Large Data Visualization Course Syllabus
ADTA 5250 Section 400

Instructor Contact

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Office Location: GAB 101A

Office Hours: Mondays 4-6PM & 8-9PM at **Frisco Landing**, Tuesdays 10:30 AM - 12:30PM via Zoom; Zoom availability at other times via appointment. Please schedule an appointment to secure your meeting time. Otherwise, you may end up waiting in line.

Class Meeting Location and Time: Zoom, Wednesdays 6:00 – 7:50PM CT. Meetings will be recorded.

Communication Expectations

The best way to contact Dr. Williams is via UNT email (not the Canvas email tool). Emails will be answered in a timely manner, usually within 24 hours. If you have not heard back in 24 hours, please feel free to send another email. For email received on weekends (Friday after 5pm), Dr. Williams will respond as soon as possible on Monday. Please **include your course and section number in the email**. 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 guidelines: [Online Communication Tips](#) .

About the Professor

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.

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, or retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

ADTA 5250 - This course presents strategies and methods for effective visualization and communication of data analyses. Tableau will be used to develop presentations that convey findings, answer business questions, drive decisions, and provide persuasive evidence supported by data. The course targets students interested in using visualization to understand data better and improve their analytics work.

Course Structure

This is an 8-week course designed in a module system. We will meet in online each Wednesday from 6:00 – 7:50PM CT. You are encouraged to attend. These meetings will be recorded. You are responsible for coming to class prepared, already having reviewed the materials listed in the corresponding Canvas Module, understanding the material covered in class, and challenging yourself as you develop new and exciting skills. Students are also expected to participate in various activities such as critical thinking, effective writing and communication, reading the textbook and articles, conducting online learning activities, and completing periodic quizzes, watching videos, and asynchronous discussions.

Course Prerequisites or Other Restrictions

Required prerequisite courses: ADTA 5120 or consent of the instructor.

Course Objectives

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

- Provide an overview and brief history of the practice of data visualization
- Illustrate key design principles and techniques for visualizing data

- Critique existing data presentations using principles grounded in communication theory; propose and defend revisions that improve clarity, alignment, and decision impact
- Provide an overview and develop competency in the use of Tableau that can be used for data visualization
- Allow for project-based opportunities to identify, understand, analyze, prepare, and present effective visualizations on a variety of topics
- Compose an effective storyline; design and develop visualizations in both presentation and dashboard formats that skillfully convey the story

Course Topics

Course topics include:

- Introduction to Data Visualization
- Fundamental Concepts of Big Data
- Value of Data Visualization
- Introduction to Tableau
- Design & Best Practices
- Gestalt Principles
- Preattentive Attributes
- Preparing Data in Tableau
- Exploratory Data Analysis (EDA)
- Data and Image Models & Properties of Images
- Multivariate Data Visualization
- Narrative Data Visualization
- Data Visualization: Graphs
- Data Visualization: Color
- Tableau: Parameters & Filters
- Tableau: Dashboards
- PowerBI

Materials

Required

Knaflic, C. N. (2015). *Storytelling with Data: A data visualization guide for business professionals*(C. N. Knaflic, Ed.). John Wiley & Sons. ISBN: 9781119002253

You can purchase this through the UNT bookstore, Amazon, or anywhere that carries the book. If you prefer to have a digital copy, the ISBN is 9781119002260 or 9781119002062. The cost varies from about $17 to $25.

Additional helpful reference materials (Not Required)

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., Cocharan, 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.
- Knaflic, 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.

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 Tableau and Tableau Prep.

Course Technology & Skills

Minimum Technology Requirements

- [Canvas Technical Requirements.](https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/index.html) (https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/index.html)
- Computer
- Reliable internet access
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Speakers/microphone/camera
- Adobe Acrobat Reader
- Media Player
- Tableau and Tableau Prep
- Microsoft Power BI

Computer Skills & Digital Literacy

- Using Canvas

- Sending and receiving email with attachments
- Downloading and installing software
- Using Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Competency writing reports that incorporate a variety of materials including screenshots, references, data, etc.

Technical Assistance

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: Monday – Friday: 8am-5pm

Telephone Availability: • Monday-Thursday: 8am-9pm • Friday: 8am-5pm • Saturday - Sunday: 8am-5pm (CST)

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 or 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://digitalstrategy.unt.edu/clear/online-communication-tips.html) (https://digitalstrategy.unt.edu/clear/online-communication-tips.html) for more information.

