ADTA 5130 Data Analytics I
“In God we trust. All others must bring their data.”

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, 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 Structure
This is a 16-week in-person course. We will meet in the classroom for about two hours.

Instructor and the Teaching Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Orhan Erdem, Ph.D. [Web site, LinkedIn, Google Scholar]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location</td>
<td>General Academic Building, Room: 102J</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Wednesdays/Fridays 9 am-11 am; Please schedule an appointment; virtual meetings are available.</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:orhan.erdem@unt.edu">orhan.erdem@unt.edu</a></td>
</tr>
<tr>
<td>Pronouns</td>
<td>He/him/his</td>
</tr>
</tbody>
</table>

| Course TA             | Raja Pagadala                                          |
| TA Email              | RajaSekharReddyPagadala@my.unt.edu                     |
| TA office hours:      | Mondays/Fridays 4 pm-5 pm                              |

Communication Expectations
The preferred way to contact me is via email (not the Canvas email tool). Please keep in mind that your TA is your first contact person related to course logistics. While I have workspace on campus, I encourage you to request a meeting time to ensure we have dedicated time in which I can answer your questions. Emails will be answered as quickly as possible, usually in one business day.
or less. **When sending an email, please include the course section you are in** as I teach several different courses, and this makes it easier for me to access the correct course on Canvas. I expect emails to follow professional etiquette standards as these are formal communications between the instructor and the student. If your email is related to a course activity/assignment, please attach appropriate files or include screenshots. Please visit our [Online Communication Tips](#) for general guidelines to assist you in your online communications.

**Welcome to UNT!**

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 Prerequisites or Other Restrictions**

This course requires that the student successfully complete college-level mathematics and a basic statistics course prior to enrollment or have relevant current work experience that will enable him or her to be successful in an introductory graduate-level statistics course. Competence in Excel is also suggested as this course uses Excel and SPSS (and rarely Python) to complete the various statistical techniques taught throughout the course.

**Course Objectives**

By the end of the course, students should be able to:

1. Understand and apply experimental design and sampling methodologies.
2. Understand and apply appropriate parametric and non-parametric tests.
3. Develop and articulate results from linear regression models.
4. Apply categorical data analysis methods.
5. Apply statistical software tools to perform data analysis projects.
6. Apply concepts learned in the course to real-world case studies.

**Course Topics:**

1. Review of fundamentals of data analysis
2. Review of probability
3. Parameter estimates
4. Testing hypotheses and goodness of fit
5. ANOVA
6. Analysis of categorical data
7. Linear and multiple regression

**Materials**

The following textbook is required for this course. In addition, you will need to access the McGraw Hill Connect website. Information for connecting to this platform will be provided on Canvas. Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas. Students will also need to have access to Microsoft Excel for data analysis assignments.
Business Statistics: Communicating with numbers, 4th edition
By Sanjiv Jaggia and Alison Kelly
ISBN13: 9781260716306
Copyright: 2022

Course Technology & Skills

Canvas Technical Requirements / Assistance

Access and Log-in Information

This course was developed and will be facilitated utilizing the CANVAS Learning Management System. To get started with the course, please go to: 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/

The Canvas Student app has a mobile version of Canvas that helps students stay current with their courses anywhere. Download the Canvas Student app on Android and iOS devices.

For iOS devices, see: How do I download the Canvas Student app on my iOS device? 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

Minimum Technology Requirements

To be successful in this course, you will need the following:

- Computer
- Reliable internet access
- Speakers/microphone/camera
- Microsoft Office Suite with the current version of Excel
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

This course utilizes Excel to perform analytics techniques with a curriculum delivered on our Canvas learning management system platform. You should be able to successfully:

- Use Canvas including uploading and downloading files and posting to discussion boards
- Send an email with attachments.
- Download and install software.
- Use spreadsheet programs.
- Use presentation and graphics programs.
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: 8 am-midnight
- Friday: 8 am-8 pm
- Saturday: 9 am-5 pm
Laptop Checkout: 8 am-7 pm

For additional support, visit [Canvas Technical Help](#)

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.
- 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.
- 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](#) for more information.

