Special Computer Applications Problem – Directed Research
Fall 2019 – CSCE 4940, Section 824 14526

Instructor: Professor Ruth West
Office: ART 125 D
Office Hours: By appointment
Email: ruth.west@unt.edu
Office Phone: 940-369-5933

Description: This course enables students to work on research in applying computer science to another field. Work is supervised and work plan approved by the faculty member in computer science and the relevant discipline, this may be one faculty member fulfilling both roles or two or more faculty members. Students work individually and as part of a team within the faculty member’s research. The research may advance existing ongoing research in the faculty member’s research lab or develop new aspects depending on student interests and research lab needs.

Prerequisite(s): Prior approval of plan by faculty supervisor. You must get Instructor consent by email as well as consent of department in order to enroll. Open to advanced undergraduate students capable of developing problems independently. May be repeated for credit for a maximum of 6 hours.

Schedule: This course does not meet at a regularly scheduled time. A schedule will be established for each student so they can participate with the research team they are a part of. Individual meetings with the faculty mentor are scheduled for students to facilitate their learning and students meet regularly with their research team members.

COURSE CONTENT & SCHEDULE CHANGES
The course schedule reflects expected class progress in course subject matter and is considered tentative. **The course schedule, assigned readings, and assignments are subject to change in content and scope at the Course Instructor’s discretion.**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>8/30/19</th>
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<tbody>
<tr>
<td></td>
<td>Meet w/Professor West for course overview, research topic review and to develop a schedule.</td>
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<tr>
<th>Week 2</th>
<th>Week of 9/2/19</th>
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<tbody>
<tr>
<td></td>
<td>CAMPUS CLOSED 9/2/16 – LABOR DAY HOLIDAY</td>
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<tr>
<td></td>
<td>Introduction to the lab and research team(s).</td>
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<td></td>
<td>Begin to conduct a literature review as needed for your topic. Document sources in Zotero group/folders created by Prof. West.</td>
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<tr>
<th>Week 3</th>
<th>Week of 9/9/19</th>
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<tbody>
<tr>
<td></td>
<td>Ongoing work on research with team.</td>
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<td></td>
<td>Weekly team meeting</td>
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<td></td>
<td>Meet with Professor West.</td>
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<tr>
<td>Week</td>
<td>Week of</td>
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| Week 4 | 9/16/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Week 5 | 9/23/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Weeks 6 | 9/30/10 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Week 7 | 10/7/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Week 8 | 10/14/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Weeks 9 | 10/21/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Week 11 | 10/28/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Weeks 12 | 11/4/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Weeks 13 | 11/11/19 | • Ongoing work on research with team.  
• Weekly team meeting  
• Code review – as needed  
• Meet with Professor West. |
| Week 14 | | |
Week of: 11/18/19
- Ongoing work on research with team.
- Weekly team meeting
- Code review – as needed
- Meet with Professor West.

Week 15
Week of 11/25/19
- Ongoing work on research with team.
- Weekly team meeting
- Code review – as needed
- Meet with Professor West.

Week 16
Week of 12/2/19
- Complete research work for the semester
- Code review – as needed
- Submit documentation or research
- Submit research results
- Submit any research products/deliverables not limited to code, writeups, figures and other research deliverables
- Weekly team meeting
- Meet with Professor West

COURSE REQUIREMENTS
Special Computer Applications Problem – Directed Research is an opportunity for advanced undergraduates to work on research in applying computer science to another field. Students work as part of research teams or individually. Throughout the semester they engage in developing research skills including but not limited to literature review, research study and/or analysis design, data collection, data annotation, code development, code version control, code reviews, code documentation, project team discussions, project team leadership, project team meeting planning, research project deliverables documentation, manuscript preparation, or preparation of presentation materials to communicate about the research. The course provides students the opportunity to gain skills in synthesizing existing concepts, technical skills, and knowledge acquired through previous coursework and professional experiences with new concepts, knowledge and skills, and to demonstrate these through developing, critically writing about, and/or documenting new research designs and outcomes.

REQUIRED TEXTS AND STUDY MATERIALS
Course readings and materials are determined on an as needed basis by the research objectives. Readings are maintained in a research bibliography database/

STUDENT EVALUATION (GRADING)
1. [50%] Project: completed research aims/project deliverables as agreed upon with the project team
2. [25%] Team participation/project updates and reviews
   o Collaboration in cross-functional teams to accomplish research, team meetings, code reviews, and preparation of materials for communicating research results.
3. [25%] Documentation and code reviews
   o In addition to the completed research aims or deliverables as agreed upon with the project team, code, data collection, analysis and/or other project
components will be documented in a manner consistent with lab research practices.

ATTENDANCE POLICY:

- Regular attendance according to the agreed upon schedule is required.
- More than three absences will require a note from a doctor or a note from the department 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)
- Do not call the main office to leave the instructor a message that you are missing session. Notification via email is preferred to: ruth.west@unt.edu
- If you are absent you are responsible for contacting a team member in order to get any information or assignments that were given at the team meeting(s)

COMMUNICATION and COURSE UPDATES

Student communication and course updates will be conducted through either email or the research lab SLACK application via your UNT email as this course it not on the CANVAS system. You are responsible for monitoring your UNT e-mail and the lab SLACK channels for communication and updates. If an email or update has been sent out, it is assumed you have received it and are responsible for any specified course requirements therein.

