

Undergraduate Syllabus

ADTA 4250.400: Principles of Data Visualization for Large Data Syllabus

Course Information

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 4250: Principles of Data Visualization for Large Data

Credit Hours: 3

Class Time: Asynchronous, recorded weekly meetings. Here is the link for these meetings:

Class Location: Online

Instructor

Dr. LeAnn K. Boyce

Office Location: GAB 110C

Office Hours: Fridays from 9 am to noon - please make an appointment to ensure I will be in the office. I will also be happy to schedule a time outside of scheduled office hours if needed.

Email: boyce@unt.edu (<mailto:leann.boyce@unt.edu>)

Communication

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 (). 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 since student emails are occasionally routed to the junk folder. When sending an email, **you have to include the course and section you are in as well as the main point of your email in the subject line** so that I can prioritize your message. 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. Leann.Boyce@unt.edu

I expect emails to follow **professional etiquette standards** as these are formal communications between the instructor and student. If your email is related to a course activity/assignment, attach appropriate files and/or screenshots. 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) (<https://clear.unt.edu/online-communication-tips>).

About Your Professor

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. Prior to academia, I worked as a Registered Respiratory Therapist, working in intensive care, emergency room, and on the floor, giving patient care. I also had the opportunity to work in home care and on international medical flights.

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

My 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.

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.

Course Description

This course presents strategies and methods for effectively visualizing and communicating data analyses. Tableau will be used to develop presentations that convey findings, answer science and industry questions, drive decisions, and provide persuasive evidence supported by data.

Course objectives

Provide an overview and brief history of the practice of data visualization

Introduce students to the key design principles and techniques for visualizing data

Develop an understanding of the fundamentals of communication and alignment around the concepts that are required for effective data presentation

Provide an overview and develop competency in the use of Tableau that can be used for data visualization

Allow for project-based opportunities to identify, understand, analyze, prepare, and present effective visualizations on a variety of topics

Course Topics /Weekly Schedule. Note: All homework done on last day of each week (Sunday) at 11:59 pm.

Weekly breakdown of course

Modules 1 and 2

Syllabus

Plagiarism and AI

Introduction to Data Visualization

Introduction to Tableau

Week 1: June 2 Choosing a Dataset

- 8

Homework:

Plagiarism Quiz

Class Survey

Installing Tableau and Tableau Prep includes write a data dictionary for your dataset

Claim your dataset

Modules 3 and 4

Value of Data Visualization

EDA

Data Prep

**Week 2: June 9
- 15**

Context is Everything

Business Insights

Homework:

Working in Tableau's Data Prep and Why Data Visualizations

The Big Idea Worksheet

Modules 5 and 6

Choosing the Right Chart

Design and Best Practices

**Week 3: June
15 - 22****Homework:**

Choosing and Creating the Right Chart for your Dataset

Design and Best Practices

Modules 7 and 8

Multivariate Visualization

**Week 4: June
23 - 29****Midterm** - opens at 6:00 am on the 23rd and closes at 11:59 pm on the 29th**Homework:**

Critique Classmates' work

Modules 9 and 10

Creating the Story

Filters and Parameter

**Week 5: June
30 - July 6****Homework:**

Creating a Storyboard

Parameters and Filters

Modules 11 and 12

Dashboards

**Week 6: July 7
- 13**

Presenting Your Findings

Homework:

Creating a Dashboard in Tableau

Create an Updatable Report with Tableau (Optional for extra credit)

Modules 13 and 14**Week 7: July
14 - 20**

Power BI (Optional) - no late submissions accepted.

Final Presentations**Week 8: July
21 - 23****Final Exam (Open July 16 at 6 am - Due July 23 at 11:59 pm)**

Course Structure

The course is split into 13 modules. Besides attending the classes, students are expected to participate in extra activities such as reading the textbook and articles, submitting quizzes/assignments and asynchronous discussions.

Prerequisites

No prerequisite.

