SYLLABUS – 8-Week Course Offering

IPAC 4130/ADTA 5130/CSCE 5310
Data Analytics I

WELCOME
As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

COURSE BASICS
- IPAC 4130/ADTA 5130/CSCE 5310 – Data Analytics I (3 credit hours)
- 8-week course offering
- There will be NO face-to-face campus meetings for this course. Communications will consist primarily of online asynchronous communications and synchronous meetings scheduled at specific times/dates with student input.

Instructor Contact & Communication
Dr. Lynne Cox
I look forward to working with you and want to be your first support resource after you have read the course materials in Canvas, worked on the exercises, and used the resources provided on the Connect website.
- Most general questions (about the course or assignments) should go through the dedicated Q & A forum in the Discussions area. This way everyone in the class can benefit from questions asked and the answers as they will be in a channel that the whole class can see.
- Office hours are online via Zoom and held by appointment only this semester (I’m online and available most of the day, though).
- If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.
- Please email me at LynneCagle.Cox@unt.edu as I can access email from my smartphone when I am not sitting at my computer.
- A thought for the semester: “Simple can be harder than complex: You have to work hard to get your thinking clean to make it simple.” Steve Jobs

My Background
I have been a full-time faculty member and administrator at UNT for the past 3 years. Prior to serving in this capacity, I worked at UNT as a Coordinator of Accelerated Online Programs for 5 years and before that for 11 years as a curriculum coordinator on a statewide grant. As part of that grant, I created professional development materials, coordinated statewide curriculum projects for Arts, A/V Technology & Communications teachers, and presented papers and training sessions at various Texas school districts as well as local, regional, state, and national conferences.

I have a Masters of Education from UNT and a Ph.D. in Applied Technology and Performance Improvement with a minor in Organizational Behavior and a third area of emphasis in statistics from UNT’s College of Information. I am currently pursuing a second PhD in Logistics and Supply Chain Management.

I have an extensive background in visualization and design including a Bachelors of Environmental Design from the College of Architecture at Texas A&M University, an active consulting business, and experience creating graphic solutions and publications for various organizations.
My Philosophy

• It is my goal to create a learning environment in which students feel respected, are engaged in the activities, and bring their questions, experiences, and ideas to the classroom.
• For real learning to occur, we must work together to achieve a common goal: mastery of the curriculum and the ability to apply what is learned to future activities both in and out of the classroom.
• In support of the learning objective, I commit to being fully engaged in the classroom, to being available outside of the classroom, and to sharing my knowledge and experiences with you to enhance the learning process.
• I believe that learning should be fun (not necessarily easy or without hard work) and believe that I can learn from you, too. I expect each student to work at their full capacity, respect others in all aspects of the learning process, and participate in the classroom so that their experiences can add to the overall learning experience.
• Lifelong learning is the foundation of my commitment to you for ensuring that the ideas, concepts, theories, and practices I bring to the classroom are current, relevant, and of value to you.

Course Description

This course provides an overview of quantitative methods essential for analyzing data, with an emphasis on business and industry applications. Topics include identification of appropriate metrics and measurement methods, descriptive and inferential statistics, experimental design, parametric and non-parametric tests, simulation, and linear and logistic regression, categorical data analysis, and select unsupervised learning techniques. Standard and open-source statistical packages will be used to apply techniques to real-world problems.

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

This course requires that the student has successfully completed college-level mathematics and a basic statistics course prior to enrollment or have relevant current work experience that will enable them to be successful in an introductory graduate-level statistics course.

Format

The course will be offered 100% online in an 8-week format using Canvas accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. There will be NO face-to-face campus meetings. Communication will be a mixture of asynchronous discussion postings and online synchronous meetings in Zoom. These synchronous meetings will be scheduled at specific times/dates with student input.

Materials – Textbooks and Software

Required:

• Additional applications embedded within the Canvas section.
• IBM SPSS Software

Optional:

• Real Statistics Excel Add-in available via this link.