Email: When contacting the instructor please use UNT email and or the Lab SLACK and not the Canvas messaging system, as this course is not in the CANVAS 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.

OFFICE HOURS
Mondays 2P – 3PM and by appointment.

LATE WORK / MAKE-UP POLICY
Late work may be 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.

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)

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.
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.

HEALTH & SAFETY PROGRAM
Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook: https://art.unt.edu/healthandsafety.

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES

Health & Safety Area Specific Information: New Media Art

Hazards of Materials
Batteries, old monitors, lamps from digital projectors if broken may release mercury. There are no known health hazards from exposure to lamps that are intact.

Best Practices
Though not much is generated, the New Media technician is certified for handling Hazardous Waste by the University of North Texas. For installations or sculptural elements, please cross-reference with other area specific information as needed.

Area Health & Safety Rules
All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.
* Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor) and can be found here: https://art.unt.edu/healthandsafety.
* Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted.
* In case of emergency, call campus police at (940)565-3000 or call 911
* File an incident report (forms may be found in the CVAD H&S handbook and in the main office) within 48 hours of the event).
* Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly.
* No food or drink in the studio.
* There is absolutely no food or drink allowed in the CAVE or studio at any time.
* Your class and experience level determine the level of your CAVE privileges and access to certain equipment.
* Be mindful and respectful of all CAVE rules and procedures.
* If you see something out of place, please inform an instructor, tech or student worker immediately.
* If you need assistance moving, lifting, hanging, drilling, cutting, etc., ask someone for help before attempting the action by yourself. If you don’t know how to use something, ask. Part of a successful art making community is a willingness to assist fellow artists.

* Practice common sense and always be aware of your surroundings. Even if you are not working with something dangerous, someone around you may be.

* Wear appropriate safety equipment and clothing if you are using or around power tools, heavy objects, chemicals, dust, fumes, etc. Do not wear loose clothing or jewelry when using power tools. Closed toe shoes should be worn during construction and installation of work. Wear a respirator if you are working with any noxious fumes (smoke, spray paint, resin, etc.).

* Do not use force on any piece of equipment.

* Clean up after yourself.

* If multiple people are using an item that comes in close contact to the body (VR headset, microphone, mask, etc.), take proper precautions to minimize the transfer of contagions. Utilize disinfecting wipes, disposable face masks, etc. to help keep yourself and your peers healthy.

* Be diligent in protecting your privacy and data. Log out of email and social media accounts when you login on shared computers. If you notice a colleague forgot to log out of an account, log out for them. Make sure to backup all of your project data. If you use shared data storage device (SD card, Camera’s internal HD, Flash Drive, etc.) delete your data off the device before returning it.

* Do not block doorways or block access to lights.

* Do not remove furniture from rooms or borrow furniture from rooms without permission.

* If something breaks, please tell a tech, student worker or instructor immediately.

* You must leave enough time at the end of open lab or class time to clean up, and return equipment to the cage.

* Do not create “daisy chains” with multiple electric cords and practice proper cable management.

* Paints, chemicals, dyes, and oil must be disposed of by UNT Risk Management Services. Do not pour any of these items onto the ground or down a drain.

* First aid kits are found in each New Media Area. Notify an instructor, technician, or student worker if supplies are low.

* Report any safety issues IMMEDIATELY to your instructor.

* All courses must engage in an end of the semester clean up.

* Safety Data Sheets (SDS) for studio materials are maintained by area technician.

Follow the CVAD CONTAINER POLICY (see below)
There are 3 types of labels used in CVAD.

**All containers must have a label identifying the contents at all times.**

**When you have read this far please email me your favorite artwork.**

**UNIVERSAL LABELS** (while chemical is in use):
All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the studios. All containers must be marked with your name, contents and date opened.

**UNIVERSAL WASTE LABELS** (when material is designated as waste):
All containers solely containing a universal waste must have a universal waste label identifying the contents as “Universal Waste - (type of universal waste)” that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

**HAZARDOUS WASTE LABELS**
All hazardous waste containers must have a label identifying the contents as hazardous. Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.
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, HARRASSMENT & 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 she can be reached through e-mail 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
By its nature, research results are disseminated in peer reviewed journals, other publications and presentations and online. The research you participate in during this course will be used by Prof. West in ongoing future research and publications, presentations and other possible projects. I hereby grant permission to UNT and Professor West to use, copy, reproduce, publish, distribute or display any and all works created in my coursework with Prof. West while at UNT. Additionally, I consent to the use of my name to coincide with images of this work.

Printed name: __________________________________________________________
Signature: __________________________________________________________
Date: ______________________________________________________________
Name of Course: Special Computer Applications Problem – Directed Research
STUDENT SYLLABUS ACKNOWLEDGEMENT
CSCE 4940 Section 824 14526 Special Computer Applications Problem – Directed Research
Fall 2019
Professor Ruth West

I ________________________________ acknowledge that I have read the course syllabus for Special Computer Applications Problem – Directed Research. 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: ___________________________