Required/Recommended Materials

Required:

Knafllic, C. N. (2015). *Storytelling with Data: A data visualization guide for business professionals* (C. N. Knafllic, Ed.). John Wiley & Sons. ISBN: 9781119002253

You can purchase this through the UNT bookstore, Amazon, or anywhere that carries the book. If you prefer a digital copy, the ISBN is 9781119002260 or 9781119002062. The cost varies from about \$17 to \$25.

Not Required:

These books are NOT required, but you might find them beneficial for extra reinforcement of the material.

Berinato, S. (2016). *Good charts: The HBR Guide to making smarter, more persuasive data visualizations*. Harvard Business Review Press.

Camm, J., Cochran, J., Fry, M., Ohlmann, J. (2021). *Data visualization: Exploring and explaining with data*. Cengage.

Jackson, A. & Stanke, L. (2021). *Tableau strategies: Solving real, practical problems with data analytics*. O'Reilly Media.

Knaflitz, C. N. (2019). *Storytelling with Data: Let's Practice*. John Wiley & Sons.

Schwabish, J. (2021) *Better data visualizations: A guide for scholars, researchers, and wonks*. Columbia University Press.

Wexler, S., Shaffer, J., & Cotgreave, A. (2017). *The big book of dashboards visualizing your data using real-world business scenarios*. John Wiley & Sons, Inc.

Wexler, S. (2021). *The big picture: How to use data visualization to make better decisions - faster*. McGraw Hill.

Assessing Your Work

The course grade will be determined based on the following:

Homework Assignments: 25%

Participation (watching videos): 10%

Midterm: 25%

Final Project: 20%

Final Exam: 20%

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

A: 90 - 100

B: 80-89.99

C: 70-79.99

D: 60-69.99

F: 0-59.99

Assignments and Assessments

There will be **weekly homework assignments** throughout the course. Also note, you are required to watch the video in this online class. Participation will be checked weekly.

Students are required to submit their homework on time.

Included in the homework assignments, a quiz on plagiarism in Module 1 must be completed with 100% to move on to Module 2. Submitting the quiz indicates that you are aware of what constitutes plagiarism and the consequences associated with plagiarism. There is also a quick survey that will need to be completed so I can understand our class experiences.

There will be **two exams: one midterm and one final comprehensive exam**. No make-ups will be permitted unless there is documentation through the [Dean of Students](https://studentaffairs.unt.edu/dean-of-students/resources/temporary-illness) (<https://studentaffairs.unt.edu/dean-of-students/resources/temporary-illness>) or **prior** approval from the professor.

In addition to the final exam, a final project will also count toward your final grade.

Student Effort

The student will be responsible for checking the UNT email announcements and other types of class communication daily.

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

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) (https://clear.unt.edu/online-communication-tips) for more information.

Online Access to Course Materials

This course is developed and will be facilitated utilizing the CANVAS Learning Management System.

To get started with the course, please visit <https://unt.instructure.com/login/ldap> (<https://unt.instructure.com/login/ldap>). You can access student guides on Canvas at this site. You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <https://ams.unt.edu/> (<https://ams.unt.edu/>).

The Canvas Student app has a mobile version of Canvas that helps students stay current with their courses anywhere.

For iOS devices, see: How do I download the Canvas Student app on my iOS device? <https://community.canvaslms.com/docs/DOC-9831-18561185379> (<https://community.canvaslms.com/docs/DOC-9831-18561185379>) .

For Android devices, see: How do I download the Canvas Student app on my Android device? <https://community.canvaslms.com/docs/DOC-9758-18555199445> (<https://community.canvaslms.com/docs/DOC-9758-18555199445>).

I will use the CANVAS learning management system to post important announcements, supplementary materials, and grades. You must check CANVAS regularly. You are responsible for being aware of information and content posted to the course website in CANVAS. You are expected to check your UNT email every day, as I will occasionally send emails for important announcements or potential changes in the schedule. Missing an important email announcement because you do not check your email regularly is not a valid excuse.

