Course Syllabus

✎ Edit

Welcome to ADTA5240.501

I am so excited to have you in class this semester, and I look forward to working with all of you throughout the course.

- **ADTA 5240:** Harvesting, Storing, and Retrieving Data
- **Credit Hours:** 3
- **Class Time:** Tuesday, 10:00 am to 11:50 am
- **Class Location:** WH 216

Instructor Contact Information

- Dr. LeAnn K. Boyce
- **Office Location**: GAB 110C
- **Office Hours:** Tuesdays, 12 - 5 pm in my Denton office. Please make an appointment to ensure a space. I will also be happy to schedule a time outside office hours if needed.
- Email: **leann.boyce@unt.edu (mailto:leann.boyce@unt.edu)**

Communication and Interaction with Instructor:

Communication is essential for a successful semester!

I look forward to getting to know and working with you all. Contact me anytime using my UNT email (Leann.Boyce@unt.edu). I will check my email daily and will make every effort to respond within 24 hours. If you have not heard back from me in 24 hours, please feel free to send another email. During the weekend, after Friday at 5 pm, I will get to my email as soon as possible on Monday. Please do NOT email me through Canvas, as I do not check this as frequently as I do my UNT email. Here is a great website provided by CLEAR to give you some communication tips for communicating online: *CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips)*

About Your Professor

Greetings and welcome to ADTA 5240. I would like to share a few details about my background with you. Since Fall 2021, I have been an Assistant Clinical Professor in the Advanced Data Analytics Department at Toulouse Graduate School. In addition to my Ph.D., I hold master's degrees in Advanced Data Analytics, Government, and Information Science, focusing on Health Informatics. My career at UNT started in the Fall of 2013 as a master's student, where I worked for six years as a teaching assistant and for one year as a teaching fellow before becoming an adjunct professor. As part of my master's degree program (Government) at Texas Woman's University, I also worked as a teaching assistant/fellow.

It is a pleasure to have you in class this semester, and I look forward to working with you.

Teaching Philosophy

As a professor, I aim to provide students with clear guidance and effective communication to create a rewarding educational environment. My experience has shown that students will succeed in my courses when they comprehend the course's learning objectives, as outlined in the syllabus, along with a well-structured course calendar highlighting assignment deadlines. Through this framework, students can establish a sense of purpose and organization in their work.

I have found that students who understand how assignments contribute to their personal and professional growth are more motivated to produce high-quality work. In addition, it is imperative that students receive timely, constructive feedback on their assignments and exams to encourage a positive atmosphere of continuous improvement, which enhances their self-confidence and abilities. Additionally, I want my students to know that I am flexible in my approach to dealing with life's challenges. As long as academic standards are maintained, I will acknowledge students' diverse circumstances if a "life event" prevents them from submitting their work on time. Regarding this topic, please refer to the syllabus.

In addition to academic excellence, I strive to foster a sense of community that is inclusive and supportive. As a result of this environment, the student is not only provided with subject-specific knowledge but also is given the opportunity to develop valuable interpersonal skills, which are crucial for future professional success. As a professor, I am committed to guiding students toward academic excellence while equipping them with the aptitude to excel in their chosen career fields.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Required prerequisite courses: None

Materials – Text, Readings, Supplementary Readings

No textbook is required for this course, but we will have articles to read throughout the semester (these are listed in the weekly modules under content). These books are NOT required but you might find them beneficial for extra reinforcement of the material.

- Batchelder, W. (2024). Data Governance Handbook: A Practical Approach to Building Trust in Data. ISBN 978-1803240725, 1803240725
- Lakshmann, V. (2022) Data Science on the Google Cloud Platform. O'Reilly. ISBN:978-1098118952, 1098118952
- Mucchetti, M. (2020). BigQuery for Data Warehousing. Apress. ISBN: 978-1484261859

We will work with some chapters out of a textbook written by your professors in the Department of Data Analytics and Statistics. This textbook is in the preprint issue so please let me know if you find any typos in the chapters.

