DSCI 5240.002 5W2-2022/Data Mining and Machine Learning for Business

Instructor Contact

Name: Mahdi Fathi, Ph.D.
Office Location: 325 E - BLB
Phone Number: (940) 565 – 3153
Class Format: Internet course
Class Meetings: TBD
Office Hours: Schedule a meeting at: calendly.com/mahdi-fathi with Zoom Meeting ID: 9405653153
or by appointment.
E-mail: mahdi.fathi@unt.edu

Communication Expectations: The instructor will communicate with students via, in-class announcements, e-mails, Canvas, and office hours. The students will communicate with the instructor via e-mails and office hours.

It is the instructor’s aim to answer e-mails within 48 hours of their receipt during business days. Please, be courteous and professional when communicating with your instructor and follow the provided Online Communication Tips. The instructor may not answer e-mails that do not abide to these tips.

Tutor/Grader Contact

Tutoring Hours: ITDS Lab Schedules (both BCIS and DSCI) are usually posted during the second week of classes. Check the Lab Schedule for more information. Your tutoring meetings will happen via Zoom (meeting ID: 922-325-916). The phone-scannable card with QR code below will also help you to log into your tutoring sessions:

Communication Expectations: The tutor/grader should be your first point of contact for tutoring questions. If you have additional questions, or need additional support for your class needs, you are most welcome to communicate with your instructor after class, during office hours, or via e-mail.
Course Description

This course deals with the problem of extracting information from large databases and designing data-based decision support systems. The extracted knowledge is subsequently used to support human decision-making in the areas of summarization, prediction, and the explanation of observed phenomena (e.g. patterns, trends, and customer behavior).

Techniques such as visualization, statistical analysis, decision trees, and neural networks can be used to discover relationships and patterns that shed light on business problems. This course will examine methods for transforming massive amounts of data into new and useful information, uncovering factors that affect purchasing patterns, and identifying potential profitable investments and opportunities.

Course Structure

This course will be delivered in ONLINE format and will take place between the weeks of Jul 11, 2022-Aug 12, 2022.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics/Cases</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Week 1 - Introduction</strong></td>
<td>Introduction to Data Mining</td>
<td>Read Sarma Chapter 1-2 Form teams</td>
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<tr>
<td><strong>Week 1 - Working with Data</strong></td>
<td>Data Preparation</td>
<td></td>
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<td></td>
<td>Linear Regression</td>
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<td></td>
<td>Quick SAS Enterprise Miner Demo</td>
<td></td>
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<tr>
<td><strong>Week 2 - Working with Data (ctd.)</strong></td>
<td>Dimension Reduction</td>
<td>Project proposal due</td>
</tr>
<tr>
<td><strong>Week 2 – Segmentation</strong></td>
<td>Introduction to SAS Enterprise Miner</td>
<td></td>
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<tr>
<td></td>
<td>Cluster Analysis</td>
<td></td>
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<tr>
<td><strong>Week 2 – Segmentation (ctd.)</strong></td>
<td>Hierarchical Cluster Analysis</td>
<td>Assignment 2 due</td>
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<tr>
<td></td>
<td>Cluster Analysis in SAS Enterprise Miner</td>
<td></td>
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<tr>
<td><strong>Week 2</strong></td>
<td>Midterm exam</td>
<td>July 24 @6:30 – 8:30 pm</td>
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<tr>
<td><strong>Week 3 – Classification</strong></td>
<td>Introduction to Classification</td>
<td>Assignment 3 due</td>
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<td></td>
<td>Naïve Bayes</td>
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<tr>
<td><strong>Week 3 – Classification (ctd.)</strong></td>
<td>Logistic Regression</td>
<td>Read Sarma Chapter 6</td>
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<tr>
<td><strong>Week 3 – Classification (ctd.)</strong></td>
<td>Decision Trees and Random Forests</td>
<td>Read Sarma Chapter 4 Project status report due</td>
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<tr>
<td><strong>Week 3 – Classification (ctd.)</strong></td>
<td>Classification in SAS Enterprise Miner</td>
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<tr>
<td><strong>Week 3 – Classification (ctd.)</strong></td>
<td>Neural Networks</td>
<td>Read Sarma Chapter 5</td>
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<tr>
<td><strong>Week 3 – Classification (ctd.)</strong></td>
<td>Evaluating Classifiers</td>
<td>Read Sarma Chapter 5 Assignment 4 due</td>
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<tr>
<td><strong>Week 4 – Database Methods</strong></td>
<td>Association Rules</td>
<td>Project report due</td>
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<td></td>
<td>Recommender Systems</td>
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* Course structure subject to change in order to accommodate specific circumstances that may appear throughout the semester.
A list of important dates for this semester can also be consulted at the Fall 2021 Registration Guide.

