



## ADTA 4240 - 400 | Principles of Data Structures, Harvesting, and Wrangling Data

### Instructor Information

**Name:** Dr. Schenita Floyd

**Pronouns:** She/Her/Hers

**Office Location:** GAB 102G

**Office Hours:** Tuesdays and Thursdays, 11:00 am – 1:00 pm or by appointment

**Email:** Schenita.Floyd@unt.edu

**Communication Expectations:** The best way to communicate with me is to email me directly and copy the TA, or to attend my office hours. Please email me and copy the TA with any questions or concerns. I will check my email daily and try to respond as quickly as possible. However, during busy times, my inbox can fill up, so if you contact me and do not receive a response within two business days, please send a follow-up email. A gentle nudge is always appreciated. For appointments, please let me know 8 hours in advance. Here is an excellent website provided by CLEAR that gives you some tips for communicating online: [Online Communication Tips](#).

### Course Description

Introduction to collecting, wrangling, storing, managing, retrieving and processing datasets. Topics include fundamental concepts and techniques of data engineering, large-scale data harvesting, data wrangling methodologies, and storage and process architectures. Emphasizes applications and includes many hands-on projects.

### Course Structure

This course is an 8-week online class covering one module per week.

Important Notice for F-1 Visa Students taking this online course: Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa \(DOC\)](#) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

### Course Prerequisites or Other Restrictions

There are no prerequisites for the course.

### Course Objectives

By the end of this course, students will be able to:

1. Develop an understanding of the fundamental concepts of modern data management, including data life cycle, data scaling, structuring data, and data lakes concepts.
2. Develop knowledge and skills in data harvesting, storing, retrieving, and processing using cloud technology.
3. Develop knowledge and skills in cleansing/wrangling data with Google Cloud Platform resources.
4. Develop a foundational understanding of data querying.



Topics included in this course are as follows:

1. Introduction to Big Data
2. Structured and Unstructured Data
3. Data Life Cycle
4. Introduction to Google Cloud Platform
5. Introduction to other Cloud Platforms
6. Introduction to Operating Systems
7. Data Preparation
8. Data Quality
9. Data Queries

## Materials

**No textbook is required for this course**, but we will have articles to read and videos to watch throughout the semester.

## Teaching Philosophy

I want to create a learning environment that allows students to embrace learning through my experiences and their experiences with technology. I will set clear goals and expectations with reminders throughout the semester. I want to ensure students see the big picture, so I will incorporate real-world examples in my lectures. My primary role in the classroom is facilitating the construction of new knowledge through social engagement. As such, I will encourage students to take ownership of their learning. I will assess fairly and regularly through discussion forums, hands-on homework assignments, exams, team projects, and other collaborative activities to encourage learning.

## How to Succeed in this Course

### Complete Your Work

Complete your work on time and contact me and the TA when you have questions. Contact us by email or attend office hours. Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Additional office hours, in person and virtually, are available by contacting me to schedule an appointment. Remember, your success is our goal.

### Learn and Grow

UNT strives to offer you a high-quality education and a supportive environment, so you can learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and how to succeed at UNT, visit [unt.edu/success](http://unt.edu/success) and explore [unt.edu/wellness](http://unt.edu/wellness). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](http://scrappysays.unt.edu).

### Engage

Every student in this class should have the right to learn and engage in an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement, and I also encourage you to



review UNT's student code of conduct so that we can all start with the same baseline civility understanding (Code of Student Conduct) (<https://policy.unt.edu/policy/07-012>).

### Seek Accommodation if Needed

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>).

## Course Technology & Skills

### Minimum Technology Requirements

A list of the minimum technology requirements:

- Laptop or Desktop Computer with reliable internet access
- Speakers & Microphone
- Microsoft Office Suite
- [Canvas Technical Requirements](#)

### Computer Skills & Digital Literacy

A list of technical skills you must have to succeed in the course:

- Navigating Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheets, presentations, and graphics programs
- Posting to discussion boards
- Printing Word documents OR opening and printing PDF files using free [Adobe Acrobat Reader](#)

## Assessing Your Work

### Assessment & Grading

1. There will be **six assignments** throughout the course (25%)
  - Students are required to submit their homework on time.
2. There will be **five discussion posts** throughout the course (10%)
  - Students are required to submit their discussion posts on time.
3. There will be **one midterm exam** (25%)



- Students are required to submit their midterm on time.
4. There will be a **final exam** (10%)
    - Students are required to submit their final exam on time.
  5. There will be a **final project** (30%)
    - Students will submit a final project by the deadline provided on the Course Calendar.
  6. The total percentage for the course is 100%.

