

PROCESSES & METHODOLOGY FOR INNOVATION

ADES 4900 – cross-listed with ADES 5510/INFO6900
Art 125

Professor Ruth West, PhD, MFA

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Office Location: Zoom via. Course Canvas Pages

Office Hours: **By appointment** - Wednesday 1PM

COURSE DESCRIPTION

Innovation and experimentation is central to the future of academia, industry, and society. In this course learners acquire fundamental skills for translating insights from a broad range of disciplines into new experiences, technologies, or products that move society forward. Learners acquire skills in translating use case requirements into practical applications and for making impactful contributions in non-siloed team-based work environments. Through meaningful collaboration in cross-functional, multi-disciplinary teams, learners gain fluency with the research, design, implementation and delivery lifecycle using both quantitative and qualitative research and design methods. Work conducted in this course addresses a variety of topics utilizing emerging technologies, including virtual reality (VR), augmented reality (AR), spatial computing, gaming, robotics, machine learning, wearable technology, mobile technologies and more. Projects may lead to the collaborative authoring of peer-reviewed publications, presentations and/or exhibitions in multiple disciplines.

The class project addresses timely research topics and questions at the intersection of human computer interaction and embodiment. Students in the course will develop individual experimental human computer interaction research projects that incorporate use of eye tracking and are tailored to their individual interests and academic and professional objectives. . Eye tracking is a cross-cutting analysis methodology applied in multiple contexts to inform innovation research. Its broad scope and applicability facilitate student collaboration across multiple disciplines in the course in ways that are applicable in real-world contexts.

COURSE CONTENT & SCHEDULE CHANGES *The course schedule, assigned readings, assignments and grading rubrics are subject to change in timing, content and scope at the Course Instructor's discretion.*

COURSE PREREQUISITES

None

COURSE OUTCOMES & OBJECTIVES

Upon successful completion of this course, student should be able to:

- demonstrate an understanding of the innovation research, design, implementation and delivery lifecycle
- conceptualize, plan, design and implement quantitative + qualitative research & design methods
- demonstrate an understanding of ethical and responsible conduct of research
- explore and effectively organize, critique and synthesize research literature
- successfully collaborate in cross-functional, multi-disciplinary teams
- demonstrate effective writing, critical analysis, and synthesis skills in developing co-author peer-reviewed publications through group writing practices
- demonstrate an understanding of emerging technologies such as VR/AR, robotics, gaming, machine learning etc.

COURSE DELIVERY FORMAT: The course will meet **synchronously, on campus**. In the event that remote course delivery is required, we will meet (online, via the internet) via zoom.

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 **computer connected to the internet** including a **webcam** and **microphone** in combination with **Zoom** and **Canvas** in order to participate fully in remote portions of the course. In the event of remote instruction, we will keep **webcams on during the entire course meeting time**.

- Access the specific Zoom link for the course sessions in the CANVAS site via the “Zoom” link in the navigation menu.

- It is the student's responsibility to regularly check the CANVAS course announcements and monitor their UNT email for course instructions and updates.

TECHNOLOGY REQUIREMENTS IN THE EVENT OF REMOTE INSTRUCTION

- Students are required to have access to a computer with hi-speed internet access, web browser software, a webcam and microphone and speakers/headphones for audio and video capabilities to participate fully in remote portions of this class. These features come standard on most computers.

TECHNICAL ASSISTANCE: Computer Help Desk: CANVAS, Zoom and Computing

For help with CANVAS, Zoom, or other computing issues related to work for our course, please contact the UNT Student IT help desk.

HELP IS AVAILABLE at: <https://online.unt.edu/gethelp>

Extended hours are available and updated at this link.

Contact UIT Helpdesk for assistance:

- **Web:** <https://it.unt.edu/helpdesk>
- **Phone:** 940-565-2324
- **Email:** helpdesk@unt.edu
- **Hours (subject to change):**
 - Sunday: 12 p.m. – 10 p.m.
 - Monday - Thursday: 8 a.m. – 10 p.m.
 - Friday: 8 a.m. – 8 p.m.
 - Saturday: 9 a.m. – 5 p.m.

REQUIRED ONLINE COURSE RESOURCES

Zotero

Zotero (<https://www.zotero.org/>) is a bibliographic management tool that is an online, web browser plugin, and standalone application. Our team will use a private Zotero group called: **innovationresearch** to share and organize the growing body of literature and other information assets we will collect and utilize in our projects.

