

## Class information

### ADTA 5130 – Data Analytics I

**Credit Hours:** 3

**Class Time:** Monday 6 PM – 7:50PM CDT

**Class Location:** FRLD 400

## Instructor Contact

**Name:** Dr. Sarah Quintanar

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

**Office Location:** GAB 102A

**Office Hours:** In Person Mon 5-6 FRLD 424, Thursdays 12:00-2:00PM GAB 102, and virtually by appointment.

**Communication Expectations:** The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered promptly, usually within 24 hours. If you have not heard back from me in 24 hours, please feel free to send another email. Expect some delay if you email me during the weekend. Please include your course and section number in the email as I teach several courses/sections. Please send emails via your UNT account because external emails may be routed to the junk folder and emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides [Online Communication Tips](#).

**About the Professor:** Welcome to Data Analytics 1! I am Dr. Sarah Quintanar, the instructor for this course. Together with my colleagues, we are committed to providing an educational experience that is relevant, rigorous, and provides you with the knowledge and skills necessary to be successful in the world of big data/data science/data analytics. Since earning my PhD in Economics, I have taught a range of qualitative and quantitative courses related to economics, data analytics, and statistics. I also have provided applied microeconomic consulting expertise to private clients and spent a year working in the Financial Services Data Analytics sector. I am excited to have you in this course and look forward to learning more about you and your career goals. My primary objective is to provide support and guidance as you begin your Advanced Data Analytics journey, but remember that ultimately your success in the course depends on the effort you put in.

## Welcome to UNT!

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

## Course Description

**ADTA 5130** - Provides an overview of quantitative methods essential for analyzing data, with an emphasis on business and industry applications. Topics include identification of appropriate metrics and measurement methods, descriptive and inferential statistics, experimental design, parametric and non-parametric tests, linear regression, and categorical data analysis. Standard and open-source statistical packages will be used to apply techniques to real-world problems.

## Course Structure

This is a 16-week course designed in a module system. We will meet in person on Mondays at Frisco Landing in room 400 from 6:00PM to 7:50PM CT. Students are expected to attend class meetings regularly and to abide by the attendance policy established for this course.

## Course Prerequisites or Other Restrictions

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

## Course Objectives

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

- Perform exploratory data analysis using descriptive statistics to interpret data
- Be able to select appropriate probability distributions and use them in an analytic context
- Choose and apply the most convenient sampling methods
- Formulate and test hypotheses
- Construct and interpret confidence intervals
- Develop skills to analyze data using ANOVA and linear regression


## Materials

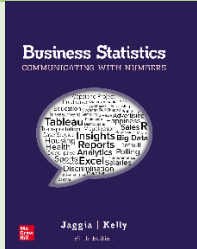
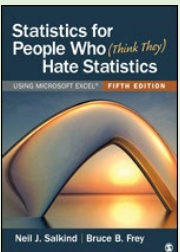
The official textbook for this course is the e-book version of *Business Statistics: Communicating with numbers, 5<sup>th</sup> Edition*. One textbook is required for this course.

E-book readings, homework, and practice assignments will be viewed by the instructor and graded through McGraw-Hill's Connect online content platform – so the online access license is required. Students can purchase this directly from the McGraw-Hill website:

<https://www.mheducation.com/highered>

Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas. Students will also need to have access to Microsoft Excel for data analysis assignments.

<p><b>Required:</b> E-Book - Business Statistics: Communicating with numbers, 5<sup>th</sup> edition. <b>By:</b> Sanjiv Jaggia and Alison Kelly <b>ISBN13:</b> 9781265035983 <b>Copyright:</b> 2025</p>	<p><b>Optional (useful after the course when you no longer have access to the textbook):</b> Salkind, Neil J. and Frey, Bruce B., (2021). <i>Statistics for people who (think they) hate statistics Using</i></p>	<p><b>Other supplemental materials:</b></p>  <p><a href="#">UNT Willis Library</a></p>
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	<p>Microsoft Excel (5<sup>th</sup> ed.). Thousand Oaks, CA: SAGE publications, Inc.</p>	
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## Course Technology & Skills

### Minimum Technology Requirements

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer
- Reliable internet access
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Speakers/microphone/camera
- Adobe Acrobat Reader
- Media Player
- McGraw-Hill Connect Platform

### Computer Skills & Digital Literacy

- Using Canvas
- Sending and receiving email with attachments
- Downloading and installing software
- Using statistical software
- Using Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm>)

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

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: • Monday-Friday: 8am-5pm

Telephone Availability: • Monday-Thursday: 8am-9pm • Friday: 8am-5pm • Saturday-Sunday: 11am-3pm

For additional support, visit [Canvas Technical Help](https://lms.unt.edu/resources) (<https://lms.unt.edu/resources>)

### Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails/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.