#### Grading Table

<b>Instrument</b>	<b>Percentage of Final Grade</b>
Assignments (6)	25%
Discussion Posts (5)	10%
Midterm	25%
Final Exam	10%
Final Project	30%
<b>Total Percentage</b>	<b>100%</b>

The final letter grade will be determined as follows:

<b>Final Grade</b>	<b>Percentage</b>
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	0-59

#### Course Requirements

The following are the course requirements.

1. The student will be responsible for checking UNT email announcements and other class communication daily.
2. The student will access and follow all course instructions in the syllabus, announcements, assignments, and all other class-related documents.
3. The student will complete all the class assignments in the time frame specified in the class documents, including the course calendar, to participate effectively in class activities. Please note that there will be a 15% deduction for each day the work is submitted late.



- The student will complete the midterm and project within the time frame specified in the class documents. **There are NO extensions for the midterm, final exam, or final project.**

## Course Schedule

This schedule is subject to change at the professor's discretion. Any changes to this schedule will be communicated during class, via class email, or via a Canvas announcement. Additional readings and activities may be added, which will be noted in the weekly module overview instructions.

Week	Date	Topics	Activities	Assignments Due
Week 1	6/1-6/6	Welcome & Overview Overview of Modern Data Concepts	Lecture 1 Readings/Video	Discussion Post #1 Assignment #1 6/7/2026 11:59 pm
Week 2	6/8-6/13	Big Data and the Data Life Cycle	Lecture 2 Readings/Video	Discussion Post #2 Assignment #2 6/14/2026 11:59 pm
Week 3	6/15-6/20	Introduction to Google Cloud Platform (GCP) Overview of Other Cloud Platforms (AWS, Azure, etc.) MIDTERM Review	Lecture 3 Readings/Video	Discussion Post #3 Assignment #3 6/21/2026 11:59 pm
Week 4	6/22-6/27	Midterm	Midterm	Midterm
Week 5	6/29-7/3	Introduction to Operating Systems: Basic Operating Systems Foundations for Data Engineering	Lecture 4 Readings/Video	Discussion Post #4 Assignment #4 7/6/2026 11:59 pm
Week 6	7/6-7/11	Data Quality Fundamentals of Data Wrangling and Cleansing	Lecture 5 Readings/Video	Discussion Post #5 Assignment #5 7/12/2026 11:59 pm
Week 7	7/13-7/18	Data Queries Case Studies	Lecture 6 Readings/Video	Assignment #6 7/19/2026 11:59 pm
Week 8	7/20-7/24	Final Exam & Final Project	Final Exam & Final Project	<b>7/24 (FRIDAY) 11 pm</b>



## Course Policies

### Online Course Attendance

Students are expected to participate actively each week and meet all course assignment deadlines as detailed in the Course Calendar. Each lecture will be recorded if students cannot attend lectures at the weekly scheduled time. For more information about the University of North Texas

Attendance Policy: <http://policy.unt.edu/policy/15-2-5>.

### Recordings

All the video recordings in this course, including lecture videos and live class activity recordings, are for students enrolled in the 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 for educational purposes. Students may not post or otherwise share the recordings in any form outside the class or the Canvas Learning Management System. Failing to follow this restriction violates the UNT Code of Student Conduct and may result in disciplinary action.

### Class Participation

Online participation is expected for this class. To learn more about campus resources and how you can achieve success, go to <https://succeed.unt.edu>.

### Late Work

All assignments are to be submitted by the due date and time. The deadline for submitting an assignment is 11:59 pm on the due date. After the deadline, you will incur a 15% deduction for each day late. No late midterm, final exam, or final project will be accepted.

### Online Assignment and Examination Policy

The University is committed to providing all users with a reliable online course system. However, if any unexpected server outage or any unusual technical difficulty 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 at [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues immediately.

### Generative AI Usage

Limited Use: Throughout the semester, you will or may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce.

I use GenAI to enhance materials, create scenarios, and perform general grammar checks. I will disclose how I use GenAI, and I expect the same from you. In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI-generated content without proper



attribution or substituting your own work for GenAI-generated content undermines the learning process and violates academic integrity. If you're unsure whether something is allowed, please seek clarification.

Prohibited: Generative AI is not permitted on exams (i.e., midterm and final exams).

### Scholarly Expectations

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes unless specifically requested by the instructor. Students must submit their own work. It is unacceptable to copy another student's work. If your work is copied from another student, you will receive a Zero for the assignment and be reported to the Academic Integrity Office. If caught a second time, you will get a Zero for the course and will be reported to the Academic Integrity Office again. Two academic integrity offenses will result in a suspension from the ADTA program, and a 3<sup>rd</sup> offense will result in dismissal from the ADTA program. Please review the UNT Student Academic Integrity policy for more information.

