

Course Syllabus: ADTA 4250 Sections 400, 700

Course Information

I am so excited to have you in class this semester, and I look forward to working with all of you throughout the course.

- **ADTA 4250:** Large Data Visualization
- **Credit Hours:** 3
- **Class Time:** Asynchronous recorded weekly meetings. Meetings are held Monday evenings at 7pm
- **Class Location:** Online

Instructor Contact Information

Dr. Shon Williams

- **Office Location:** GAB 101A
- **Office Hours:** Mondays, 10am - 12pm. Appointments are on a first come first serve basis so please schedule your appointment early to ensure your place. I will also be happy to schedule a time outside office hours if needed.
- **Email:** Shon.Williams@unt.edu

Communication

Communication is essential for a successful semester!

I look forward to getting to know and working with you all. Contact me anytime using my UNT email (Shon.Williams@unt.edu). I will check my email daily and will make every effort to respond within 24 hours. If you have not heard back from me in 24 hours, please feel free to send another email since student emails are occasionally routed to the junk folder. When sending an email, **you have to include the course and section you are in as well as the main point of your email in the subject line** so that I can prioritize your message. Emails received on Fridays after 5 pm and on the weekends will be responded to as soon as possible on Monday. Please do NOT email me through Canvas, as I do not check this as frequently as I do my UNT email.

I expect emails to follow **professional etiquette standards** as these are formal communications between the instructor and student. If your email is related to a course activity/assignment, attach appropriate files and/or screenshots. Here is a great website provided by CLEAR to give you some communication tips for communicating online: CLEAR has [*a webpage for students that provides Online Communication Tips*](#)

About Your Professor

I would like to share a few details about Dr. Williams' background with you. Dr Williams has over 20 years of experience applying advanced data analytics techniques in the Financial Services Industry, supporting business decisions at American Express, American Express Financial Advisors, Ameriprise Financial, Capital One, and JPMorgan Chase. Dr Williams is excited to join the great faculty here at UNT. This is his third year teaching as an Assistant Clinical Professor in the Department of Data Analytics and Statistics, College of Science. Large Data Visualization is one of his favorite classes and he loves sharing his experience with each class. Dr Williams earned a Ph.D. Degree from Texas A&M in Agricultural Economics, and both bachelor's and master's degrees from Brigham Young University, also in Agricultural Economics.

Dr. Williams enjoys teaching all things related to analytics and looks forward to working with you.

My Teaching Philosophy

My teaching philosophy centers on fostering lifelong learning in advanced data analytics while drawing on more than two decades of industry experience in statistical modeling, risk, decision science, AI and machine learning. I help students build an enduring learning framework they can carry throughout their careers, enabling them to adapt, grow, and succeed in a rapidly evolving field. I emphasize rigorous practical applications, critical thinking, and professional standards so that students are well prepared to compete in the analytics workforce.

I view the classroom as a supportive but demanding environment. I provide a welcoming learning space, clearly explain the purpose of each learning objective, and design challenging, realistic assignments that mirror workplace expectations. I believe deeply in my students' potential. I believe successful teaching prepares students to both master course concepts and to apply them effectively in professional settings. My goal is to help students develop the analytical judgment, technical skills, and learning habits that will serve them throughout their careers. The rigor I bring to my courses is intentional and purposeful, aimed at developing competence, confidence, and professional readiness rather than assigning work for its own sake.

To support student success, I establish clear performance expectations, provide timely and actionable feedback, create structured opportunities to learn from mistakes, and maintain reasonable flexibility for genuine life circumstances. Finally, I explicitly teach and model the ethical and responsible use of AI tools, helping students understand their capabilities as well as their limitations.

Instructor Responsibilities and Feedback

The instructor is responsible for responding to student questions about assignments and projects, about the course material presented, and for 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 will grade submitted assignments and will post grades for students within 10 days of the assignment's due date.

Prerequisites

None

Required Materials

No textbook is required for this course. However, I will be drawing heavily on Knafllic's *Storytelling with Data* referenced below and highly recommend this book as a great addition to your learning library.

Not Required but Recommended

These books are NOT required, but you might find them beneficial for extra reinforcement of the material.

