ADTA 5820 – Analytics Leadership and Communication

Instructor Contact

Name: Dr. Sarah Quintanar
Email: sarah.quintanar@unt.edu
Office Location: General Academic Building- 101B (Denton Campus)
Office Hours: Tuesdays 11-2:00 PM (on campus), Thursdays 11 AM-1:00 PM (virtually) and by appointment
Class Meeting Location and Time: Curry Hall 103, Mondays 5:30 – 7:20 PM

Course Description

Develops an understanding of the theory and practice of leadership in organizational settings commonly encountered by analytics professionals. Develops and practices persuasive communication methods essential for effective leadership of analytics teams.

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:

- State and explain fundamental leadership concepts and evidenced-based leadership practices.
- Describe how actions and behaviors of leaders affect organizational outcomes.
- Assess organizational structures commonly encountered by analytics teams and key leadership approaches effective in those structures.
- Develop understanding of the importance and supportive practices for leading diverse teams.
- Understand strategies for leading in hybrid and remote work teams.
- Understand strategies for successfully assessing stakeholder needs, leading change, and managing innovation.
- Demonstrate ability to apply leadership concepts and practices to analyze, interpret, and recommend approaches to situations presented in case studies and in students’ work experiences.
- Develop skills to assess audiences to construct targeted, persuasive messages. Learn to communicate analytics appropriately to non-technical audiences.
- Understand and apply intercultural communication concepts.
- Create and deliver compelling oral presentations that guide action of decision makers.
• Learn techniques for effectively coaching team members and communicating in stressful situations.
• Learn practices to project positive ethical framework and display emotional intelligence.
• Assess and evaluate personal strengths, limitations, and performance in leadership roles and communication settings. Use insights gained to outline a personal development plan for leadership & communication skills.

Course Topics

Topics in this course include

1. Leadership Styles and Principles
2. Power, Influence, and Authority
3. Difference between Leadership and Management
4. Change and Innovation Management
5. Organizational Structure of Analytics Teams
6. Business Climates and Culture
7. Professional Ethics – General, Technology, Data
8. Coaching Team Members
10. Leadership Communication
11. Cross-Cultural Communication
12. Leadership Development Plans

Materials

We do not have any required textbooks for the course, but we will have required articles to read and lecture videos to watch throughout the semester. The following texts are strongly recommended as lectures are built from information therein.


Teaching Philosophy

One of my main goals in teaching is to foster interest in quantitative methods and data analysis—specifically, to provide students with the tools to understand daily references to these topics that they previously may have overlooked. I strive to make my courses challenging, accessible, and applicable to every student who enrolls. I believe giving students the responsibility to question, reason, and even struggle through difficult concepts increases their long-term enjoyment as well as the amount of information they are able to retain and apply once the semester is over.

Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered in a timely manner, usually within 24 hours during the week. While I understand many students work on assignments during weekends, I will not always be available as quickly during the weekend or campus holidays. 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. Emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips).

You may also contact me through Microsoft Teams if you have a question during regular office hours. The same general rule applies to timeliness of response for Teams as to email. Please only communicate with our TA through email and not Teams.

Course Technology & Skills

Minimum Technology Requirements
A list of the minimum technology requirements:

- Laptop or Desktop Computer
- 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 spreadsheet programs
- Using presentation and graphics programs
- Posting to discussion boards
- Printing Word documents OR opening and printing pdf files, using free Adobe Acrobat Reader
Course Requirements

The following are the course requirements for the course.

1. The student will be responsible for daily checking the UNT email announcements and other types of class communication.
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, the midterm and final in the time frame specified in the class documents, including the course calendar, to participate effectively in class activities. Please note that late work is not accepted unless there are extreme extenuating circumstances (ie. extended illness or emergency). There are NO extensions for the midterm or final project.