ADTA students must read and adhere to the course, department, and [UNT Academic Integrity](#) expectations. The consequences of violating Academic Integrity expectations are outlined below.

### Advanced Data Analytics Integrity Policy

	<b>Penalty</b>	<b>Other</b>
1 <sup>st</sup> Academic Integrity Offense	The minimum penalty is a 0 for the assignment AND a deduction of one letter grade from the final grade for the course. Other penalties may be assessed by the course instructor up to course failure, depending on the severity of the offense.	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office.
2 <sup>nd</sup> Academic Integrity Offense	Suspension from the ADTA program.	A second offense is defined as a separately reported offense either in the same class as the 1 <sup>st</sup> offense or in a different course. Students suspended for a second Academic Integrity violation will not be allowed to enroll in ADTA courses for one calendar year. For students who had a single Academic Integrity violation prior to Fall 2023, a second violation will result in suspension from the ADTA program.



3 <sup>rd</sup> Academic Integrity Offense	Dismissal from the ADTA program.	Students committing a 3 <sup>rd</sup> Academic Integrity offense will be dismissed from the program. For students who had multiple Academic Integrity violations prior to Fall 2023, any additional violation will result in dismissal from the ADTA program.
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### AI Tool Usage

AI is Permitted for Some Activities with Attribution:

The use of large language models and other generative AI technologies, including tools like ChatGPT, is allowed for specific activities or assignments designated by the instructor. Students must clearly indicate when AI-generated content has been used and cite the particular language model and platform used, following the citation guidelines of APA, MLA, or another relevant academic style. The majority of the work must still be the student's original creation. Violations of this policy will result in disciplinary action as outlined in the University's Academic Dishonesty Policy. Review the following table for guidance on AI usage.

	<b>Do</b>	<b>Don't</b>
Writing Assignments	Improve your originally produced writing using AI tools to edit, paraphrase, and proofread. Note if the percentage attributed to AI by the AI writing detector is scored over 20%, then the work will be reviewed further for a possible plagiarism violation.	Do not copy and paste entire works generated from AI tools. You may paraphrase or quote a small snippet, but you must cite the AI tool and use double quotations when using exact words from the AI tool.
Hands-on Assignments	Assist with understanding the assignment.	Do not copy and paste entire works generated from AI tools.
Exams	Use AI tools to prepare and study for an exam	Do not use AI tools during exams



Project & Presentation	Assist with understanding and guidance.	Do not use AI tools as your only source of information. Your references should come from a variety of sources, such as journal articles, conference proceedings, books, and other scholarly works.  Do not copy the entire code or presentation from AI tools. AI tools like ChatGPT are better at generating pseudocode in programming languages (e.g., Python or R), but still require manual editing to ensure accuracy.
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### Instructor Responsibilities and Feedback

The instructor is responsible for responding to student questions about assignments and projects, the course material presented, and providing additional resources to enhance understanding of the course material. Timely feedback is essential to student success, and the instructor is responsible for providing it throughout the course. The instructor or TA will grade submitted assignments and post students' grades within 10 days of the due date.

### Syllabus Change Policy

Changes to the course syllabus or due dates are not anticipated, but should they be necessary, the instructor will provide ample notice to students so they can complete assignments in a timely manner without penalty.



## 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.

## Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals' 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) (<https://clear.unt.edu/online-communication-tips>) for more information.

## Online Course System

The University is committed to providing a reliable online course system to all users. However, 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](https://www.unt.edu/helpdesk) (<https://www.unt.edu/helpdesk>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight



- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

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

## UNT Policies

### Academic Integrity Policy

The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The UNT Student Academic Integrity Policy is found at <https://policy.unt.edu/policy/06-003>.

### 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, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like



chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

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

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<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](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<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](mailto: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/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto: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](mailto: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/) (<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 online 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 online 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 online 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](mailto: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) (<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

### Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### Class Recordings & Student Likenesses

In case 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) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

#### *Chosen Names*

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

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

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

#### *Pronouns*

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

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)



- [How do I correct myself or others when the wrong pronoun is used?](#)

#### *Additional Student Support Services*

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

#### Academic Support Services

- [Academic Resource Center \(https://clear.unt.edu/canvas/student-resources\)](https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center \(https://success.unt.edu/asc\)](https://success.unt.edu/asc)
- [UNT Libraries \(https://library.unt.edu\)](https://library.unt.edu)
- [Writing Center \(https://writingcenter.unt.edu\)](https://writingcenter.unt.edu)
- [Math Lab \(https://learningcenter.unt.edu/math-lab\)](https://learningcenter.unt.edu/math-lab)

## Emergency Notification and 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.