Once you have created a zotero user account, set up zotero standalone and browser plugin on your computer, please send me your zotero user information, and I will add you to the private group. **Instructions for setting up and configuring Zotero will be provided during the first week of class.**

Slack

We will use Slack as our primary way of communicating outside of course meetings. Information on how to access the course slack will be provided during our course meeting in Week 1. You will need to provide me with an email address that you prefer to use for slack.

CANVAS

Course materials including the syllabus, project instructions, assignments, links to readings and weekly course meeting topics will be stored on CANVAS.

Miro

Miro (<https://www.miro.com>) is an online collaborative whiteboard and diagramming platform. Instructions for accessing a free educational account will be provided in class.

Google Drive

We may use a secure Google Drive to store materials for the class project. Information for how to access the drive will be provided during our course meetings. You will need to provide a gmail in order to access the drive.

Data Analysis Tools

We will utilize a variety of tools, for analysis of qualitative data, including human subjects audio transcripts and video recordings. We will utilize Qualtrics for online surveys. We will utilize <https://transcribe.wreally.com/> for transcribing human subject interview recordings.

We will utilize a variety of additional data analysis tools as needed during the course of our research. Some of the data analysis tools may be Dedoose (<https://www.dedoose.com/>) and MAXQDA (<https://www.maxqda.com/>). In the event that we utilize Dedoose, students will be required to obtain a Dedoose account (<https://www.dedoose.com/home/pricing>). The student rate is \$10.95 per month.

Additional tools as needed for individual student projects.

Information about tools will be provided during our course sessions as they become relevant to the course projects and research.

ADDITIONAL COURSE REQUIREMENTS

IRB CITI Training Certificate

- All students in the course are required to provide a current IRB training certificate (within the past 3 years) or complete the CITI IRB certificate training. Information for this will be provided by the instructor.

REQUIRED READINGS

- Purchase, H. C. (2012). *Experimental Human-Computer Interaction: A Practical Guide with Visual Examples* (1st edition). Cambridge University Press.
- Additional texts will either be found on the web or provided electronically. Reading assignments will be provided during course sessions. They are a required part of the research and projects for this course and comprise a significant portion of the evaluation. Readings are NOT optional.

CONFIDENTIALITY OF PROJECT MATERIALS AND DATA

Project data and materials are confidential and governed by the IRB agreement for the research. Maintaining confidentiality of research data and materials is a fundamental principle of the ethical conduct of research with human subjects. More information about the IRB agreement and guidelines and requirements for working with confidential project data will be provided during class.

PARTICIPATION

Participation includes a combination of conducting research, readings (outside of class), discussion (in class) and attendance and engagement in course sessions and collaboration with student colleagues. Full participation is necessary to succeed in this course.

ASSIGNMENTS & ASSESSMENTS

| Assignments | Percent % |
|--|------------------|
| IRB – CITI Human Subjects Training Course | N/A Required |
| Participation and collaboration | 10 |
| Readings, Annotated Bibliographies, Critiques, Summaries, Discussions, Presentations | 30 |
| Research study (multiple deliverables to be determined as required by the research) | 60 |
| Total | 100% |

Due dates for assignments: Each assignment/deliverable has a due date specified in CANVAS. The majority of assignments are due as submissions in CANVAS by 11:59 PM on the evening prior to the class meeting they will be presented, and discussed in. **Refer to the instructions and due dates for each individual assignment in CANVAS.**

Rubrics: Assignments have a rubric and points that can be viewed in the online course management system, CANVAS.

COURSE SCHEDULE *The course schedule, assigned readings, and assignments and evaluation are subject to change in content and scope at the Course Instructor's discretion.*