Course Description

This course introduces the fundamentals of data engineering, including harvesting (and processing), storing, retrieving, exploring, and visualizing data. The goal of this course is to provide students with both theoretical knowledge and practical experience leading to mastery of the fundamentals of data engineering, using both

small and large datasets. As these fundamentals are introduced, exemplary technologies will be employed to illustrate how storage and processing architectures can be constructed. The problems are being considered in the context of big data analytics. Exercises and examples will consider both simple and complex data structures, as well as data that ranges from clean and structured to dirty and unstructured

Course Objectives

- **Outcome 1:** Develop an understanding of the fundamental concepts of modern data management, including data science life cycle, data scaling, structuring data, and data lakes.
- **Outcome 2:** Develop knowledge and skills in harvesting, storing, retrieving, and processing data using the cloud technology
- **Outcome 3:** Develop knowledge and skills in working with the Apache Hadoop framework including Hadoop Distributed File System (HDFS), MapReduce, and Hive, as well as Colossus.
- **Outcome 4:** Develop knowledge and skills in working with HDFS, Spark, Linux, SQL, BigQuery
- **Outcome 5:** Develop knowledge and skills in cleansing/wrangling data with Google/Open Refine
- **Outcome 6:** Introduce students to querying data in BigQuery, Hive, Spark

Course Topics

- Big Data
- Data analytics life cycle
- Data preprocessing
- Linux
- Distributed File Systems
- Hadoop Ecosystem Foundation
- Data Ingestion/Migration
- Introduction to SQL
- Introduction to Google Cloud Platform
- Google Cloud Platform: Cloud Storage
- Google Cloud Platform: Creating a Bucket
- Google Cloud Platform: Cloud SQL
- Google Cloud Platform: Cloud Spanner
- Google Cloud Platform: BigQuery

COURSE REQUIREMENTS

- The student will be responsible for daily checking the UNT email announcements and other types of class communication.
- The student will access and follow all course instructions in the syllabus, announcements, assignments, and all other class-related documents.
- The student will complete all the class assignments in the time frame specified in the class documents, including the course calendar, to participate effectively in class activities.

Assignments, Assessments, and Discussions

- There will be discussions

- There will be class attendance
- There will be quizzes
- There will be a midterm exam
- There will be a group project
- There will be a project presentation to the classroom
- There will be a comprehensive final exam

Make-Up Policy

No make-up assignments or exams will be offered except for being approved in advance. Students will be required to provide the necessary documentation.

Late-work Policy

- All assignments are to be submitted by the due date and time.
- The deadline for submitting assignments (except the final) is 11:59 PM on the due date.
- Late submissions will be subject to a 25% penalty after the first day. **No submissions will be accepted later than 3 days** after the deadline and NO late submission of the midterm or final. The **first late submission** will **not** be given a late penalty. This will be the one and only late submission accepted without a penalty.

NOTE: Late work is subject to the penalty described above unless previously approved by the instructor.

Academic Integrity

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

·   **UNT's Academic Integrity Policy 06.003**

Policy Statement: 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.

Please understand that "Academic Misconduct," in this policy, means the intentional or unintentional action by a student to engage in behavior in the academic setting, including, but not limited to, cheating, fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage. Also, please note that I will stick to this policy without any leniency! I want the UNT Advanced Data Analytics degree to mean that you earned your degree and that it is well respected in the industry.

- **Advanced-Data Analytics Integrity Policy**

Breakdown of Department Academic Integrity Policy

Table on the breakdown of AI policy

	Penalty	Other
1st Academic Integrity Offense	The minimum penalty is a 0 for the assignment **AND** no grade higher than a "B" can be earned in the course. Other penalties may be assessed by the course instructor **up to course failure**, depending on the severity of the offense.	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office.
2nd Academic Integrity 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.
3rd Academic Integrity Offense	**Dismissal** from the ADTA program.	Students committing a 3rd Academic Integrity offense will be dismissed from the program. For students who had multiple Academic Integrity violations prior to Fall 2023, any additional violation will result in dismissal from the ADTA program.