- Berinato, S. (2016). *Good charts: The HBR Guide to making smarter, more persuasive data visualizations*. Harvard Business Review Press.
- Camm, J., Cochran, J., Fry, M., Ohlmann, J. (2021). *Data visualization: Exploring and explaining with data*. Cengage.
- Jackson, A. & Stanke, L. (2021). *Tableau strategies: Solving real, practical problems with data analytics*. O'Reilly Media.
- Knafllic, C. N. (2015). *Storytelling with Data: A data visualization guide for business professionals* (C. N. Knafllic, Ed.). John Wiley & Sons. ISBN: 9781119002253
- Knafllic, C. N. (2019). *Storytelling with Data: Let's Practice*. John Wiley & Sons.
- Schwabish, J. (2021) *Better data visualizations: A guide for scholars, researchers, and wonks*. Columbia University Press.
- Wexler, S., Shaffer, J., & Cotgreave, A. (2017). *The big book of dashboards visualizing your data using real-world business scenarios*. John Wiley & Sons, Inc.
- Wexler, S. (2021). *The big picture: How to use data visualization to make better decisions - faster*. McGraw Hill.

Course Description

This course presents strategies and methods for effective visualization and communication of data analyses. Excel and PowerBI will be used to develop presentations that convey findings, answer business questions, drive decisions, and provide persuasive data-supported evidence. The course targets students interested in using visualization to understand data better and improve their analytics work.

Course Objectives

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

1. Provide an overview and brief history of the practice of data visualization
2. Introduce students to the key design principles and techniques for visualizing data

3. Develop an understanding of the fundamentals of communication and alignment around the concepts that are required for effective data presentation
4. Provide an overview and develop competency in the use of Excel and PowerBI that can be used for data visualization
5. Allow for project-based opportunities to identify, understand, analyze, prepare, and present effective visualizations on a variety of topics

Grading

Your final grade will be determined based on weekly analysis assignments and class participation: Participations/Discussions are worth 30% of the grade and Weekly Assignments are worth 70%. Course grades will be assigned based on this percentage with a standard 10-point grading scale (100% — 90%, A; 89% — 80%, B; 79% — 70%, C; 69% — 60%, D; 59% — 0%, F).

Course Calendar/Course Topics

Weekly schedule		
Dates	Modules	Discussion Posts & Assignments
Week 1	Module 1: Welcome, Course Objectives, Plagiarism, and Proper Use of AI Module 2: Data Literacy and Introduction to Data Visualization	Introduce Yourself Plagiarism/AI Quiz Journal Entry #1
Week 2	Module 3: Value of Data Viz Module 4: Creating Visualizations	Module 3 Homework Assignment Module 4 Homework Assignment

Week 3	Module 5: Cognitive Load Theory, Gestalt Principles, and Pre-Attentive Attributes Module 6: Design and Best Practices	Module 5: Homework Assignment Module 6 Homework Assignment
Week 4	Module 7: EDA Module 8: Midterm	Module 7 Homework Assignment Midterm
Week 5	Module 9: Data and Image Models Module 10: Multivariate Visualizations	Module 9 Homework Assignment Module 10 Homework Assignment
Week 6	Module 11: Narrative Visualization Module 12: Parameters and Filters	Module 11 Homework Assignment Module 12 Homework Assignment
Week 7	Module 13: PPT Presentations Module 14: Dashboards	Module 13 Homework Assignment Module 14 Homework Assignment
Week 8	Final Exam/Presentation	

Course Expectations

1. Students will participate in discussions.
2. Students will be responsible for checking course announcements and email daily.
3. Students will complete weekly readings and assigned work by stated deadlines.
4. Students will be responsible for downloading data used for assignments or projects.

Policies

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities, such as discussion boards.

Make-up Policy

No make-up assignments or exams will be offered except for being approved in advance. Students will be required to provide the necessary documentation.

Late Work Policy

- All assignments are to be submitted by the due date and time.
- The deadline for submitting assignments (except the final) is 11:59 PM on the due date.
 - Up to 1 day late: maximum score reduced by 25%
 - More than 1 day and up to 2 days late: maximum score reduced by 50%
 - More than 2 days and up to 3 days late: maximum score reduced by 75%
 - More than 3 days late: no credit
- **The midterm exam, final exam, and final project may not be submitted late and will receive a zero if not submitted by the stated deadline.**

NOTE: Late work is subject to the penalty described above unless previously approved by the instructor.