| Week | Course Session |
|------|--|
| 1 | <p>Course objectives/structure Setup: course tools/resources Topic: Experimental HCI Research <u>Introduce:</u> Individual Research Project – Overview <u>Introduce:</u> CITI training / Cayuse <u>Introduce:</u> Team presentation: Real-world Research <u>Introduce:</u> <u>Reading:</u> Chapter 1, Experimental HCI</p> |
| 2 | <p>Team presentations: Real-world Research Topic: Research Workflow <u>Introduce:</u> Individual Research Project – Part 1 <u>Introduce:</u> Annotated bibliography <u>Introduce:</u> <u>Reading:</u> Chapter 2, Experimental HCI Demos: bibliographic management DUE: Reading: Chapter 1 Experimental HCI</p> |
| 3 | <p>Workshop: Individual research project – Part 1 Workshop: annotated bibliography development and writing Continue: Topic: Research Workflow <u>Introduce:</u> Individual research project – Part 2 <u>Continue:</u> <u>Reading:</u> Chapter 2, Experimental HCI DUE: Individual research project – Part 1</p> |
| 4 | <p>Topic: Designing research and experiments Topic: Research ethics and research protocols <u>Introduce:</u> Individual research project – Part 2 (continued) <u>Introduce:</u> Qualtrics online training <u>Introduce:</u> Reading: Chapter 3 Experimental HCI (selected sections part 1) DUE: CITI Training certificate DUE: Reading: Chapter 2 Experimental HCI DUE: Individual research project – Part 2 (sections)</p> |
| 5 | <p>Topic: Designing research and experiments – data capture instruments (surveys, experiences etc.), protocols (continued) Topic: Finding validated measures to use in your research Workshop: Individual research project – Part 2 (all elements) Workshop: Qualtrics – setup/share Qualtrics for collaboration <u>Introduce:</u> Individual research project – Part 3 <u>Introduce:</u> <u>Reading:</u> Chapter 3 Experimental HCI (selected sections part 2) <u>Continue:</u> Individual research project – Part 2 (sections) DUE: Reading: Chapter 3 Experimental HCI (selected sections part 1) DUE: Individual research project – Part 2 (selected sections)</p> |

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| | |
| 6 | <p>Workshop: IRB application development/writing – utilize individual research project Parts 1, 2 and 3</p> <p>Workshop: Iterate experimental protocol for individual research project, data capture and analysis plan</p> <p><u>Introduce</u>: IRB application (all sections)</p> <p><u>Introduce</u>: Reading: Chapter 4 Experimental HCI</p> <p><u>Introduce</u>: Data capture and analysis planning</p> <p>DUE: Individual research project – Part 3 (all sections)</p> <p>DUE: Revised – Individual research project – Part 2</p> <p>DUE: Reading: Chapter 3 Experimental HCI (selected sections part 2)</p> |
| 7 | <p>Workshop: Data capture instruments, protocol, Qualtrics, and all components for executing individual research project</p> <p><u>Introduce</u>: <u>Reading</u>: Chapter 4 Experimental HCI</p> <p>DUE: IRB application draft – all sections drafted for in-class workshop</p> |
| 8 | <p>Topic: Recruitment: practical steps, scheduling and coordination</p> <p>Schedule Planning/Preview – Sessions – Individual projects</p> <p>Topic: Facilitating human subjects research – practical aspects and ethics</p> <p>Demo: Eye tracking study: participant run through</p> <p>Demo: Eye tracking study: data analysis run through</p> <p><u>Introduce</u>: Facilitation process and scripts</p> <p><u>Introduce</u>: Reading: Analysis methods (TBD)</p> <p>DUE: <u>Reading</u>: Chapter 4 Experimental HCI</p> |
| 9 | <p>SPRING BREAK</p> <p>No Classes.</p> |
| 10 | <p>Workshop: Facilitating participant sessions and logistics</p> <p>Workshop: Experimental Protocol: Individual project reviews</p> <p>Topic: Qualtrics: generating test data for planning analysis</p> <p><u>Introduce</u>: Qualtrics test data and preliminary visualization</p> <p>DUE: Facilitation scripts – customized for individual research projects</p> |
| 11 | <p>Workshop Experimental Protocol</p> <p>DUE: Recruit/schedule participants</p> <p>DUE: Test data: Qualtrics</p> <p>DUE: Test data: eye tracking</p> <p>DUE: Reading: Analysis methods (TBD)</p> |
| 12 | <p>DUE: Run individual research project participants in lab. (As per individual schedule session times)</p> |
| 13 | <p>DUE: Run individual research project participants in lab. (As per individual schedule session times)</p> |
| 14 | <p>Workshop: project analysis/results</p> <p>DUE: Run individual research project participants in lab. (As per individual schedule session times) – Complete any remaining</p> <p>DUE: Research project analysis/results: Sign up for session in lab</p> |

| | |
|----|--|
| | |
| 15 | Workshop: Research presentations Introduce: Research project Presentations (Format, timing, requirements) DUE: Research project analysis/results: Sign up for session in lab |
| 16 | LAST CLASS PRESENTATIONS – Individual research project presentations – in class DUE: Project presentation – slides (canvas upload), presentation in-class DUE: Completed Individual Project writeup NOTE: There is no final exam for this course during finals week. |

NOTE: Additional readings and resources specific to individual project requirements will be assigned during class meetings.