- **My ADTA5250 Class Policy**

Each student in my class can improve by doing their own work and trying their hardest. Students who use other people's work with or without consent or without citations will violate UNT's Academic Integrity Policy. Please read and follow this important set of **guidelines for your academic success. (https://unt.instructure.com/courses/113435/assignments/guidelines%20for%20your%20academic%20success.)** (https://policy.unt.edu/policy/06-003). If you have questions about this or any UNT policy, please email or discuss this during my office hours. Any student suspected of plagiarism or improper use of AI and found guilty will receive a zero for the assignment. This may be increased to failing the course, depending on the severity of the violation. In addition, the student will be reported to the Academic Integrity Office. If there is a

second issue of suspected plagiarism/improper AI use (and found guilty), the student will receive a zero for the course and will be once again reported to the Academic Integrity Office (Please see the ADTA Department sanctions above). Again, I stick to this policy without question. Please do not take the risk; it is not worth it!

Usage of AI

The availability of large language models, such as ChatGPT (chat.openai.com), is rapidly changing the tools available to students and the "real world." The view we will take in this class is that since these tools are widely used in the "real world," banning their use in our class does not make sense. That said, while you may use this tool to help you generate ideas, **you may not use the tool to create and submit your work**.

Please note: I encourage you to use AI for your assignments. However, you **MUST** include an AI Statement. You must include either "I did use AI in this assignment" or "I did not use AI in this assignment." If you use AI, you **MUST** include an appendix with your prompt and the output from AI. The output **MUST differ from what you submitted** as your work. Remember, Grammarly and other paraphrasing tools count as AI. If no statement is included, you will lose 30 points on each assignment. If you state that you did not use AI and it is found that you did use AI, you receive a zero for the assignment and be reported as an academic integrity violation.

Lastly, you must understand the content generated by these tools is often incorrect, and it is your responsibility to assess the validity of any output. If used incorrectly and/or cited improperly, this is considered a form of plagiarism and will incur the penalty previously mentioned above in the Academic Integrity Section. If I find a submission suspect of your work being created by AI, I will follow the same sanctions as written in the above section on plagiarism. We will talk more about this throughout the course.

Attendance Policy

- The student is responsible for regular and punctual attendance and is expected to participate in all courses in which the student is enrolled. Attendance will be taken during each class and will be factored into the final grade (10%). If more than two classes are missed, there will be a deduction in the final grade. Students who are more than 10 minutes late to class will receive half of the daily attendance total.
- Students are required to participate in all class activities, such as weekly classes and group projects. To learn more about campus resources and information on how you can achieve success, go to **succeed.unt.edu (http://succeed.unt.edu%20/)**

Virtual Classroom Citizenship
The same guidelines that apply to traditional classes should be observed in the virtual classroom environment (if needed). Please use proper netiquette when interacting with class members and the professor.

Class Schedule

The following is a tentative schedule. Should any change become necessary, it will be announced via the UNT email. It is the student's responsibility to check for changes in the schedule.