Incompletes

This course will observe the [UNT policy on incompletes](#)

Attendance Policy

This class is 100% online and there is no required attendance. However, you are responsible for all class material covered in all recorded lectures.

Turnitin Notice

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 the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use this resource to ensure their work is free of copyright issues prior to the final submission of their project.

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

Please contact the help desk for their walk-in availability as well as laptop checkout availability and schedule.

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.

Please understand that “Academic Misconduct,” in this policy, means the intentional or unintentional action by a student to engage in behavior in the academic setting, including, but not limited to, cheating, fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage. Also, please note that I will stick to this policy without any leniency! I want the UNT Advanced Data Analytics degree to mean that you earned your degree and that it is well respected in the industry.

- **Advanced-Data Analytics Integrity Policy**

Breakdown of Department Academic Integrity Policy		
Table on the breakdown of AI policy		
	Penalty	Other
1st Academic Integrity Offense	The minimum penalty is a 0 for the assignment AND no grade higher than a “B” can be earned in 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.
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 1 st 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 3 rd 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.

- **My ADTA5250 Class Policy**

Each student in my class can improve by doing their own work and trying their hardest. Students who use other people's work with or without consent or without citations will violate UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003). (https://policy.unt.edu/policy/06-003). If you have questions about this or any UNT policy, please email or discuss this during my office hours. Any student suspected of plagiarism or improper use of AI and found guilty will receive a zero for the assignment. This may be increased to failing the course, depending on the severity of the violation. In addition, the student will be reported to the Academic Integrity Office. If there is a second issue of suspected plagiarism/improper AI use (and found guilty), the student will receive a zero for the course and will be once again reported to the Academic Integrity Office (Please see the ADTA Department sanctions above). Again, I stick to this policy without question. Please do not take the risk; it is not worth it!

- **Usage of AI**

The availability of large language models, such as ChatGPT (chat.openai.com), is rapidly changing the tools available to students and the "real world." The view we will take in this class is that since these tools are widely used in the "real world," banning their use in our class does not make sense. That said, while you may use this tool to help you generate ideas, **you may not use the tool to create and submit your work**. You must acknowledge and cite the source if you choose to use such a tool. This means including quotation marks to indicate statements generated by ChatGPT or other AI tools. Complete citation is expected for all sources, and a complete AI appendix is required to thoroughly document AI use. To be clear, if AI is cited, a complete AI appendix is required.

In order to assist the student in staying within the AI use guardrails established for this course, every assignment requires an AI disclaimer statement. Any submission that is missing the AI

disclaimer statement will be graded as a 0. There are two possible AI statements:

- 1) No AI was used in completing this assignment which means exactly what it says, that no AI was used at all in completing the assignment. No AI was used for researching, writing, generating ideas, re-writing, paraphrasing, etc.
- 2) AI was used. This covers all uses of AI. You must include an AI appendix which contains (a) statement of the reason that you used AI, (b) state which AI engine was used, (c) state each prompt --- exactly as you entered it into the AI engine along with the complete response from the AI engine --- exactly as it was provided and 3-5 sentences critiquing the AI's response (must include both what positive and negative aspects of the AI response). A simple paraphrase or summary of how AI was used is insufficient and will incur a grade penalty.

Even when properly citing AI, no more than 20% of your submission can be AI or it will also be considered an academic integrity violation

You must understand the content generated by these tools is often incorrect, and it is your responsibility to assess the validity of any output. If used incorrectly and/or cited improperly, this is considered a form of plagiarism and will incur the penalty previously mentioned above in the Academic Integrity Section. If I find a submission suspect, I will use such tools as iThenticate and Copy Leaks to check how much of the work is original or written by the student. If it is found that more than 20% of the work is created by AI, I will follow the same sanctions as written in the above section on plagiarism. We will talk more about this throughout the course.

Artificial intelligence is now integrated into everyday technology, and students may encounter AI features without realizing it—especially on smartphones where AI is built into the operating system and default apps.