Course Level Objectives

Upon successful completion of this course, the learner will be able to:

1. Sort, analyze and present numerical data using measures of central tendency, measures of variation, and measures of dispersion.
2. Recognize correlations between data sets using scatter diagrams; determine the strength of the correlation via the correlation coefficient; express linear and nonlinear relationships using least squares regression and logistic regression.

3. Predict experimental outcomes using basic techniques of probability (permutations, combinations, counting techniques, tree diagrams).

4. Infer population parameters using sampling distributions and the Central Limit Theorem. Accept or reject a hypothesis by establishing a level of significance.

5. Articulate the value of analytics in business and the implementation of best practices.

**COURSE POLICIES**

**Attendance Policy**

Students are encouraged to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion boards, chats, and synchronous sessions. It is expected that advanced undergraduate and graduate students will spend a minimum of six to nine hours a week (in a normal semester) of outside preparation to successfully complete this course.

Participation and punctuality are professional behaviors expected. Due dates, for all assigned materials, will be announced in advance. Changes on the assignments and requirements or due dates may be announced at later dates in Canvas Announcements. Therefore, reading the Announcements is required. It is the student’s responsibility to keep up with these updates and to have all assignments ready on time.

**COVID-19 Impact on Attendance**

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are ill, or unable to complete a scheduled, graded class task on time due to any issue related to COVID-19. It is important that you communicate with me *prior to the deadline for the task* as to what may be preventing you from completing it so that I may make a decision about accommodating your request in a reasonable manner that is also fair to the other students.

If you are experiencing any *symptoms of COVID-19* 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 Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Statement on Face Coverings**

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

**SCHOLARLY EXPECTATIONS**

**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://policy.unt.edu/policy/08-001](http://policy.unt.edu/policy/08-001).
UNT Code of Student Conduct

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

Of particular interest are the following terms:

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

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

**Academic Integrity**

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

**ADTA Academic Integrity Policy**

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Minor Assignments (e.g., Discussions, Homework, and Journals)</th>
<th>Major Assignments (e.g., Exams and Projects worth more than 10% of your grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Warning</td>
<td>1. First written warning 2. Min. 20% deduction</td>
<td>1. Written warning 2. Min. 15% deduction</td>
</tr>
<tr>
<td>3rd Warning</td>
<td>1. Written Letter 2. Min. 0 grade for that assignment</td>
<td>1. Written Letter 2. Min. 0 grade for that assignment</td>
</tr>
</tbody>
</table>
ASSESSMENT/GRADING

Your final grade will be determined based on assignments and in-depth research projects as noted in the table below.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Notes</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>• Self-Introduction @ 5 points</td>
<td>125</td>
<td>12.5%</td>
</tr>
<tr>
<td></td>
<td>• 6 Discussions @ 20 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>• 14 Chapter Quizzes @ 10 points each</td>
<td>140</td>
<td>14%</td>
</tr>
<tr>
<td>Homework Activities</td>
<td>• 6 Assignments @ 35 points each</td>
<td>210</td>
<td>21%</td>
</tr>
<tr>
<td>Data Analytics</td>
<td>• Initial Proposal @ 10 points each</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Research Group</td>
<td>• In-depth Proposal @ 20 points</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>• Project Report @ 200 points</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>• Project Presentation @ 50 points</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Peer Evaluation @ 45 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Term Exam/Project</td>
<td>• Mid-Term Exam @ 0 points</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>• Final Exam @ 200 points</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Your final course letter grade will be determined as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point/Percentage Range</th>
<th>Descriptive Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100</td>
<td>Outstanding, excellent work. The student performs well above the minimum criteria.</td>
</tr>
<tr>
<td>B</td>
<td>79.5-89.4</td>
<td>Good, impressive work. The student performs above the minimum criteria.</td>
</tr>
<tr>
<td>C</td>
<td>69.5-79.4</td>
<td>Solid, college-level work. The student meets the criteria of the course.</td>
</tr>
<tr>
<td>D</td>
<td>59.5-69.4</td>
<td>Below average work. The student fails to meet the minimum criteria of the course.</td>
</tr>
<tr>
<td>F</td>
<td>59.4 and below</td>
<td>Sub-par work. The student fails to complete the course.</td>
</tr>
</tbody>
</table>