Course Requirements
Your final grade will be determined based on weekly analysis assignments, in-depth research projects and class participation. The total number of points received will be divided by the total possible number of points.
Grading

The grading scale for this course will be determined by how many points you made out of your assignments. For example:

- A = 90%-100%
- B = 80%-89.9%
- C = 70%-79.9%
- D = 60%-69.9%
- F = 0-59%

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
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<tbody>
<tr>
<td>Class Participation and Attendance</td>
<td></td>
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</tr>
<tr>
<td>• Attendance @ 50 points (students must attend 50% of classes to earn full points)</td>
<td>50 points</td>
<td>5%</td>
</tr>
<tr>
<td>Flipgrid</td>
<td></td>
<td></td>
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<tr>
<td>• Introduction @2 point</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>• 2 Flipgrid Assignments @49 points each</td>
<td></td>
<td></td>
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<tr>
<td>Weekly Assignments</td>
<td></td>
<td></td>
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<tr>
<td>• 7 Module quizzes @ 50 points each (the lowest one will be dropped)</td>
<td>600 points</td>
<td>60%</td>
</tr>
<tr>
<td>• 7 homework assignments: @ 50 points each (the lowest one will be dropped)</td>
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<tr>
<td>Data Analytics Research Project-Final &amp; Presentation</td>
<td>250 points</td>
<td>25%</td>
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<tr>
<td>Bonus (max 100 points is possible)</td>
<td>0 points</td>
<td>0%</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>1000 points</td>
<td>100%</td>
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</tbody>
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Course Assignment, Examination, and or Project Policies

Data Analytics Research Project

Each student will complete an end-of-course project for this course. You will be provided with several data sets to choose from to keep the work and presentations interesting (You can propose your own idea, too). Details for this assignment and a rubric will be contained in the Module 8 Final Project folder in our Canvas course. Work-related projects are highly encouraged.

Each student will submit a research paper. The project can be performed in groups of no more than 5 people. Also, part of the final project is a brief presentation, no longer than 10 minutes, which should include visual aids such as a PowerPoint presentation, which must be submitted. It is expected that the paper be free from grammatical errors and appropriately use APA style for citations and reference list. The minimum requirement for the paper will be 10 pages of content, double-spaced, with 1-inch margins, using Times Roman 12-point font. The submitted research paper should also
include a separate cover page that includes your name(s) and the title of your paper. A rubric for the project will be provided. Late papers will not be accepted. The paper will be submitted for grading via software that checks for plagiarism. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy.

Attendance
This is an in-person course and while I do not make attendance mandatory, you must attend at least 50% of the class sessions to earn the attendance points. Less than 50% attendance will earn fewer points. Attendance will be taken at each session through the iclicker app.

Quizzes
There are going to be 7 quizzes, out of which the lowest one will be dropped. Quizzes may be taken up to two (2) times with the highest earned grade counted toward your point total. The quizzes will be multiple questions designed to reinforce the textbook content. Quizzes need to be completed by the due date. Quizzes will be due as indicated on the course schedule. The times listed are Central Standard Time.

Homework Assignments
There will be seven (7) homework assignments, out of which the lowest one will be dropped. 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.

FlipGrid Discussion
As you read the lecture materials and listen to the lectures, I ask you to upload a short FlipGrid video twice during the semester. Consider what information may have initially resonated with you, made you think of an experience you’ve previously had, and/or what you believe you can utilize in your own workplace. As well, please consider what insight you may be able to offer your classmates pertaining to the topic discussed. These are your initial thoughts on the material that you might then develop further for your Project assignments. To access the FlipGrid group for this class use the link on Canvas.

Bonus
I frequently give extra puzzles/homework or ask questions to engage you. These are rewarded as extra points. Letting me know about the errors in the Canvas/lecture notes is also a bonus (first come first serve). Try to interact with the class as much as you can.

