconomic forecasting. That said, I have always pursued innovations in teaching including the use of technology in distance learning as well as several different teaching modes.

I am excited to have you in this course and look forward to learning more about you and your career goals. Together we will explore a variety of statistical analysis tools, learn about how and when to use them, interpret the outputs of the analysis, and describe the results in ways that will help us, or others take appropriate actions to achieve the desired outcomes or goals.

When can I reach or meet the instructor for my questions?

The best way to reach me is via email (levent.bulut@unt.edu). I regard your concerns with a high level of importance. While I will do my best to attend to your concerns as soon as possible, generally, I will respond within 24 hours to emails. You can call or text from 229-329-1324 or email me at levent.bulut@unt.edu.

I will be available online via Teams on Mondays, Wednesdays and, Fridays from 11:00 AM CST till 1:00 PM CST for your questions.

What is the 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.
What are the course objectives?

In this course, students will be able to

- 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.
- learn how to perform k-means and hierarchical clustering using R.
- visually explore and find patterns in data
- apply concepts learned in the course to real-world case studies
- Articulate the value of analytics in business and the implementation of best practices.
- use bootstrapping to create an ensemble of predictions.
- employ cross-validation to fine-tune a machine learning algorithm.
- perform data classification using k-NN and Naive Bayes and explain the outcomes.
- define a decision rule to perform prediction with Logistic Regression outcome.
- use R to extract classification accuracy measures for binary outcome with cross-validation.
- perform data splitting for generalizability of a machine learning algorithm.

What is the course structure?

This is an 8-week online course with no synchronous meeting requirement. I will provide a 110-minutes online meeting each week on Wednesdays from 7:00 PM CST to 8:50 PM CST to go over the assigned materials and then will meet virtually as necessary to ensure all course content and assignments are effectively shared. Wednesday sessions will be recorded and posted to the Course platform. This course is designed using a module system. Each module will cover one week on our course content schedule.

Is there a prerequisite for this course?

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.

What are the requirements for this course? Do I have to buy any books?

In this course, we will mainly use the following three textbooks, all of which are freely accessible via the world wide web.
IPAC 4230 Data Analytics -II, Spring 2022, Section 700 (14619)


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

3. The Art of Data Science by Roger D. Peng and Elizabeth Matsui, [https://leanpub.com/artofdatascience]

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

**Student Effort**

You are expected to devote 10-18 hours per week to complete the course requirements. That includes reading the assigned resources, watching lesson videos, participating in virtual office hours and discussions boards, completing programming assignments and mini group projects, DataCamp assignments and, studying for tests. Please use your time wisely.

**What are the graded items?**

The course grade will be determined based on the followings:

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Platform</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven R Lab Assignments</td>
<td>Coursera</td>
<td>35%</td>
</tr>
<tr>
<td>Four Mini Group projects</td>
<td>Coursera</td>
<td>30%</td>
</tr>
<tr>
<td>Two DataCamp Course</td>
<td>DataCamp</td>
<td>5%</td>
</tr>
<tr>
<td>Five Discussion Participation</td>
<td>Coursera</td>
<td>10%</td>
</tr>
<tr>
<td>Conceptual Exam</td>
<td>Coursera</td>
<td>10%</td>
</tr>
<tr>
<td>Programming Exam</td>
<td>Coursera</td>
<td>10%</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%-89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70%-79.9%</td>
<td>C</td>
</tr>
<tr>
<td>60%-69.9%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>
R 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.

Mini Group Project (30% of your overall grade)

There will be four 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 five students. For each of the first two mini group projects, students will be randomly assigned to a group of five. For the last two mini group projects, you can talk to your classmates and form your group or wait to be randomly assigned to a group by your instructor. Mini projects are a little longer than lab assignments and they will focus on having a coherent approach to the business problem by following the CRISP-DM process. For the mini group projects, each group will submit both the R Markdown file and the knitted HTML document.

Data Camp (5% of your overall grade)

To help gain hands-on experience in applying the 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.

Discussion Participation (10% of your overall grade)

- **Discussion Boards:** There will be five discussion board assignments. These are reflective and are designed for you to share your thoughts and experiences related to the topic presented. Each discussion board forum will focus on a question related to the textbook reading or supplemental readings that will be posted to the Coursera platform. To earn full points on discussion boards, students must be actively engaged in the group discussion and provide input to each of the assigned questions. It is expected that your responses be thoughtful, respectful, grammatically correct, and show your understanding of the topic being discussed. It is required that you post your reflection by Thursday and that you provide a substantive response to at least of your classmate’s reflections by the end of day Sunday. Your initial post
constitutes 75% of the discussion participation grade, your response constitutes the remaining 25% of the grade. The initial post should be a minimum of 200 words. There is no word limit for the response post. Quality posts will include the following elements:

- A high degree of critical thinking and an in-depth reflection on, and personalization of, the theories, concepts, and/or strategies. Insightful and relevant connections are made through contextual explanations, inferences, and examples.
- Clear, concise, and well-organized thoughts expressed coherently and logically.
- Substantive responses that extend ideas, present additional insights, or new professional application to one peer.

