Instructor Contact

Name: Dr. Sarah Quintanar  
Email: Sarah.Quintanar@unt.edu  
Office Location: GAB 101B  
Office Hours: Tuesdays 11:00-2:00 PM (on Denton campus), Thursdays 11:00 AM – 12:00 PM (virtually on Teams), and by appointment  
Class Meeting Location and Time: [optional] Virtually Tuesdays 12- 1:30 PM  

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).  

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 an 8-week course designed in a module system. We cover a full semester’s worth of material so we do move quickly. It is important that you give yourself enough study time each week to not fall behind. I will hold an optional synchronous session every Tuesday from 12:00-1:30. I will always record and post this session for those who are unable to attend. Other material will be available on Canvas asynchronously for each module. Students are also expected to participate in various online activities such as reading the textbook and articles, watching videos, and asynchronous discussions.  

All of these assignments are meant to benefit students who work hard. Do not underestimate the importance of these assignments on your overall course grade.
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. Undergraduate students in IPAC 4130 should have completed MATH 1100 or MATH 1680 or an equivalent course.

Course Objectives

By the end of the course, students should be able to:
1. Differentiate sampling methods and types of studies
2. Select the appropriate statistical test
3. Develop and articulate results from statistical models
4. Analyze categorical data analysis
5. Perform data analysis projects using statistical software tools
6. Apply concepts learned in course to real world case studies

Course topics include:
1. Review of fundamentals of data analysis
2. Review of probability
3. Parameter estimation and hypotheses testing
4. ANOVA
5. Analysis of categorical data
6. Simple and multiple linear regression

Materials

The official textbook for this course is the e-book version of Business Statistics: Communicating with numbers, 4th 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/home-guest.html

You can access all Connect materials through the link found in our Canvas course. 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.
Course Technology & Skills

Minimum Technology Requirements

- Canvas Technical 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
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)
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) for more information.

Course Requirements and Grading
Your final grade will be determined based on the assignments noted in the table below.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Assignments (discussion boards and other interactive activities)</td>
<td>150 points</td>
<td>15%</td>
</tr>
<tr>
<td>11 Assignments - 15 points each Lowest grade will be dropped.</td>
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<tr>
<td>Reading Assignments</td>
<td>200 points</td>
<td>20%</td>
</tr>
<tr>
<td>11 Reading Assignments - 20 points each Lowest grade will be dropped.</td>
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</tr>
<tr>
<td>Homework Assignments</td>
<td>200 points</td>
<td>20%</td>
</tr>
<tr>
<td>11 Homework Assignments - 20 points each Lowest grade will be dropped</td>
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<tr>
<td>Exams</td>
<td>250 points</td>
<td>25%</td>
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<tr>
<td>Midterm - 100 points</td>
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<tr>
<td>Final – 150 points</td>
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<tr>
<td>Group Project</td>
<td>200 points</td>
<td>20%</td>
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<tr>
<td>Proposal - 30 points</td>
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<tr>
<td>Final report – 100 points</td>
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<tr>
<td>Final presentation – 50 points</td>
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<tr>
<td>Peer Review - 20 points</td>
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<tr>
<td>Total Points Possible</td>
<td>1000 points</td>
<td>100%</td>
</tr>
</tbody>
</table>
Final Grade | A | B | C | D | F  
---|---|---|---|---|---  
Point Range | 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 me via e-mail. Grades are otherwise non-negotiable.

**Participation Assignments**
Most of these assignments will be in the form of discussion board activities – usually one to two per week. However, there will be weeks when you can earn participation points by attending review sessions or synchronous class meetings. These opportunities will always be conveyed in Canvas with significant advanced notice.

**Reading Assignments**
Reading assignments will not be timed and are due as we cover chapter material (see syllabus for dates). Reading assignments will be completed using the Connect portal. You will have one attempt for each. The lowest reading assignment grade will be dropped (10 out of the 11 assignments will be counted towards your final grade in the course).

**Homework Assignments**
The homework assignments will not be timed and are due the Sunday 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 lowest homework assignment grade will be dropped (10 out of the 11 assignments will be counted towards your final grade in the course).

**Exams**
There is a midterm exam covering Chapters 1-9 and the final exam is comprehensive. The exams are closed book exams. You should complete the exam independently and the exam is subject to the UNT honor code and conduct policies/actions.

**Group 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 5 students will be randomly 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.
- **Proposal** At the midpoint of the semester, one student from each team will submit a project proposal (1 page in .doc or .docx) which includes a title, each team member’s full name right under the title, a problem statement or hypothesis to analyze, the past and planned contribution of each team member, and collaboration plan. Everyone in the group should participate in the creation of the proposal document but only ONE member should submit.
- **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 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 December 5, 2023. 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.