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.
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Modules and Topics</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Week 1-2     | **Module 1:** Course overview and Syllabus review  
Data and Data Preparation (Ch 1) | - Review the syllabus  
- Review Chapter 1 slides  
- Syllabus Quiz  
- Flipgrid 1 (Introduce Yourself) |
| (Aug 25)     | **Module 1:** Tabular and Graphical Methods (Ch 2)                                  | - Review Chapter 2 slides  
- Homework 1 / Quiz 1                                                         |
| Week 2       | **Module 1b:** Numerical Descriptive Measures (Ch 3)                               | - Review Chapter 3 slides  
- Select project group members  
- Quiz 1b                                                                     |
| (Sept 1)     | **Module 2:** Introduction to Probability (Ch 4)                                    | - Review Chapter 4 slides  
- Flipgrid Discussion 2  
- Homework 2                                                                   |
| Week 3       | **Module 1:** Discrete Probability Distributions (Ch 5)                             | - Review Chapter 5 slides  
- Project Proposal and Data Plan  
- Quiz 2                                                                       |
| (Sept 8)     | **Module 2:** Continuous Probability Dist. (Ch 6)                                   | - Review Chapter 6 slides  
- Homework 3 / Quiz 3                                                           |
| Week 4       | **Module 3:** Interval Estimation (Ch 8)                                             | - Review Chapter 8 slides  
- Flipgrid Discussion 3                                                         |
| (Sept 15)    | **Module 4:** Hypothesis Testing (Ch 9)                                              | - Review Chapter 9 slides  
- Homework 4 / Quiz 4                                                           |
| Week 5       | **Module 5:** Statistical Inf. Concerning Two Pop. (Ch 10)                         | - Review Chapter 10 slides  
- Project First Showcase                                                         |
| (Sept 22)    | **Module 5:** Statistical Inf. Concerning Variance (Ch 11)  
Analysis of Variance (Ch 13)                                                  | - Review Chapter 11/13 slides  
- Homework 5 / Quiz 5                                                            |
| Week 6       | **Module 6:** Regression Analysis (Ch 14)                                           | - Review Chapter 14 slides                                                 |
| (Sept 29)    | **Module 6:** Inference with Regression Models (Ch 15)                               | - Review Chapter 15 slides  
- Homework 6 / Quiz 6                                                            |
| Week 7       | **Module 7:** Nonlinear Regressions (Ch 16)                                         | - Review Chapter 16 slides                                                 |
| (Oct 6)      | **Module 7:** Project reports & presentations                                       | - Project presentation / report / feedback                                    |
| Week 8       | **Module 8:** Project reports & presentations                                       |                                                                           |
| (Oct 13)     |                                                                                     |                                                                           |
| Week 9       | **Module 8:** Project reports & presentations                                       |                                                                           |
| (Oct 20)     |                                                                                     |                                                                           |
| Week 10      | **Module 9:** Project reports & presentations                                       |                                                                           |
| (Oct 27)     |                                                                                     |                                                                           |
| Week 11      | **Module 10:** Project reports & presentations                                      |                                                                           |
| (Nov 3)      |                                                                                     |                                                                           |
| Week 12      | **Module 11:** Project reports & presentations                                     |                                                                           |
| (Nov 10)     |                                                                                     |                                                                           |
| Week 13      | **Module 12:** Project reports & presentations                                     |                                                                           |
| (Nov 17)     |                                                                                     |                                                                           |
| Week 14      | **Module 13:** Project reports & presentations                                     |                                                                           |
| (Nov 24)     |                                                                                     |                                                                           |
| Week 15      | **Module 14:** Project reports & presentations                                     |                                                                           |
| (Dec 1)      |                                                                                     |                                                                           |
| Week 16      | **Module 15:** Project reports & presentations                                     |                                                                           |
| (Dec 8)      |                                                                                     |                                                                           |
Course Policies

Attendance Policy
Students are expected to attend class meetings regularly and to abide by the attendance policy established for this course. It is important that you communicate with the professor prior to being absent so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. You are responsible for reading course announcements and keeping up with assignments as posted in the course syllabus. It is always recommended that you attend scheduled virtual class meetings.

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 I need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class via the Zoom link that will be provided in our Canvas course. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Class Participation
Students are required to log in regularly to the online class site and connect to the McGraw Hill Connect website via the provided links. 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 flipgrid, and group projects.

Late Work
All work for this course is due no later than 11:59 pm on the designated due. **Any assignment submitted after that time will receive a grade cut of 10% for each late day.** Assignments handed in after answers are distributed will receive no credit. 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.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time

**Late work is subject to penalty described above unless previously approved by the instructor**

Examination Policy
Exams are open book but must be completed without the assistance of peers or others that have knowledge of the course content. Students that engage in academic dishonesty will suffer the
consequences per department guidelines. If you lose your internet connection during an exam, contact the help desk immediately and notify me as well. If necessary, I can reset your exam. If you miss an exam, make-up exams will be offered as appropriate.