### Course Requirements and Grading

Your final grade will be determined based on the assignments noted in the table below.

Assignments	Points Possible	Percentage of Final Grade
<b>Quizzes</b> 11 quizzes - 20 points each lowest grade will be dropped	200 points	20%
<b>Homework Assignments</b> 12 Homework Assignments - 20 points each two lowest grades will be dropped	200 points	20%
<b>Participation Assignments</b> In-class assignments to show you are keeping up with your readings and assignments in the course.	100 points	10%
<b>Exams</b> Midterm - 100 points Final – 150 points	250 points	25%
<b>Project</b> EDA – 35 points Hypotheses – 35 points Final report – 120 points Final presentation – 60 points Peer Review	250 points	25%
<b>Total Points Possible</b>	1000 points	100%

<b>Final Grade</b>	A	B	C	D	F
<b>Point Range</b>	900+	800-899	700-799	600-699	Below 600

Grades are earned based on performance, not given based on effort or need. Your grade represents your performance in this course, not your potential as a student or as a human. If you feel an error has been made in the calculation of your grade, you may contact the instructor via e-mail. Grades are otherwise non-negotiable.

### Quizzes

Quizzes will not be timed and are due on the day the topic is covered in class (see syllabus for dates). Quizzes will be completed using the Connect portal. Quizzes will require the reading of the textbook chapter. The lowest quiz grade will be dropped (10 out of the 11 quizzes will be counted towards your final grade in the course).

### Homework Assignments

The homework assignments will not be timed and are due the Sunday 11:59 pm after the topic is covered in class (see syllabus for dates). You will have two attempts at each homework assignment, and the best score will be saved. Homework assignments will be completed using the Connect portal. The two lowest homework assignment grade will be dropped (10 out of the 12 assignments will be counted towards your final grade in the course).

### Participation Assignments

The participation assignments are really another format of homework assignments. These occur in class (on most, but not all class days) and cannot be made up. You earn full participation credit by showing up to class on time (6:00PM) and being engaged in the assignment (sometimes these are discussions, group problem-solving, etc.). The lowest participation assignment will be dropped to accommodate one missed class period.

### Exams

There is a midterm exam covering Chapters 1-9. The final exam is comprehensive. The exams are closed book exams, but you are allowed to use both sides of a cheat sheet (standard paper size, 8 ½" x 11") that is prepared by yourself. You should complete the exam independently and the exam is subject to the UNT honor code and conduct policies/actions.

### Project

In real life, it is essential to collaborate with various colleagues, arrange meetings to plan the execution of the project, collect and analyze the data, and present your findings to different levels of the organization. Groups of up to 5 students will be formed on Canvas to finish a project of applying statistical methods to real data. Please start communicating with your team members ASAP. More details including a rubric will be posted in Project Module on Canvas.

- **EDA and Hypotheses: Throughout the semester, one student from each team will** portions of the final project. The first part will be exploratory data analysis, and the second the groups proposed hypotheses. These documents need to include all team member names and submitted in a .doc or .docx format. These documents will be submitted for grading via software that checks for plagiarism and AI. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. The use of any AI tool is not allowed in 5130.
- **Final report & presentation** At the end of the course, one student from each team will submit a paper (.doc or .docx) that includes an introduction with business understanding/analytics questions, data

understanding and preparation, methods/modeling/analysis, and evaluation/discussion. No abstract section is needed but it should include a separate cover page that includes the title and every team member's full name. The research paper should be at minimum 10 pages (excluding the cover page) of content, double-spaced, with 1-inch margins, in Times New Roman 12-point font, free from grammatical errors, and appropriately using APA style for citations and reference list. The paper will be submitted for grading via software that checks for plagiarism so do not submit a zip or compressed file. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. A PowerPoint file of 10-12 slides must be submitted. The final report and presentation will be on April 27<sup>th</sup>, 2025. Each team member's full name on the first slide along with the title of the presentation must be included.

- **Peer review** Each student will provide a peer review on team members' contribution to the final product, and your project grade will be determined by the quality of the product and your contribution. If everyone contributes equally, both members will receive the same credit. Team members who contribute insufficiently will be deducted points. The professor reserves the right to adjust the team's recommended contribution. Students who do not provide a peer review will be deducted points.