Note that all group members are responsible for materials submitted for their group regardless of how the group decides to divide up the work. Plagiarism and/or AI use will not be tolerated.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic / Learning Activities</th>
<th>Assignments (Due date)</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Introduction, Syllabus &amp; Course Overview&lt;br&gt;Chapter 1 – Data and Data Preparation&lt;br&gt;Chapter 2 – Tabular and Graphical Method</td>
<td>• Homework – Plagiarism &amp; Syllabus (3/20/24)&lt;br&gt;• Reading Assignment - Chapter 1 &amp; Chapter 2 (3/22/24)&lt;br&gt;• Homework – Chapters 1 &amp; 2 (3/24/24)</td>
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<tr>
<td>March 18 - 24</td>
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<tr>
<td>Week 2</td>
<td>Chapter 3 – Numerical Descriptive Measures&lt;br&gt;Chapter 4 – Introduction to Probability&lt;br&gt;Chapter 5 – Discrete Probability Distributions</td>
<td>• Reading Assignment – Chapter 3 (3/29/24)&lt;br&gt;• Homework – Chapter 3 (3/31/24)&lt;br&gt;• Reading Assignment – Chapter 4 &amp; Chapter 5 (3/29/24)&lt;br&gt;• Homework – Chapters 4 &amp; 5 (3/31/24)</td>
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<tr>
<td>March 25 - 31</td>
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<tr>
<td>Week 3</td>
<td>Chapter 6 – Continuous Probability Distributions&lt;br&gt;Chapter 7 – Sampling and Sampling Distributions</td>
<td>• Reading Assignment – Chapter 6 (4/5/24)&lt;br&gt;• Homework – Chapter 6 (4/7/24)&lt;br&gt;• Reading Assignment – Chapter 7 (4/5/24)&lt;br&gt;• Homework – Chapter 7 (4/7/24)</td>
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<tr>
<td>April 1 - 7</td>
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<tr>
<td>Week 4</td>
<td>Chapter 8 – Interval Estimation&lt;br&gt;Chapter 9 – Hypothesis Testing&lt;br&gt;Mid-Term Exam</td>
<td>• Reading Assignment – Chapters 8 &amp; 9 (4/12/24)&lt;br&gt;• Homework – Chapters 8 &amp; 9 (4/12/24)&lt;br&gt;• Midterm Exam: April 14</td>
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<td>April 8 - 14</td>
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<tr>
<td>Week 5</td>
<td>Chapter 10 – Statistical Inference Concerning Two Populations&lt;br&gt;Chapter 11 – Statistical Inference Concerning Variance&lt;br&gt;Chapter 12 – Chi-Square Tests</td>
<td>• Project Proposal (4/17/24)&lt;br&gt;• Reading Assignment – Chapters 10 &amp; 11 (4/19/2024)&lt;br&gt;• Homework – Chapter 10 &amp; 11 (4/21/24)&lt;br&gt;• Reading Assignment – Chapter 12 (4/19/2024)&lt;br&gt;• Homework – Chapter 12 (4/21/24)</td>
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<td>April 15 - 21</td>
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<td>Week 6</td>
<td>Chapter 13 – Analysis of Variance&lt;br&gt;Chapter 14 – Regression Analysis&lt;br&gt;Chapter 15 – Inference with Regression Models</td>
<td>• Reading Assignment – Chapter 13 (4/26/24)&lt;br&gt;• Homework – Chapter 13 (4/28/2024)&lt;br&gt;• Reading Assignment – Chapters 14 &amp; 15 (4/26/2024)&lt;br&gt;• Homework – Chapters 14 &amp; 15 (4/28/2024)</td>
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<td>April 22 - 28</td>
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<tr>
<td>Week</td>
<td>Topic / Learning Activities</td>
<td>Assignments (Due date)</td>
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<tr>
<td>Week 7</td>
<td>Chapter 16 – Regression Models for Nonlinear Relationships</td>
<td>• Reading Assignment – Chapters 16 &amp; 17 (5/3/24)</td>
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<tr>
<td>April 29 – May 5</td>
<td>Chapter 17 – Regression Models with Dummy Variables</td>
<td>• Homework – Chapters 16 &amp; 17 (5/5/2024)</td>
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<tr>
<td>Week 8</td>
<td>Final Exam</td>
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<tr>
<td>May 6 – May 10</td>
<td>Project Work and Q&amp;A</td>
<td>• Group project report and presentation (due 5/10/2024 at 8:00 AM)</td>
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<td>• Group project peer review (due 5/10/2024 at 12:00 PM)</td>
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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 the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Class Materials for Online Learning

This course includes online learning components. Remote instruction may also be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. To fully participate in this class, students will need internet access to reference content on the Learning Management System and other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc. Information on how to be successful in an online learning environment can be found at Learn Anywhere.

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 can be found at https://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_.19.format.pdf. You are also expected to follow UNT’s Student Academic Integrity Policy. The Student Academic Integrity Policy can be found at https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf.

Late Work
All work for this course is due on the designated date 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 missing due dates.

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 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 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.

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

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.

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 failure, depending on the severity of the offense.</td>
</tr>
</tbody>
</table>
2nd 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 1st 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.

3rd Academic Integrity Offense: Dismissal from the ADTA program.

Students committing a 3rd 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 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 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/).

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) to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: 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).

**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](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) 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).

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- 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](https://canvas.unt.edu/) 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)
- [Financial Aid](https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry)

**Academic Support Services**

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