Course Prerequisites or Other Restrictions

There are no pre-requisites for this class. Some knowledge of basic statistics and probability will be helpful.

Course Objectives

1. Students will be able to articulate basic data mining and machine learning concepts and their application in the business context.
2. Students will be able to use analytical software to identify and interpret complex patterns in multidimensional data.
3. Students will be able to describe and use common descriptive and predictive algorithms.
4. Students will be able to describe all phases of decision making, including data discovery and capture, data analysis and confirmation, presentation of results, and implementation of results.

Technical Requirements & Skills

All students are responsible satisfying the requirements below and they must make sure that they comply with them when they perform the tasks that are needed for the successful completion of this course.

- Computer with Webcam
- Reliable internet access
- Speakers
- Microphone
- Microsoft Office Suite
- Canvas Technical Requirements
- LockDown Browser and Respondus Monitor
- Business or scientific calculator. Only these calculators will be allowed in quizzes and exams. Calculators from phones, tablets or other electronic devices will not be allowed.

Textbooks and Materials

RECOMMENDED, NOT REQUIRED. Useful if you are seeking the SAS Predictive Modeler Certification.

2. **Software:** SAS Enterprise Miner – Available at the CoB lab or via the cloud.

3. **Computer:** Access to a computer with an operational webcam and microphone is required. More details will follow in the section Technical Requirements & Skills.

4. **Calculator:** A simple scientific calculator will be required for exams. No programmable or graphing calculators are permitted. No sharing of calculators during exams will be allowed.

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**Teaching Philosophy**

To make the class more dynamic, I will opt for combining slides and hand-written notes. I will write notes on-the-go in class as I explain concepts and exercises. This course has a clear mathematical background and mathematics require work and patience to be understood. I believe that this understanding cannot be attained without writing things down by yourselves and, for this reason, I expect you to be active in taking notes.

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**Grading**

Grades measure the performance of a student in individual courses. Students will be evaluated based on their performance and command of the course materials. Final grades are broken down as follows†:

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation/ Professionalism</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Homework assignments</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Group Project‡</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

A student’s final grade will be determined following the grading scale§ below:

- A = 900 – 1000 points
- B = 800 – 899 points
- C = 700 – 799 points
- D = 600 – 699 points

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† The breakdown below is contingent upon acceptance of this syllabus and its addenda. Each student submission will receive a 0 until such acceptance is received by the instructor.

‡ PhD students should form groups together and are encouraged to select a project that could result in a conference proceeding or a journal publication.

§ This grading scale is tentative and may be adjusted at the end of the semester based on overall class performance.
Course Policies

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Attendance
I expect, but do not enforce, that students attend each class session. Take into account that there will be quizzes and midterm exams during regular class hours. Visit the University of North Texas’ Attendance Policy to learn more.

Students are responsible for learning the contents, meet the deadlines, and follow the directions explained in class regardless of their attendance.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Announcements Policy
In addition to in class announcements, important messages may be communicated via Canvas (http://canvas.unt.edu). You are responsible for actively monitoring Canvas for announcements which, among other things, may be related to changes in schedule, syllabus, or other key aspects of the course.

Group Participation Policy
This course requires considerable group work. Details related to team formation will be delivered in class and/or on the course website. Because of the volume of group work and the possibility that some team members may not contribute to the overall team success, a team may document problematic behaviors and recommend that a non-performing member of the team be “fired.” In such circumstances, I will meet with the team and create a performance improvement plan (PIP) for the offending team member. If the team member fails to meet the obligations outlined in the PIP, or if the problematic behaviors reoccur after completion of the PIP, the student will be removed from the team and must complete all remaining deliverables alone. The maximum grade that may be achieved on a given deliverable by an individual fired from their team is 80% of the associated points.
Assignment Policy

Homework assignments will be announced via Canvas. The due date for each homework will be announced on the posting date along with extra instructions (if needed). As a rule of thumb, homework has to be completed professionally and therefore it needs to be well presented, clean, readable, and easy to follow. The instructor and the grader may reduce your grade at their discretion if these general guidelines are not correctly followed.