Class Schedule

Module	Topic	Homework due Mondays at 11:59 pm
1 - January 12	• Welcome and Overview • Plagiarism and Proper AI usage	January 19 1. Plagiarism Quiz 2. Personal Introduction 3. Class Survey
2 - January 19	• Introduction to Big Data • Google Cloud Platform Overview • Walkthrough of Set-up of GCP and Creating a Project in GCP	January 26 Homework 1
3 - January 26	• Introduction to Cloud Storage • Walkthrough Creating a Bucket in GCP	February 2 Homework 2
4 - February 2	• Into to Linux • Walkthrough of Setting up a Virtual Machine with Linux as the OS	February 9 Homework 3
5 - February 9	• Distributed File Systems • Walkthrough of Setting up a Virtual Machine with Linux as the OS • Walkthrough of Exploring Hadoop Ecosystem homework	February 16 Homework 4
6 - February 16	• Google Cloud Platform Storage: Structured OLTP Cloud SQL, & Cloud Spanner	February 23 Homework 5
7 February 23	• Google Cloud Platform Storage: Structured Data: OLAP: BigQuery • Discuss Midterm – Big Data and Storage	March 2 Homework 6
8 - March 2	Midterm	No Homework
March 9 – March 15	No Class- Spring Break	No Homework

10 - March 16	- Analytics Life Cycle - Information on Final Group Presentations	March 23 Homework 7
11 - March 23	- Data Ingestion vs. Data Migration - Scraping Web Data	March 30 Homework 8 (optional) Homework 9
12 - March 30	- Data Preparation - Walkthrough OpenRefine	April 6 Homework 10
13 - April 6	- Basic SQL - Querying Data in BigQuery - Walkthrough Queries in BigQuery	April 13 Homework 11
14 - April 13	**Optional Attendance - Time to work on final Presentation.**	All Presentations due on April 20th.
15 - April 20	Final Group Project Presentations - Group 1	
16 - April 27	Final Group Project Presentations - Group 2	
May 4th –	Final Exam	

GRADING POLICY

The student's grade in the course consists of the following components:

Total Possible Points for Class

Homework Assignments and Discussions	30%
Attendance	10%
Midterm Exam	20%
Final Presentation	20%

Final Exam   20%

The final letter grade will be determined as follows:

- **A: 90 – 100 • B: 80 – 89 • C: 70 – 79 • D: 60 – 69 • F: < 60**

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. The survey will be made available toward the end of the semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (**noreply@iasystem.org (mailto:noreply@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 (mailto:spot@unt.edu)** .

Access & Navigation

Access and Log-in Information

This course was developed and will be facilitated utilizing the University of North Texas' resources. To be able to access the UNT systems, the student will need his/her EUID and password. If you do not know your EUID or have forgotten your password, please visit the website at **http://ams.unt.edu (http://ams.unt.edu/)**

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.

UNT Help Desk: **UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)** (http://www.unt.edu/helpdesk/index.htm)

- Email: **helpdesk@unt.edu (mailto:helpdesk@unt.edu)**
- Phone: 940-565-2324
- In-Person: Sage Hall, Room 130
- Walk-In Availability: Call before coming to campus
- Telephone Availability:
  - Sunday: noon-midnight
  - Monday-Thursday: 8 am-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)** (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Scholarly Expectations

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.

Instructor Responsibilities and Feedback

The instructor is responsible for responding to student questions about assignments and projects, about the course material presented, and for providing additional resources to enhance understanding of course material. Timely feedback is essential for student success and the instructor is responsible for providing timely feedback to students throughout the course. The instructor will grade submitted assignments and will post grades for students within 10 days of the assignment's due date.

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals' experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type. See these **Engagement Guidelines (https://clear.unt.edu/online-communication-tips)** (https://clear.unt.edu/online-communication-tips) for more information.

Incompletes

This course will observe the **UNT policy on incompletes, (http://registrar.unt.edu/grades/incompletes)** found here:

http://registrar.unt.edu/grades/incompletes ⬀ **(http://registrar.unt.edu/grades/incompletes)**

Policy on Server Unavailability or Other Technical Difficulties

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 also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Copyright Notice

Some or all of 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://copyright.unt.edu** ⇥ **(http://copyright.unt.edu)**

Administrative Withdrawal

This course will observe the UNT policy on academic withdrawal found here:
 https://deanofstudents.unt.edu/withdrawals ⇥ **(https://deanofstudents.unt.edu/withdrawals) (https://deanofstudents.unt.edu/withdrawals)**

Syllabus Change Policy

Changes to the course syllabus or due dates are not anticipated but should they be necessary, the instructor will provide ample notification to students to allow them to complete assignments in a timely manner without penalty.