Grading

Assessment & Grading

1. There will be homework assignments throughout the course which will vary in format and subject matter depending on the material being covered each week.
   - Students are required to submit their homework on time.
   - Students are expected to complete their assignments individually, but CAN confer with other students in the class, the TA, and Dr. Q. **Students should not use AI to complete homework assignments unless otherwise specified by the professor.**
2. There will be discussion posts and participation activities throughout the course.
   - Students are required to submit their discussion posts on time and should complete them INDIVIDUALLY and **without the use of AI.**
   - Students are required to attend class and participate in-class discussions and activities.
3. There will be one midterm.
   - Students are required to submit their midterm on time and cannot makeup the exam.
   - The midterm will be INDIVIDUAL work **without the use of AI.**
4. Lastly, there will be a final project.
   - Students will receive additional details regarding the final project in Canvas. This will be individual work with very specific expectations regarding use of other sources and AI.
Grading Table

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Homework Assignments (1 lowest score dropped)</td>
<td>30%</td>
</tr>
<tr>
<td>Participation (1 lowest score dropped)</td>
<td>25%</td>
</tr>
<tr>
<td>• In-Class Discussions &amp; Activities [including attendance and questions during guest lectures]</td>
<td></td>
</tr>
<tr>
<td>• Discussion Posts in Canvas</td>
<td></td>
</tr>
<tr>
<td>• Other ‘practical’ activities in Canvas</td>
<td></td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Final Project</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total Percentage</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The final letter grade will be determined as follows:

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>
Course Schedule

This schedule is subject to change by the professor, including addition or removal of activities. Any changes to this schedule will be communicated in class and via university email or Canvas announcement. The weekly module in Canvas will list specific activities and assignments due each week. All assignments are due at 11:59 on the listed due date. In-class assignments will be due at the end of the class period unless otherwise specified.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Assignment(s) Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>January 16 to Jan. 21 [no in-person class this week]</td>
<td>Course introduction: Leadership Styles and Principles [Recorded lectures in Canvas]</td>
<td>January 21: Discussion Post #1</td>
</tr>
<tr>
<td>Week 2</td>
<td>Jan. 22 to Jan. 28</td>
<td>Power, Influence, Authority</td>
<td>January 28: Participation Assignment Assignment #1</td>
</tr>
<tr>
<td>Week 3</td>
<td>Jan. 29 to Feb. 4</td>
<td>Leadership Versus Management</td>
<td>February 4: Participation Assignment Assignment #2</td>
</tr>
<tr>
<td>Week 4</td>
<td>Feb. 5 to Feb. 11</td>
<td>Leading Change &amp; Managing Innovation</td>
<td>February 11: Participation Assignment Assignment #3</td>
</tr>
<tr>
<td>Week 5</td>
<td>Feb. 12 to Feb. 18</td>
<td>Impact of Analytics Teams Organizational Structure. Leading Remote Teams.</td>
<td>February 18: Participation Assignment Assignment #4</td>
</tr>
<tr>
<td>Week 6</td>
<td>Feb. 19 to Feb. 25</td>
<td>Climate, Culture, Ethics</td>
<td>February 25: Participation Assignment Assignment #5</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Assignment(s) Due</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Week 7</td>
<td>Feb. 26 to March 3</td>
<td>Coaching and Relationship Management</td>
<td>March 3: Participation Assignment Assignment #6</td>
</tr>
<tr>
<td>Week 8</td>
<td>March 4 to March 10</td>
<td>Emotional Intelligence and Managing Yourself</td>
<td>March 10: Participation Assignment Assignment #7</td>
</tr>
<tr>
<td>Week 9</td>
<td>March 18 to March 24</td>
<td>Leadership Communication</td>
<td>March 24: Participation Assignment Assignment #8</td>
</tr>
<tr>
<td>Week 10</td>
<td>March 25 to March 31</td>
<td>Communication Styles</td>
<td>March 31: Discussion Post #10 Assignment #9</td>
</tr>
<tr>
<td>Week 11</td>
<td>April 1 to April 7</td>
<td>Strategy &amp; Audience Analysis</td>
<td>April 7: Participation Assignment Assignment</td>
</tr>
<tr>
<td>Week 12</td>
<td>April 8 to April 14</td>
<td>Midterm Exam</td>
<td>April 8: Midterm Exam (in-class)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cross-cultural communication</td>
<td>April 14: Participation Assignment Assignment</td>
</tr>
<tr>
<td>Week 13</td>
<td>April 15 to April 21</td>
<td>Language &amp; Correspondence</td>
<td>April 21: Participation Assignment Assignment #11</td>
</tr>
<tr>
<td>Week 14</td>
<td>April 22 to April 28</td>
<td>Effective Oral &amp; Digital Presentations</td>
<td>April 28: Participation Assignment Assignment #12</td>
</tr>
<tr>
<td>Week 15</td>
<td>April 29 to May 5</td>
<td>Leadership &amp; Communication Development Plan [Presentations]</td>
<td>Development Plan</td>
</tr>
<tr>
<td>Week 16</td>
<td>May 6 to May 12</td>
<td>Final Project [Presentations]</td>
<td>Final Project</td>
</tr>
</tbody>
</table>
Course Policies

Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you cannot attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Recordings
This is a face-to-face class and not an online class, and that means that you are expected to be physically present in class for each class period this semester. If you must miss class, it is your responsibility to obtain notes/material covered from one of your classmates. I do not provide notes for missed classes, but am happy to meet with you to discuss any questions once you have obtained the materials from a classmate.

Class Participation
Attendance is expected for this class, and students are required to participate in all class activities. This is especially important given the large number of guest lectures we will have throughout the semester. 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. No late work 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: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback
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 course material. Timely feedback is essential for student success, and the instructor is responsible for providing timely feedback to students throughout the course. The instructor or TA will grade submitted assignments and post grades for students within ten 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 notification to students to 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 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
Email: helpdesk@unt.edu

Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
  • Sunday: noon-midnight
  • Monday-Thursday: 8am-midnight
  • Friday: 8am-8pm
  • Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help

UNT Policies

Academic Integrity Policy
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.

Advanced Data Analytics 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

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

Advanced Data Analytics Integrity Policy

<table>
<thead>
<tr>
<th>Penalty</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Academic Integrity Offense</td>
<td>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.</td>
</tr>
<tr>
<td>2nd Academic Integrity Offense</td>
<td>Suspension from the ADTA program.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3rd Academic Integrity Offense</td>
<td>Dismissal from the ADTA program.</td>
</tr>
</tbody>
</table>

**AI Use Policy**

1. Instructors must explicitly specify to which assignments that AI tools can be applied.

2. Students are allowed to improve writing originally produced by themselves by using AI tools to edit, paraphrase, and proofread. However, if the percentage attributed to AI by the AI writing detector is scored over 20% (on the answers) then the work should be reviewed further for a possible plagiarism violation.

3. For any assignment where the AI tools are allowed, students must use quotation marks to indicate statements generated by ChatGPT or other AI tools.

4. Citing AI or ChatGPT is insufficient in any academic writing assignment (e.g., a project report). Students must provide the references used - articles, textbook chapter, etc.

5. Students can use AI tools for tutoring services.

6. The use of AI tools in ADTA 5410 can be more flexible, as the course is focused on the applications of analytics methods. For example, students can use AI tools for coding in ADTA 5410.

7. Students are responsible for debugging and ensuring the accuracy of analysis performed by any statistical software.
a. Step-by-step instruction for statistical software (e.g., SAS Enterprise Miner or Excel) with GUI by ChatGPT is unreliable.

b. ChatGPT is better at generating pseudo code in programming languages (e.g., Python or R) but it still requires manual editing to ensure accuracy.

**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 accommodation 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 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 see the [ODA website](#).

**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](#) to learn more.

**Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://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](#).

**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) 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. 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) 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.

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
- Counseling and Testing Services
- UNT Care Team
- UNT Psychiatric 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 eulDs 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
- Financial Aid
- Student Legal Services
- Career Center
- Multicultural Center
- Counseling and Testing Services
- Pride Alliance
- UNT Food Pantry

**Academic Support Services**
- Academic Resource Center
- Academic Success Center
- UNT Libraries
- Writing Center
- 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.