**Assignment Policy**

Assignment due dates are posted in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. For assignments that require you to upload your work, you must submit your files in one of the following formats: .docx, .xlsx, .pdf, or .pptx. *Do not submit .pages files.*

Turnitin will be utilized on all formal written assignments. 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 is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use this resource to ensure their work is free of copyright issues prior to final submission of their projects.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

**Instructor Responsibilities and Feedback**

- As the instructor, it is my responsibility to help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, and continually review and update course content based upon learning outcomes and changes in the field of study.

- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails within 24 hours. Grades for weekly assignments will be posted the following week. Project grades will be posted as they are completed.

**Syllabus Change Policy**

While the plan is to follow this syllabus as written, it is not unreasonable to expect that adjustments will be made if necessary due to events that outside of my control. Any changes will be posted in the announcement section of our Canvas course. If these changes impact assignments or due dates, they will be communicated via email as well.

**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.

Instructors have primary responsibility for academic assessment. A finding by an instructor that academic dishonesty occurred may be considered grounds for academic penalties, up to and including failure in the course. Decisions about the degree of academic penalty to impose will be based on the seriousness of the violation. Instructors are expected to report all allegations, factual summary statements, and sanctions involving instances of academic misconduct.

https://policy.unt.edu/sites/default/files/06.003%20Student%20Academic%20Integrity_0.pdf

Advanced Data Analytics Integrity Policy

<table>
<thead>
<tr>
<th>Minor Assignment</th>
<th>Major Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Discussion, HW, Journals</td>
<td>Ex. Exam Mid term, projects</td>
</tr>
<tr>
<td>1st occurrence</td>
<td></td>
</tr>
<tr>
<td>1. First written warning and report filed with Academic Integrity Office</td>
<td>1. First written warning and report filed with Academic Integrity Office</td>
</tr>
<tr>
<td>2. Min. 30% deduction to loss of all points (grade of 0)</td>
<td>2. Min. 30% deduction to loss of all points (grade of 0) and F in the class</td>
</tr>
<tr>
<td>2nd occurrence</td>
<td></td>
</tr>
<tr>
<td>1. Second written warning and report filed with Academic Integrity Office</td>
<td>1. Second written warning and report filed with Academic Integrity Office</td>
</tr>
<tr>
<td>2. Min. 50% deduction up to loss of all points (grade of 0)</td>
<td>2. Min. 50% deduction up to loss of all points (grade of 0) and F in the class</td>
</tr>
<tr>
<td>3rd occurrence</td>
<td></td>
</tr>
<tr>
<td>1. Written Letter and report filed with Academic Integrity Office</td>
<td>1. Written Letter and report filed with Academic Integrity Office</td>
</tr>
<tr>
<td>2. Min. 0 grade for that assignment and grade of F in the class</td>
<td>2. Min. 0 grade for that assignment and grade of F in the class</td>
</tr>
</tbody>
</table>

ADA Policy
The University of North Texas makes reasonable academic accommodation 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 website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.
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, 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 email 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 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.

**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.

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.

Download the [UNT System Permission, Waiver and Release Form](https://policy.unt.edu/policy/07-002).

**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. 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. 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 & 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 & 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)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [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](https://studentaffairs.unt.edu/)

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

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

You can [add your pronouns to your Canvas account](https://studentaffairs.unt.edu/) 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: buy textbooks and supplies, access academic catalogs and programs, register for classes, and more.
- Center for Student Rights and Responsibilities: provides Code of Student Conduct along with other useful links.
- Office of Disability Accommodation: ODA exist to prevent discrimination on the basis of disability and to help students reach a higher level of independence. https://disability.unt.edu/
- Counseling and Testing Services: CTS provides counseling services to the UNT community as well as testing services; such as admissions testing, computer-based testing, career testing and other tests. http://studentaffairs.unt.edu/counseling-and-testing-services
- UNT Libraries: online library services https://library.unt.edu/services/
- Online Tutoring: chat in real time, mark up your paper using drawing tools and edit the text of your paper with the tutor’s help.
- The Learning Center Support Programs: various program links provided to enhance the student experience. https://learningcenter.unt.edu/
- Supplemental Instruction: program for every student, not just for students that are struggling.
- UNT Writing Lab: offers free writing tutoring to all UNT students, undergraduate and graduate. http://writingcenter.unt.edu/
- Math Tutor Lab: https://math.unt.edu/mathlab/
- Succeed at UNT: how to be a successful student information. https://success.unt.edu/