UNT GENERAL POLICIES

Student Conduct and Discipline: Student Handbook.

You are encouraged to become familiar with the University's Policy of Academic dishonesty found in the Student Handbook. The content of the Handbook applies to this course.   If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

The UNT Code of Student Conduct can be found here:
https://deanofstudents.unt.edu/sites/default/files/code_of_student_conduct.pdf (https://deanofstudents.unt.edu/sites/default/files/code_of_student_conduct.pdf)

ADA Policy

The University of North Texas 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 you with an accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. 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. Students are strongly encouraged to deliver letters of

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 see the Office of Disability Accommodation website at **http://disability.unt.edu/** ⮕ **(http://disability.unt.edu/)** . You may also contact them by phone at 940.565.4323.

Add/Drop Policy

The University of North Texas Add Drop Policy can be found at the following link**:**

 http://registrar.unt.edu/registration/fall-add-drop ⮕ **(http://registrar.unt.edu/registration/fall-add-drop)**

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 at http://www.oea.gov/index.php/links/electronic-code-of-federal-regulations. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: **http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml** **(https://www.govinfo.gov/content/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml)** 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 online or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to the completion of the class.

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 experiences 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.

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

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

and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

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

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 (mailto: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 (mailto:oeo@unt.edu) (http://oeo@unt.edu/)** or at (940) 565 2759.

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).

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-andwellness-center)
- **Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)** (https://studentaffairs.unt.edu/counseling-and-testingservices)
- **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-wellnesscenter/services/psychiatry)
- **Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)** (https://studentaffairs.unt.edu/counseling-and-testingservices/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 (https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)**
- **UNT ID Card (https://sfs.unt.edu/idcards)**
- **UNT Email Address (https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)**
- **Legal Name (https://studentaffairs.unt.edu/student-legal-services)**

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 (https://community.canvaslms.com/docs/DOC-18406-42121184808)** 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? (https://www.mypronouns.org/what-and-why)**
- **How do I use pronouns? (https://www.mypronouns.org/how)**
- **How do I share my pronouns? (https://www.mypronouns.org/sharing)**
- **How do I ask for another person's prono uns? (https://www.mypronouns.org/asking)**
- **How do I correct myself or others when the wrong pronoun is used? (https://www.mypronouns.org/mistakes)**

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://studentaffairs.unt.edu/career-center)** (https://studentaffairs.unt.edu/career-center)
- **Multicultural Center (https://edo.unt.edu/multicultural-center)** (https://edo.unt.edu/multicultural-center)
- **Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)** (https://studentaffairs.unt.edu/counseling-and-testingservices)
- **Pride Allian (https://edo.unt.edu/pridealliance)) (http://writingcenter.unt.edu/)** ce (https://edo.unt.edu/pridealliance)
- **UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)** (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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

Course Summary:

Date	Details	Due
Sun Jan 19, 2025	**Personal Introduction** (https://unt.instructure.com/courses/136548/assignments/2896601)	due by 11:59pm
	Plagiarism Quiz (https://unt.instructure.com/courses/136548/assignments/2896599)	due by 11:59pm
	Class Survey (https://unt.instructure.com/courses/136548/assignments/2896613)	due by 11:59pm
Sun Jan 26, 2025	**Homework 1** (https://unt.instructure.com/courses/136548/assignments/2896615)	due by 11:59pm
Sun Feb 2, 2025	**Homework 2** (https://unt.instructure.com/courses/136548/assignments/2896616)	due by 11:59pm
Sun Feb 16, 2025	**Homework 3** (https://unt.instructure.com/courses/136548/assignments/2896617)	due by 11:59pm
	Homework 4 (https://unt.instructure.com/courses/136548/assignments/2896618)	due by 11:59pm