Technology Requirements

This course has digital components. To fully participate in this class, students will need a laptop/computer with a webcam and mic and reliable internet access to reference content on the Canvas Learning Management System as well as Tableau installed on their device. 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. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere \(https://online.unt.edu/learn\)](https://online.unt.edu/learn) (https://online.unt.edu/learn).

Minimum Technology Requirements

To meet the minimum requirements of this course, you will need the following:

Computer

Reliable internet access

Speakers/microphone/camera

Office 365 for access to UNT email and to Microsoft applications that we will use regularly (Outlook, Teams, Word, Excel, PowerPoint, etc.) and Zoom via Canvas

Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

You should be able to successfully:

Use Canvas for uploading and downloading files and posting to discussion boards

Send email with attachments

Download and install software

Use spreadsheet programs

Use presentation and graphics programs

Course Policies

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 finals.

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.

Incompletes

This course will observe the [UNT policy on incompletes, \(http://registrar.unt.edu/grades/incompletes\)](http://registrar.unt.edu/grades/incompletes)

Attendance Policy

This class is 100% online and there is no required attendance. However, you are responsible for all class material covered in all recorded lectures.

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.

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 the final submission of their projects.

You are expected to follow **UNT's Code of Student Conduct**  (<https://policy.unt.edu/policy/07-012>) 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.”

You are also expected to follow **UNT's Student Academic Integrity Policy**.  (<https://policy.unt.edu/policy/06-003>)

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

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. Additionally, all Academic Integrity offenses will be reported to the UNT Academic Integrity Office.

2nd Academic Integrity Offense - Suspension from the ADTA program. Additionally, 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. Additionally, 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/125836/assignments/guidelines%20for%20your%20academic%20success). (<https://unt.instructure.com/courses/125836/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**. You must acknowledge and cite the source if you choose to use such a tool. This means including quotation marks to indicate statements generated by ChatGPT or other AI tools. Additionally, you must ALWAYS include all prompts and output in an appendix.

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, I will use such tools as iThenticate and Copy Leaks to check how much of the work is original or written by the student. If it is found that more than 20% of the work is 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.

Lastly, I use GenAI at times to enhance materials, streamline tasks, generate prompts, create scenarios, and create question banks. In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates academic integrity. If you're unsure whether something is allowed, please seek clarification.

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) 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.

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

The 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 technical issues.

UNT Help Desk:

UNT Student Help Desk ➞ (<http://www.unt.edu/helpdesk/index.htm>) site

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability: • Sunday: noon-midnight • Monday-Thursday: 8am-midnight • Friday: 8am-8pm • Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)  (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

UNT Policies

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>)

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.

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. [UNT Code of Student Conduct](https://studentaffairs.unt.edu/dean-of-students/conduct/index.html)  (<https://studentaffairs.unt.edu/dean-of-students/conduct/index.html>) can be found here:

ADA Policy

The University of North Texas makes reasonable academic accommodations 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** (<https://studentaffairs.unt.edu/office-disability-access>) website (<http://www.unt.edu/oda>). You may also contact ODA 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 and Procedures

Emergency Notification

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

Retention of Student Records

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

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

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).

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). [➡ \(https://it.unt.edu/eagleconnect\)](https://it.unt.edu/eagleconnect)

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

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.

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.

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 and Student Likenesses

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

Academic Support and Student Services

Student Support Services

Mental Health

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

- **[Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center)** (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- **[Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)** (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- **[UNT Care Team](https://studentaffairs.unt.edu/care)** (<https://studentaffairs.unt.edu/care>)
- **[UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)** (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)

- **Individual Counseling** (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Chosen Names

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

UNT Records (<https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>)

UNT ID Card (<https://sfs.unt.edu/idcards>)

UNT Email Address (<https://itservices.cas.unt.edu/services/email/request/get-email-alias>)

Legal Name (<https://studentaffairs.unt.edu/student-legal-services>)

**UNT eulDs 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 pronouns? (<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://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>)
- **U NT 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>)