Week	Topic / Learning Activities	Assignments
Week 1  Class: 1/12/26	Introduction Syllabus Course Overview	<ul style="list-style-type: none"> <li>• Homework – Plagiarism &amp; Syllabus (1/25)</li> </ul>
Week 2  Class: 1/19/26	Marthin Luther King Jr. Day – No Class	<ul style="list-style-type: none"> <li>• Quiz Assignment – Paper (1/25)</li> </ul>
Week 3  Class: 1/26/26	Chapter 1 – Data and Data Preparation Chapter 2 – Data Visualization	<ul style="list-style-type: none"> <li>• Quiz - Chapter 1 &amp; Chapter 2 (1/25)</li> <li>• Homework – Chapters 1 &amp; 2 (2/1)</li> </ul>
Week 4  Class: 2/2/26	Chapter 3 – Summary Measures	<ul style="list-style-type: none"> <li>• Quiz – Chapter 3 (2/1)</li> <li>• Homework – Chapter 3 (2/8)</li> </ul>
Week 5  Class: 2/9/26	Chapter 4 – Introduction to Probability Chapter 5 – Discrete Probability Distributions	<ul style="list-style-type: none"> <li>• Quiz – Chapter 4 &amp; Chapter 5 (2/8)</li> <li>• Homework – Chapters 4 &amp; 5 (2/15)</li> </ul>
Week 6  Class: 2/16/26	Chapter 6 – Continuous Probability Distributions	<ul style="list-style-type: none"> <li>• Quiz – Chapter 6 (2/15)</li> <li>• Homework – Chapter 6 (2/22)</li> <li>• <b>Group Project:</b> Exploratory Data Analysis (2/22)</li> </ul>

Week	Topic / Learning Activities	Assignments
Week 7  Class: 2/23/26	Chapter 7 – Sampling and Sampling Distributions	<ul style="list-style-type: none"> <li>• Quiz – Chapter 7 (2/22)</li> <li>• Homework – Chapter 7 (3/1)</li> </ul>
Week 8  Class: 3/2/26	Chapter 8 – Interval Estimation Chapter 9 – Hypothesis Testing	<ul style="list-style-type: none"> <li>• Quiz – Chapters 8 &amp; 9 (3/1)</li> <li>• Homework – Chapters 8 &amp; 9 (3/22)</li> </ul>
Week 9  Class: 3/9/26	Spring Break – No Classes	
Week 10  Class: 3/16/26	Mid-Term Exam	
Week 11  Class: 3/23/26	Chapter 10 – Statistical Inference Concerning Two Populations Chapter 11 – Statistical Inference Concerning Variance	<ul style="list-style-type: none"> <li>• Quiz – Chapters 10 &amp; 11 (3/22)</li> <li>• Homework – Chapter 10 &amp; 11 (3/29)</li> </ul>
Week 12  Class: 3/30/26	Chapter 13 – Analysis of Variance	<ul style="list-style-type: none"> <li>• Quiz – Chapter 13 (3/29)</li> <li>• Homework – Chapter 13 (4/6)</li> <li>• <b>Group Project:</b> Hypotheses (4/6)</li> </ul>

Week	Topic / Learning Activities	Assignments
Week 13  Class: 4/6/26	Chapter 14 – Correlation and Regression	<ul style="list-style-type: none"> <li>• Quiz – Chapter 14 (4/6)</li> <li>• Homework – Chapter 14 (4/12)</li> </ul>
Week 14  Class: 4/13/26	Chapter 15 – Inference with Regression Models	<ul style="list-style-type: none"> <li>• Quiz – Chapter 15 (4/12)</li> <li>• Homework – Chapter 15 (4/19)</li> </ul>
Week 15  Class: 4/20/26	Practical Session: ANOVA and Regression Analysis	<ul style="list-style-type: none"> <li>• Homework – Practical Session (4/26)</li> </ul>
Week 16  Class: 4/27/26	Project Presentations	<ul style="list-style-type: none"> <li>• <b>Group project</b> report and presentation (4/26)</li> <li>• <b>Group project</b> peer review (4/27)</li> </ul>
Week 17  Class: 5/4/26	Final Exam	

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

## Course Policies

### Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

### Attendance Policy

Students are expected to attend class meetings regularly and to abide by the attendance policy established for this course. **You are expected to attend at least 80% of our scheduled weekly classes.** Your final grade will be reduced if your attendance drops below 80%. It is important that you communicate with the professor prior to being absent so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, have work obligations, or family responsibilities that conflict with our regularly scheduled class meeting. You are responsible for reading course announcements and keeping up with assignments as posted in the course syllabus. It is always recommended that you attend scheduled virtual class meetings. They are not mandatory but do provide an excellent opportunity to interact with your peers and ask questions.