**Conceptual Exam (10% of your overall grade)**

There will be one conceptual exam in this class, and it 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 (10% 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. You will submit both an R Markdown file and the knitted HTML document of your answers to the programming test questions. The programming exam is timed.
Tentative Course Schedule: Should any change become necessary, it will be announced in class as well as in the announcements sent via the UNT email. It is your responsibility to check for changes in the schedule.

Books: Hands-On Machine Learning with R (HOML), Introduction to Data Science (ITDS), The Art of Data Science (TADS)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Reading</th>
<th>Things to do</th>
</tr>
</thead>
</table>
| Week 1 | Introduction to Machine Learning and R  
• Cross-validation  
• Modelling Process  
• Model Evaluation | Install R and R Studio  
Register to DataCamp, and RStudio Cloud  
• R Lab 1  
• Discussion Prompt 1 |
| Week 2 | Classification Methods  
• Simple Logistic Regression  
• Multiple Logistic Regression |  
• R Lab 2  
• Data Camp Assignment 1  
• Mini Group Project 1 |
| Week 3 | Classification Methods  
1. Nearest Neighborhood Analysis  
2. Naïve Bayes Classifier |  
• R Lab 3  
• Discussion Prompt 2 |

Readings:
• ITDS, Ch 27 (pages 499-520)  
• HOML, Chapter 2  
• ITDS, Ch 4  
• HOML, Chapter 5  
• ITDS, Ch 31.3  
• HOML, Chapter 8  
• ITDS, Ch 31.5 & Ch 32.2
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Reading</th>
<th>Things to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4</td>
<td><strong>Tree-based methods</strong></td>
<td>• R Lab 4&lt;br&gt;• Data Camp Assignment 2&lt;br&gt;• Mini Group Project 2</td>
</tr>
<tr>
<td></td>
<td><strong>Readings:</strong>&lt;br&gt;• HOML, Chapter 9&lt;br&gt;• ITDS, Ch 31.10 &amp; Ch 32.2</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td><strong>Learning Ensembles</strong>&lt;br&gt;• Bagging&lt;br&gt;• Random Forrest</td>
<td>• R Lab 5&lt;br&gt;• Discussion Prompt 3</td>
</tr>
<tr>
<td></td>
<td><strong>Readings:</strong>&lt;br&gt;• HOML, Chapter 10&lt;br&gt;• HOML, Chapter 11&lt;br&gt;• ITDS, Ch 31.11</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td><strong>Deep Learning</strong>&lt;br&gt;<strong>Readings:</strong>&lt;br&gt;• HOML, Chapter 13</td>
<td>• R Lab 6&lt;br&gt;• Discussion Prompt 4&lt;br&gt;• Mini Group Project 3</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Week 7</td>
<td><strong>Unsupervised Learning (Clustering)</strong>&lt;br&gt;• K-means clustering&lt;br&gt;• Hierarchical clustering&lt;br&gt;<strong>Readings:</strong>&lt;br&gt;• HOML, Chapter 20&lt;br&gt;• HOML, Chapter 21&lt;br&gt;• ITDS, Ch 34</td>
<td>• R Lab 7&lt;br&gt;• Discussion Prompt 5</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td>Week 8</td>
<td><strong>Data Modelling Process</strong>&lt;br&gt;<strong>Readings:</strong>&lt;br&gt;• CRISP-DM Overview</td>
<td>• Mini Group Project 4&lt;br&gt;• Conceptual Exam&lt;br&gt;• Programming Exam</td>
</tr>
</tbody>
</table>
Are there any 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. You will need a computer, reliable internet access, speakers, 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 plan in place. For technical assistance in Coursera, please visit the Coursera Learner Help Center.

Is there any 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. 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.

Course Policies

Class Participation
Students are required to log in regularly to the Coursera Course site. Students are also required to participate in all class activities such as discussion board or conference sessions and group projects.

Late Work Policy
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 will receive a late submission penalty. 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 an unexpected server outage or any unusual technical difficulty, which prevents students from completing a time-sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.
Examination Policy
Exams must be completed without the assistance of peers or others that know the course content. 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. If you miss an exam, make-up exams will be offered as appropriate.

Assignment Policy
Assignment due dates are posted on the Coursera platform. Any changes to due dates will be updated on Coursera and communicated in an announcement.

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 before the final submission of their projects.

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.

University Policies

Course Evaluation
Student feedback is 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 IA 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
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
UNT makes reasonable academic accommodations 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/).

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 records; however, information about students’ 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 nonconfidentially 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 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 the video. This course employs lecture capture technology to record class sessions. Students may occasionally appear on the 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 before 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 the Coursera platform, 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-andwellness-center)
  • Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testingservices)
  • UNT Care Team (https://studentaffairs.unt.edu/care)
Scholarly Expectations

Copyright Notice
Some or all the materials on this course website 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
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 classrooms, 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>
<tbody>
<tr>
<td><strong>1st Warning</strong></td>
<td>1. First written warning  2. Min. 20% deduction</td>
<td>1. Written warning  2. Min. 15% deduction</td>
</tr>
<tr>
<td><strong>3rd Warning</strong></td>
<td>1. Written Letter  2. Min. 0 grade for that assignment</td>
<td>1. Written Letter  2. Min. 0 grade for that assignment</td>
</tr>
</tbody>
</table>