Date	Details	Due
Sun Feb 23, 2025	📝 **Homework 5** [(https://unt.instructure.com/courses/136548/assignments/2896619)](https://unt.instructure.com/courses/136548/assignments/2896619)	due by 11:59pm
Sun Mar 2, 2025	📝 **Homework 6** [(https://unt.instructure.com/courses/136548/assignments/2896620)](https://unt.instructure.com/courses/136548/assignments/2896620)	due by 11:59pm
Sat Mar 8, 2025	📝 **Midterm: Part 1: Theory** [(https://unt.instructure.com/courses/136548/assignments/2896626)](https://unt.instructure.com/courses/136548/assignments/2896626)	due by 11:59pm
	📝 **Midterm: Part II: Practical** [(https://unt.instructure.com/courses/136548/assignments/2896627)](https://unt.instructure.com/courses/136548/assignments/2896627)	due by 11:59pm
Sun Mar 23, 2025	📝 **Homework 7** [(https://unt.instructure.com/courses/136548/assignments/2896621)](https://unt.instructure.com/courses/136548/assignments/2896621)	due by 11:59pm
Sun Mar 30, 2025	📝 **Homework 8 (Optional)** [(https://unt.instructure.com/courses/136548/assignments/2896622)](https://unt.instructure.com/courses/136548/assignments/2896622)	due by 11:59pm
	📝 **Homework 9** [(https://unt.instructure.com/courses/136548/assignments/2896623)](https://unt.instructure.com/courses/136548/assignments/2896623)	due by 11:59pm
Sun Apr 6, 2025	📝 **Homework_10** [(https://unt.instructure.com/courses/136548/assignments/2896624)](https://unt.instructure.com/courses/136548/assignments/2896624)	due by 11:59pm
Sun Apr 13, 2025	📝 **Homework_11** [(https://unt.instructure.com/courses/136548/assignments/2896625)](https://unt.instructure.com/courses/136548/assignments/2896625)	due by 11:59pm
Wed Apr 23, 2025	📝 **Group Final Project** [(https://unt.instructure.com/courses/136548/assignments/2896614)](https://unt.instructure.com/courses/136548/assignments/2896614)	due by 11:59pm
Sun May 4, 2025	🚀 **Final Exam** [(https://unt.instructure.com/courses/136548/assignments/2896600)](https://unt.instructure.com/courses/136548/assignments/2896600)	due by 11:59pm
	📝 **Attendance Feb. 13** [(https://unt.instructure.com/courses/136548/assignments/2896602)](https://unt.instructure.com/courses/136548/assignments/2896602)	
	📝 **Attendance January 30** [(https://unt.instructure.com/courses/136548/assignments/2896603)](https://unt.instructure.com/courses/136548/assignments/2896603)	
	📝 **Attendance: April 10** [(https://unt.instructure.com/courses/136548/assignments/2896604)](https://unt.instructure.com/courses/136548/assignments/2896604)	

Date	Details	Due
	📝 **Attendance: February 20** **(https://unt.instructure.com/courses/136548/assignments/2896605)**	
	📝 **Attendance: February 27** **(https://unt.instructure.com/courses/136548/assignments/2896606)**	
	📝 **Attendance: February 6** **(https://unt.instructure.com/courses/136548/assignments/2896607)**	
	📝 **Attendance: January 23** **(https://unt.instructure.com/courses/136548/assignments/2896608)**	
	📝 **Attendance: March 27** **(https://unt.instructure.com/courses/136548/assignments/2896609)**	
	📝 **Attendance: April 3, 2024** **(https://unt.instructure.com/courses/136548/assignments/2896610)**	
	📝 **Attendance: January 16** **(https://unt.instructure.com/courses/136548/assignments/2896611)**	
	📝 **Attendance: March 20** **(https://unt.instructure.com/courses/136548/assignments/2896612)**	