Grade-related Policies

Discussion Activities (12.5% of grade)

- There will be six video group discussions pertaining to the posted weekly article assignment. Each video discussion cannot be longer than 2 minutes.
- These are reflective in nature and are designed for you to share your thoughts and experiences related to the topic presented.
- There will be pre-reading assigned with each journal assignment that will be provided by your professor.
- As advanced students, it is expected that your responses be thoughtful, well structured, and show your understanding of the topic being discussed.
• It is required that you post your initial response by Wednesday and that you provide a substantive response to at least two members of your group by the end of day Sunday.
• We will use Flipgrid for course discussion. Flipgrid is a video-based discussion board. You will video your response and then can reply to your peers in video. You can add stickers, attachments and more!

Homework (21% of grade)
• Assignments are due on the date assigned.
• Assignments not turned in by the date due will be assigned a grade of zero, unless prior arrangements have been made with the instructor.
• Students are encouraged to carefully check their work before submitting for grading.
• There will be six homework assignments given during the course that are related to material covered in the chapters.
• Assignments may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results of the analysis, or questions related to the course material and how it was used or misused in a recent news story.
• There will be an assignment submission link provided in the appropriate folder for all homework assignments.
• Written responses are expected to be free of grammatical errors. Data analysis should include a brief discussion of the steps you used to complete the analysis.

Quizzes (14% of grade)
• There will be a quiz for each required textbook chapter. Quizzes will be worth 10 points each and may be taken up to two (2) times with the highest earned grade counted toward your point total.
• The quizzes will be designed to reinforce the course concepts.
• You will have 4 days to complete each Quiz. Quizzes will open on Thursday of the week due and will need to be completed by the due date as indicated on the course schedule. Times listed are Central Standard Time.

Data Analytics Research Group Project (32.5% of grade)

Initial Proposal - 10 points
• Each student will submit an initial proposal describing a broad topic of interest or an initial observation of something that needs explaining and a related sample research question they might be able to answer within that area.

In-Depth Proposal - 20 points
• Once groups are established by the instructor, each group will come to agreement on a topic of interest and identify an accessible data set to use in a study. Each group will submit an in-depth proposal that provides a rationale for the study, a brief problem statement/hypothesis, a description of the data set (number of cases as well as a description of variables) and a proposed method of analysis.

Paper - 200 points
• The final project and presentation are due at the end of the course.
• Each group will submit a research paper that includes an introduction, brief literature review/industry analysis/history of the organization, problem statement/hypothesis, methods/analysis section, results, and discussion.
• It is expected that the paper is free from grammatical errors and appropriately uses APA style for citations and references.
• The minimum requirement for the paper will be a minimum of 10 pages, double-spaced, 1-inch margins, using Arial or Times Roman 12 point font.
• The submitted research paper should also include a separate cover page (not part of the 10-page minimum) that includes your name and the title of your paper.
• The submitted research paper should include a reference list at the end of the document (not part of the 10-page minimum), formatted using the current APA style guide.
• You are not required to include an abstract for this paper.
• A rubric for the project will be provided.
• The paper is due on the date specified in the course calendar. Late papers will not be accepted.
The paper will be submitted for grading via Turnitin software that checks for plagiarism. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. Your total Similarity Score must be lower than 15% and no one source should contribute more than 2% toward the total score.

**Presentation - 50 points**
- Each group will give a brief 7-10-minute presentation.
- The presentation is due on the date specified in the course calendar. Late presentations will not be accepted.