All assignments and project deliverables will be completed by groups of three students and must be submitted through Canvas. Alternative submission methods (e.g., paper, email, USB drive) are not acceptable unless prior permission of the instructor is obtained. Once a group is formed, the same group will have to work on all assignments and the project. Any assignment or project that is submitted after the submission deadline will not be graded and will result in a zero on that assignment or project. Consequently, make sure that you do not leave your submissions for the last minute. See the Late Work subsection for more details about late submissions. Make sure that the names of all the students that participated in the homework are listed in the first page of your Word file. Students that participated in an assignment that are not listed will not receive any credit for this submission.

Students are welcome to review both assignments and exams after grading to improve their understanding of course material and check for the presence of grading errors. This review must be conducted within two weeks of the assignment deadline or exam. No changes to grades will be made after this time period.

Examination Policy

The following policies will apply to your exams:

- All exams be closed-book and closed-notes.
- You will need a laptop to complete your exams. Make sure you connect it to the power grid. **I will not repeat any exam if your laptop runs out of battery.**
- Phones and tablets will **not** be allowed.
- Students are responsible for their materials on an exam. Loaning or sharing any materials is strictly prohibited.
- It is **strictly forbidden** that students share information during an exam. Failure to comply with this will results in disciplinary actions as described in the Academic Integrity Policy subsection of this syllabus.
- Students who fail to bring their own required materials will take the exams without them and to the best of their ability.
- Further instructions will be announced ahead of time, if needed.
- In case you lose Internet connection during an exam:
  - If you are having a short disruption, Canvas will allow you to keep on working on the exam and will reconnect automatically once your Internet service resumes.
  - If the issues persist, contact the Student Helpdesk (helpdesk@unt.edu or 940.565.2324) immediately and document the remedy ticket number.
  - If the Student Helpdesk cannot address your problems or if they advise you to contact your instructor, immediately report this disruption to both your instructor and the grader and enclose a copy of the current state of your exam. This is very important to keep a recorded time stamp of the events.
If the issues still persist, complete your exam offline and send it via e-mail to both your instructor and the grader. Important: always do this within the allotted time for the exam.

- Missed exams will receive zero marks unless a legitimate excuse is presented, as described in the Late Work subsection of this syllabus.
- In the case that you want to review a midterm exam that you took, this request must be done to the grader/instructor within two weeks since the grades were posted. Later reviews will not be accepted.
- If you want to review a final exam, this request must be done to the grader/instructor within 10 days or before the grades are due at the Registrar’s Office, whatever is shorter.

Late Work
It is highly recommended that you work on your submissions well in advance to avoid last-minute issues. I will not accept any late submissions nor agree to make-up tests or exams except in the following cases:

- Medical emergency cases, in which case a doctor’s note is required.
- Family emergency cases, in which case a written verifiable proof is required.
- Any other excused absence specified in Chapter 6 of Faculty Affairs document, Student Attendance and Authorized Absences.

Late submissions and make-up tests or exams must always be agreed before the corresponding due date. No makeup tests or exams will be offered due to poor performance in exams.

Electronics Policy
Electronics will be used strictly as needed for class purposes. A student that engages in the use of these devices may be directed to leave the classroom according to UNT’s policy on Acceptable Student Behavior.

Syllabus Change Policy
The contents of this syllabus might be changed to the instructor’s discretion in order to adjust the course to the specific circumstances of each semester.

Rules of Engagement

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

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don’t refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
• Be careful with personal information (both yours and other’s) and avoid sending confidential information via e-mail.
• Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
• 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) for more information.

Course Evaluation

The 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. At some stage during this course, students will be given access to this evaluation. I would certainly appreciate your constructive feedback when the time comes.

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
  • Sunday: noon-midnight
  • Monday-Thursday: 8am-midnight
  • Friday: 8am-8pm
  • Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

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

Computer Labs

The BLB computer labs on the first floor will open with reduced hours and reduced seating to comply with social distancing guidelines. The will not be BLB laptop checkouts due to potential contamination issues. The library has computers to check out for up to 24 hours and the RCOB virtual computer labs will be open for business continuously.
UNT Policies

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.

Academic dishonesty is an extremely serious issue. It will not be tolerated and will be prosecuted according to UNT Policy 06.003. You are responsible for knowing what those behaviors above (cheating, plagiarism, etc.) mean and when you might be incurring any of them.

ADA Policy
UNT makes reasonable academic accommodation 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 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.