On cell phones, AI is often embedded in the operating system and default apps—so students can use AI without installing anything new. Common places students encounter AI include: (a) writing/rewrite/summarize tools available anywhere they type (e.g., Apple Intelligence “Writing Tools” can proofread, rewrite, and summarize text in many places, including third-party apps and websites), (Apple Support) (b) messaging apps that can draft or refine texts (e.g., Gemini in Google Messages can draft messages and brainstorm), (Google Help) (c) assistant apps that help with writing/brainstorming/learning (e.g., the Gemini mobile app on Android), (Google Help) (d) notes apps that format and summarize (e.g., Samsung Galaxy AI features in Samsung Notes can assist with summarizing/organizing notes and writing help), (Samsung) (e) phone/call features that produce transcripts and summaries (e.g., Pixel “Call Notes” provides call summaries), (Google Help) and (f) translation and communication helpers (e.g., Samsung “Live Translate” for calls/messages). (Samsung) Practical rule for students: Smartphone features should be treated as AI use under the course policy—even if it came “built-in” to the phone.

Students will encounter AI-enabled features in many common tools and platforms (including word processors and office suites such as Microsoft Word/Microsoft 365 and Google Docs; grammar and style tools such as Grammarly; paraphrasing tools; browsers and search tools that summarize web pages; PDF readers that generate summaries; presentation/design tools; image editors with “generative” features; transcription/summarization apps; translation tools; citation helpers; coding assistants; and math/problem-solving apps). If a tool or feature writes new text, rewrites/paraphrases, summarizes, changes tone, generates ideas/outlines, answers questions

about your content, creates slides/images/audio/video, or produces step-by-step solutions, it should be treated as AI use. Students are responsible for knowing when AI is being used and for following the course AI policy; “I didn’t know it was AI” is not an acceptable justification. When in doubt, assume it is AI and either (a) do not use it, or (b) disclose it as required by the course policy.

Exams must be completed independently and without the use of AI. This means that no AI tools or systems or subsystems that utilize AI of any kind may be used in the completion of the exams. This includes, but is not limited to using AI for researching, generating ideas, outlining, drafting, writing, editing, paraphrasing, re-writing, summarizing, or providing feedback on any portion of this work. All content, analysis, and expression presented are entirely those of the student and were created without assistance from AI-driven or AI-assisted technologies. Any exceptions to this will be communicated in Canvas via a course announcement. Use of AI in non-approved ways constitutes academic dishonesty. Students that engage in academic dishonesty will suffer the consequences per department guidelines.

The Positive Case for AI: A Note from Your Professor

While the guardrails above are necessary, I want to be equally clear about something: AI is not the enemy of learning, rather misusing it is. I am actively and regularly experimenting with AI in my own professional practice, including how it can drive greater efficiencies in teaching, course design, and scholarly work, which for example, may include using AI to evaluate submissions for completeness. To be clear, however, all grades are assigned by me. I share this because I believe intellectual honesty requires that I hold myself to the same standard of engagement I ask of you.

With that spirit in mind, I expect you to move beyond passive or unreflective use of AI and to develop genuine proficiency in AI Fusion Skills as introduced in the 2024 Harvard Business Review article by H. James Wilson and Paul Daugherty. These are a set of competencies that distinguish a skilled AI collaborator from someone who simply outsources their thinking. These three skills are:

(a) **Intelligent Interrogation:** the ability to craft precise, purposeful, and iterative prompts that elicit quality, useful responses from AI. This is not simply typing a question; it is a disciplined practice of framing, refining, and probing.

(b) **Judgment Integration:** the ability to critically evaluate AI-generated output, identify its limitations, correct its errors, and integrate only what is accurate and relevant into your own work. AI often sounds confident when it is wrong; your judgment is the essential filter.

(c) **Reciprocal Apprenticing:** the ability to engage AI as a dynamic thought partner, using it not merely to retrieve answers but to challenge your assumptions, stress-test your reasoning, and deepen your understanding while simultaneously teaching the AI what context it needs to serve you better.

These are not abstract ideals. They are practical, transferable skills that employers are beginning to expect and that will serve you well beyond this course. Developing these skills while working through this course will provide you with the opportunity to develop and demonstrate these competencies within the guardrails described above.

ADA Policy

UNT makes reasonable academic accommodations 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 an 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. 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) 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](#) or email 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 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 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](#).

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 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](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Counseling and Testing Services](#)
- [Center for Belonging and Engagement](#)
- [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.