### Class Participation

Students should login regularly to the online class site. The instructor can use the tracking feature in Canvas to monitor student activity. Students are also expected to participate in all learning activities such as discussion board and projects.

### Group Project Policy

Group projects are an essential part of this course. These projects help you develop collaboration skills that are essential in the workplace. Group projects also contribute to learning and retention of class content. Other benefits include practice with time management and communication skills, giving and receiving constructive feedback, sharing perspectives in a respectful manner, and developing conflict management skills.

Ground rules: • Start the project early. Begin by discussing and defining project goals, group leadership, time schedule, and preferred means of communication • Respect each group member, attend group meetings prepared and on time • Each group member should complete a fair share of the work • Contact your instructor (sooner rather than later) if there is an issue or group dynamic that cannot be resolved in a timely manner.

You are expected to follow UNT's Code of Student Conduct which is intended to "foster a safe environment conducive to learning and development. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community." The [Code of Student Conduct](https://policy.unt.edu/sites/policy.unt.edu/files/07.012%20Code%20of%20Student%20Conduct.pdf) can be found at <https://policy.unt.edu/sites/policy.unt.edu/files/07.012%20Code%20of%20Student%20Conduct.pdf>. You are also expected to follow UNT's Student Academic Integrity Policy. The [Student Academic Integrity](https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf) Policy can be found at <https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf>.

### Late Work

All work for this course is due on the designated due and time. Any assignment submitted after that time will receive a grade of a 0. **No late work will be accepted.** Additional points may be deducted when the assignment is graded based on the quality of the work submitted. Please don't lose valuable points this semester by turning in work late.

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

### Examination Policy

Exams must be completed independently. Students that engage in academic dishonesty will suffer the consequences per department guidelines. If you lose your internet connection during an exam, contact the help desk immediately and notify me as well. If necessary, I can reset your exam.

### Assignment Policy

Assignment due time (all in Central Time) and dates are in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. For assignments that require you to upload your work, the submission should be in one of the following formats: .doc, .docx, .csv, .xlsx, .sas or .pptx. Do NOT submit .pages files. Turnitin will be utilized to address plagiarism issues in all formal scholarly writing. All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at an advanced undergraduate/graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. It is also considered inappropriate and unethical to work together on individual assignments or share work that is to be created on an individual level. Work submitted at the senior/graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the lower undergraduate levels.

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

### Turnitin Notice

Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use Turnitin to ensure their work is free of copyright issues prior to final submission of their projects.

### Instructor Responsibilities and Feedback

- I will help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, review and update course content based upon learning outcomes and changes in the field of study.
- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails usually within 24 hours. Grades for weekly assignments and project will be posted the following week.

#### Syllabus Change Policy

While the plan is to follow this syllabus as written, adjustments may be made when necessary or due to events outside of control. Any change will be announced.

#### UNT Policies

##### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

##### Data Analytics & Statistics 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>

ADTA students must read and adhere to the university, department, and course Academic Integrity expectations. The consequences of violating Academic Integrity expectations are outlined below.

**Data Analytics & Statistics 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 1 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.

**AI Usage**

The availability of large language models, such as ChatGPT (chat.openai.com) and Bard, is rapidly changing the tools that are available to students and in the “real world.” These large language models, however, are **not allowed** to be used in our class. **Any use of ChatGPT, Grammarly or other AI tools will result in an academic integrity violation.**

**ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester

and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

#### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

#### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

#### Retention of Student Records

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

#### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct \(https://policy.unt.edu/policy/07-012\)](https://policy.unt.edu/policy/07-012) 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 on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

#### University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

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

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](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. This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings. If you do not want your image to appear, turn off your camera prior to the start of the recording.

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

### Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

### Grades of Incomplete

Grades of Incomplete will only be given per university policy as outlined by the Office of the Registrar.

### Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit <http://policy.unt.edu/policy/08-001>.

## 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/student-counseling/resources/making-an-initial-appointment.html) (https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/resources/making-an-initial-appointment.html)

#### 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://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/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 Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)