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

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

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

**Student Evaluation Administration Dates**
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 during weeks 13, 14 and 15 [insert administration dates] of the long semesters 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" (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.

**Survivor Advocacy**
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

**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 of 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 of the above criteria, then the University office or department using the work must obtain the student’s written permission.

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

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: 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 also be reused in future course offerings.

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.
By signing below, I acknowledge that I have read and understood the contents of this syllabus and that I agree to abide by the terms exposed herein.

Student Name (Print)_________________________________ Student ID No. __________________

Student Signature ___________________________ Date ___________________________
ETHICAL ACADEMIC BEHAVIOR IN ITDS CLASSES

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, decision sciences, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus employers of UNT’s Ryan College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of their organization. Academic dishonesty is unethical and often illegal too.

Students are expected to read (https://policy.unt.edu/policy/06-003) UNT’s Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty. UNT’s Code of Student Conduct https://policy.unt.edu/policy/07-012 and the Provost’s Academic Integrity page are also helpful https://vpaa.unt.edu/ss/integrity.

The UNT’s Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university’s policy defines plagiarism as the “Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:

1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include but are not limited to: copying answers from another person’s paper; using notes during an exam; copying computer code from another person’s work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT’s policy and/or the course syllabus. Read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of such behaviors. If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course.

By signing below, I acknowledge my responsibility to read the UNT policy on Student Academic Integrity (https://policy.unt.edu/policy/06-003); and attest that I have read and understand the statements in this document and agree to behave ethically in this class.

Student Name (Print) ________________________________ Student ID No. ____________________

Student Signature _______________________________ Date __________________________
These ethical guidelines are essential to maintain the integrity of the university, college, department, faculty and most importantly the students. I view breaking the code of conduct as been unfair to your peers and stealing a degree. These ethical guidelines are common to both in-campus and online courses and is especially crucial for online activities.

A few key points to remember:

1. **If you can google, I can google.** You are not receiving course credits for being the best web-crawler (looking for answers in the website). The course credit is for mastering the content and understanding how to apply in your career.

2. **Don’t use websites Chegg.com any website resources that offers solutions to textbook or problems. They all fall under plagiarism.** Credits are given only to your work.

3. **If you think you are doing something that is not right, then most probably it is not right.** Ask the instructor or the tutor before proceeding that route.

4. **Individual activities must be completed individually, and group activities as a group.**

5. **Give credit to your sources (data, article etc.), cite the source and acknowledge the help you receive – it will solve much of these issues.** The instructor will grade based on your contribution.

6. **Remember every online activity in canvas and Hawkes Learning websites are monitored.**

7. **If we have issues with your submissions, we will personally invite you to a zoom session and ask you explain the how you solved the problems.** So be sure of what you submit.

I would like to point out some of the activities we have sanctioned (awarded “F” grade and sometimes even more, removed from dean’s list, merit list etc.). I want to share this so that you know that we care integrity of the degree you receive from UNT.

1. In one of the semesters, some exams where conducted using Respondus lockdown browser and video monitoring. However, some students took advantage of a loophole and had help from resources outside the screen and camera. Our instructors viewed 120 hours of video recording and found a group of students involved in a coordinated plagiarism. **All were sanctioned, with some losing even scholarships!**

2. In one instance, a student outsourced all his assignments to a person outside this country. The assignments were flagged for abnormal activities and with the help of some technology providers we were able to trace the IP address. The student was sanctioned (awarded a “F” grade in the course)

3. Don’t use outside sources without understanding. In one of the assignment activities in a class, almost all students took an answer/definition from Wikipedia before understanding it. Use those unvetted sources carefully, anyone can edit them! The faculty corrected the entry and went to class to seek how the students got the answer. Almost all pointed to wiki, and the faculty opened the website in class to prove the point. The entry was updated! Use library and vetted resources and look for the citation in the Wikipedia article itself before using it. Understand what you are doing. Here the sanction was receiving a “zero” credit for the wrong answer!

4. In a similar vein, some students used outside tutoring service – they got the answers from the tutors (both online and offline) and plugged in the values and submitted it. These are easy to identify. We invited the students for one on one zoom meetings and they were unable to show how to solve the problems. Here the sanction was receiving a “zero” for all those assignments.

5. Almost exams and quizzes have multiple versions, and the numbers and options are different. So, if you use your peer – the chances of choosing the wrong answer is extremely high. In worst cases (it has happened in some instances), the student would have used the numbers and details from the different version. In such instances, the student is **automatically awarded a “F” grade.**