DIVERSITY, EQUITY, INCLUSION AND NAMES AND PRONOUNS

It is the intent for materials and learning activities in this course to support students in engaging and considering multiple perspectives, and gain confidence and comfort in expressing their identities, values and perspectives as part of an inclusive approach to pedagogy, research and creative scholarship. The intent is for students from all backgrounds and perspectives to be well served by this course and that the diversity of our student community be respected and viewed as a resource and benefit for all. The intent is for materials and learning activities in this course to be presented in a way that is respectful of multiple perspectives and diversity. Your suggestions are encouraged and appreciated. Please let me know ways in which the effectiveness of this course can be improved for you personally, or for other students or student groups.

I value the many perspectives that students bring to our university. Please work with me to create a classroom culture of open communication, mutual respect and inclusion. *All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. We are all learning together.*

UNT provides class rosters to the instructor with the student's legal name and preferred first name, if you have provided that information. Please let me know of any name or pronoun changes and preferences so I can help to create a learning environment in which you, your name and pronoun will be respected. If you need assistance with getting your preferred name added to your profile or ID card, please contact the university registrar's office.

CLASS PARTICIPATION EXPECTATIONS

I expect you to attend every class. You are responsible for completing all of the required assignments. I expect all students to participate in class discussions, contributing ideas and perspectives on topics or art. All your work should incorporate aspects or issues addressed in class in relation to your personal or professional interests.

You are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that everyone has an opportunity to gain from time spent in class, unless otherwise approved by the instructor, **you are prohibited from using cellular phones or beepers, checking your email or surfing the internet, updating your social networking sites, eating or drinking in class, making offensive remarks, reading newspapers or magazines, sleeping or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence**

ATTENDANCE POLICY.

- Regular and punctual attendance is required.
- Attendance will be recorded at the start of class. If you miss attendance it is your responsibility to check in with the instructor.
- Three absences will be tolerated.

- More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused.
- More than three absences will lower your final grade by one letter grade per additional absence (4 or more)
- Departure from a class session prior to the end of the regularly scheduled class time is considered an absence.
- You are responsible for notifying the instructor of an absence within 24 hours of the absence. Do not call the main office to leave the instructor a message that you are missing class. Notification via email is preferred.
- **If you are absent you are responsible for contacting a class member in order to get any information or assignments that were given in class. The instructor will not use any class time to repeat missed lectures or assignments. The instructor will not email missed course information or assignments to students who have missed class.**
- Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late.
- A tardy arrival is considered to be arrival 5 minutes after the beginning of class.
- If you are late to class, you will need to notify the instructor at the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence.
- Assignments that are turned in late will receive one letter grade lower per day for each day they are late.
- Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor's excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- Critiques missed may not be made up and grades will reflect the student's failure to participate in the critique discussions.
- The roll call attendance will be automatically applied via the CANVAS gradebook.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID (<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.

Alternate delivery methods, such as zoom may be available with instructor permission in the event a student has a health concern/issue. Email the instructor at ruth.west@unt.edu to request the possibility of alternate delivery at a minimum 4 hours in advance of the regularly scheduled class time. This is not guaranteed and the instructor reserves the right to determine if this can be facilitated in the context of the course on a case by case basis.

CLASS RECORDINGS

Synchronous (live) and asynchronous sessions in this course will **NOT be recorded**.

Class recordings by students or others are not permitted without express written approval of the instructor.

Class materials and or/any 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.

COMMUNICATION and COURSE UPDATES

Student communication and course updates will be conducted through the UNT CANVAS course management system and/or UNT email. ***You are responsible for monitoring your UNT email and the course CANVAS pages for***

communication and updates. If an email or course update has been sent out, **it is assumed you have received it and are responsible for any specified course requirements therein.**

In the event of weather events, the University will send out emergency notifications. See the UNT Emergency Notifications section (below).