**Peer Review Points - 45 points**
- A combined 135 points (3 team members x 45) are to be distributed among the three team members based on each team member’s recommended allocation (e.g., if the team votes to allocate credit equally among the team, each team member will receive 45 points). If the team is comprised of more/less than 3, the total points to allocate among the team will be the number of team members x 45 points. The professor reserves the right to adjust the team’s recommended distribution.

**Mid-Term Exam (10% of grade)**
- There will be a final exam with 30 questions. You will have 150 minutes to complete the exam.
- The exam will be a mix of questions and problems and will be an open book and notes exam.
- The exam will be open in Canvas as specified in the course calendar. You must log on and take the exam during the specified time window. You will receive your grade upon submitting the exam and detailed solutions will be available after the exam window closes.

**Final Exam (10% of grade)**
- There will be a final exam with 30 questions. You will have 150 minutes to complete the exam.
- The exam will be a mix of questions and problems and will be an open book and notes exam.
- The exam will be open in Canvas as specified in the course calendar. You must log on and take the exam during the specified time window. You will receive your grade upon submitting the exam and detailed solutions will be available after the exam window closes.

**Exam Policy**
Students are expected to work independently to complete exams but may use the textbook and personal notes during the exam period. Should you lose internet connectivity during an exam, please contact the Student Helpdesk and document the remedy ticket number. Then send this information to your instructor as soon as possible to make special arrangements to take the exam.

**Late Work Policy**
All work for this course is due no later than 11:59 pm on the designated due date. Any assignment submitted after that time will receive a highest possible score of 60%. Additional points may be deducted when the assignment is graded based on the quality of the work submitted. Please don’t lose valuable points this semester by turning in work late. Late work is subject to penalty described above unless previously approved by the instructor.

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

**Grades of Incomplete**
Grades of Incomplete will only be given per university policy as outlined by the [Office of the Registrar](#).
COURSE EVALUATION

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Students will be asked to complete the SPOT evaluation found at my.unt.edu at the end of the semester.

TECHNICAL REQUIREMENTS

Access and Log in Information

This course was developed and is facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: https://unt.instructure.com/. 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: http://ams.unt.edu.

Minimum Technology Requirements

- Computer
- Headset/Microphone (for synchronous chats and discussion posts)
- Speakers
- Microsoft Office Suite (Word, PowerPoint, Excel)
- Adobe Acrobat Reader
- IBM SPSS
- Media Player
- Working email account (make sure you have accessed your official UNT email and forwarded your mail from there if you prefer using a personal email account)
- Canvas Technical Requirements

Computer Skills & Digital Literacy

- Using Canvas
- Using email (possibly with attachments)
- Downloading and Installing software
- Using word processing software
- Using spreadsheet software
- Using presentation and graphics software

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 is committed to providing a reliable online course system to all users. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

UIT Help Desk: UIT Student Help Desk 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)

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 individual’s 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) for more information.

Being a Successful Online Student

• What Makes a Successful Online Student?
• Self-Evaluation for Potential Online Students

COURSE COMMUNICATIONS

In this class, we will use online discussions to discuss concepts and topics found in the coursework. Remember to use the proper rules of netiquette when on the forum. There is a real person reading your posts on the other end of the internet connection, so please be respectful in your responses even when you disagree.

Resources regarding netiquette:
• Examples of Discussion Board Etiquette for Online Courses
• 15 Essential Netiquette Guidelines to Share with Your Students
• 10 Netiquette Guidelines Online Students Need to Know

UNT POLICIES

Important Academic Dates

• Registration Guides by Semester
• Online Academic Calendar
• Final Exam Schedule
**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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

**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/](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 toward the end of each session 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.

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student’s course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student’s full course of study requirement.
University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

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

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

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

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

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

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

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

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the 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.
Undocumented Students

Please see UNT’S Resources for DACA Students web page for more information.

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.

Academic Support & Student Services

Student Support Services

Mental Health

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

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

Chosen Names

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

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

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

Pronouns

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

You can add your pronouns to your Canvas account 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?
- How do I use pronouns?
How do I share my pronouns?  
How do I ask for another person’s pronouns?  
How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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