If weather presents unsafe driving or other conditions, the instructor may offer the course via ZOOM. Students are expected to monitor their UNT email and Course Canvas Announcements for any updates regarding the course delivery mode for a given date or other course notifications.

Email: When contacting the instructor please use UNT email and not the CANVAS messaging system. Emails must include a header that reflects the subject of the email, in addition to the body of the email. My email is: ruth.west@unt.edu I will answer emails in the order in which I receive them, as soon as possible, and within three business days (M-F). My email hours are 10 AM – 5 PM. I will not be available to reply to emails during weekends. I will not reply to emails from those who were absent and would like information on what was missed in class. Please see the attendance section for how to obtain information if you missed class.

OFFICE HOURS

I request that students schedule an appointment in advance to meet during office hours. You can make an appointment by speaking with me during a class session, or via email. I may also set up the ability to schedule appointments via CANVAS. If that ability is available I will advise all students in the course.

LATE WORK / MAKE-UP POLICY

Late work is subject to a penalty of 10% deducted from the assignment's value per day the work is late, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor. This is a technology-oriented course. **Computer issues, or technical difficulties, including access to CANVAS are not mitigating circumstances to excuse late work penalties.** It is important to keep backup copies of work in progress, maintain your computer and any peripherals in working order, and submit projects before/by the due date. The late policy will be applied automatically via the CANVAS grade book.

GRADING

Grades will be provided regularly through the semester (after assignments are submitted, critique, etc.) and at end of term.

A = Excellent (100-90%)

B = Above Average (89-80%)

C = Average (79-70%)

D = Inferior (69-60%) [passing but not necessarily satisfying degree requirements]

F = Failure (59% or below)

Note: Grades are not rounded and cut-off values are within the grade percentages.

ACADEMIC INTEGRITY

According to UNT Policy 18.1.16, 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 includes cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper/work for different classes without permission. Unfortunately, incidents of academic dishonesty, especially plagiarism, have been increasing throughout colleges and universities in the United States. Plagiarism occurs when you deliberately or unintentionally use another person's language, ideas, design, or materials and present them as your own work without properly acknowledging and citing the source. The University of North Texas considers plagiarism a serious form of academic dishonesty. Avoid plagiarism by carefully and correctly citing your sources whenever you use someone else's words, equations, graphics, or ideas. If you are

unsure of something and are worried you may be plagiarizing, come see me. Cite sources carefully, completely, and meticulously; when in doubt, cite.

The university, college, department, and I expect you to conduct your own papers/design and to provide full and accurate citations for any specific ideas or language—words, phrases, sentences—that you take from outside sources, including the internet. For the university's policy on Academic Integrity, please refer to the website at <https://facultysuccess.unt.edu/academic-integrity>. Any act of academic dishonesty in this class may result in receiving an F on the assignment/project/test, dismissal from class with a final grade of F, and even suspension or expulsion from the university, depending upon the severity of the violation.

DISABILITY ACCOMMODATION

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 at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

RULES OF ENGAGEMENT

UNT 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.

EMERGENCY NOTIFICATION & PROCEDURES *

UNT Emergency Guide: <https://emergency.unt.edu/about-us>

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 the course management system for contingency plans for covering course materials.

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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

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 and 14 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 at www.spot.unt.edu or email spot@unt.edu.

INCOMPLETE GRADES

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

SEXUAL DISCRIMINATION, HARASSMENT & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: <http://deanofstudents.unt.edu/resources> 0. UNT's Student Advocate can be reached through email at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

PERMISSION TO USE STUDENT WORK

We would like to use your work to spread the news about the amazing work created at UNT! Please help us put your work on display by allowing us to photograph and exhibit your work on UNT social media, websites and paper advertising. Thank you!

I hereby grant permission to UNT, and Professor West to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. Scope of Permission. This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogs, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. Certificate of Ownership. I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. Privacy Release. I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. Signature. By signing below, I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non- exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Printed name: _____

Signature: _____

Date: _____

Name of Course: _____

STUDENT SYLLABUS ACKNOWLEDGEMENT

Professor Ruth West

I _____ acknowledge that I have read the course syllabus for ADES 4900/ADES 5510/INFO 6900

. I understand the course structure, grading, attendance policies, as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

STUDENT NAME: (Please print) _____

STUDENT SIGNATURE: _____

DATE: _____