Course Requirements and Grading

Your final grade will be determined based on the activities and weighting noted in the table below.

Table 1:Weighting used to calculate final grade

Assignments	Percentage of Final Grade
Homework Assignments	20%
Midterm Exam	25%
Final Exam	25%
Final Project	30%

Table 2:Percentage to letter grade mapping

Final Grade	A	B	C	D	F
Percentage Range	90-100%	80 – 89.99%	70 – 79.99%	60 – 69.99%	<60%

Grades are earned based on performance, not given based on effort or need. Your grade represents your performance in this course, not your potential as a student or as

a human. If you feel an error has been made in the calculation of your grade, you may contact the instructor via e-mail. Grades are otherwise non-negotiable.

Extra Credit

Extra credit is generally not offered, however, opportunities may occasionally be available for all students such as completing the end-of-course survey.

Homework Assignments

The homework assignments will not be timed and are due on Tuesday by 11:59 PM after the topic is covered in class (see syllabus for dates). Any deviation to this will be communicated to the students both in class and via the Announcements feature in Canvas. You should regularly check for announcements in Canvas.

Exams

The midterm exam and the final exam must be submitted prior to the due date/time. Submissions received after the due date/time will be graded as 0. No make-up exams will be permitted unless there is documentation through the Dean of Students or **prior** approval from the professor.

Final Project

There will be one final project. The project will be a combination of documentation, presentation, and dashboard that you create and present live in class. More information will be given in class and on Canvas.

Make-Up Policy

No make-up assignments or exams will be offered unless approval is received in advance. Students will be required to provide the necessary documentation through the Dean of Students.

Late-work Policy

All assignments are to be submitted by the due date and time. The deadline for submitting assignments is 11:59 PM on the due date. Submissions received after the due date and time will receive 0 points.

Class Schedule

The following is a tentative schedule. Should any change become necessary, it will be announced via Canvas. It is the student's responsibility to check Canvas for changes in the schedule.

Table 3: Schedule for ADTA 5250 Section 400 Spring 2026

Week	Due Date: 11:59 pm (CT)	<u>Topics</u> **Prepare for Class**	**Homework**
1	1/20/26	• Syllabus • Plagiarism and AI • Introduction to Data Visualization • Introduction to Tableau • SWD, Chapter 1	• Plagiarism Quiz • Class Survey • Installing Tableau and Tableau Prep • Walkthrough hockey birthdate project • SWD Chapter 1 outline
2	1/27/26	• Value of Data Visualization • EDA • Data Prep • Context is Everything • Business Insights	• Working in Tableau's Data Prep • Why Data Visualizations • The Big Idea Worksheet • Choose a Dataset • Write a data dictionary for your dataset
3	2/3/26	• Choosing the Right Chart • Design and Best Practices	• Design and Best Practices
4	2/10/26	• Multivariate Visualization • Midterm – opens 9/17/25 at 12:00am closes 9/23/25 at 11:59pm	• Critique Classmates' work
5	2/17/26	• Creating the Story • Filters and Parameter	• Creating a Storyboard • Parameters and Filters
6	2/24/26	• Dashboards • Presenting Your Findings	• Creating a Dashboard in Tableau • Create an Updatable Report with Tableau
7	2/24 – 3/1	• Power BI (Optional) - due 10/4/25 at 11:59 pm - no late submissions accepted.	• STUDY for Final • Prepare the Final Presentation
8	3/2 – 3/4	<u>**Finals Week**</u> • **Presentations due 3/2 at 11:59 pm** • **Final exam due 3/4 at 11:59 pm**	• Final exam • Final presentation

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.

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.](http://spot.unt.edu/) (http://spot.unt.edu/) or email spot@unt.edu.

Course Policies

Attendance Policy

This class is 100% online and there is no required attendance. However, students are responsible for all class material covered in all recorded lectures, weekly recorded class discussions, supplementary instructional videos, and all other materials made available to the class.

Class Materials for Online Learning

This course includes online learning components. 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.](https://policy.unt.edu/policy/07-012) can be found at: https://policy.unt.edu/policy/07-012. You are also expected to follow UNT's Student Academic Integrity Policy. The [Student Academic Integrity.](https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf) Policy can be found at: https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf.

Late Work

All work for this course is due no later than 11:59 pm (Central Time Zone) on the designated due. **I do not accept late work**. Any assignment submitted late will get a 0.

The University is committed to providing a reliable online course system to all users. 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 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.

Assignment Policy

Assignment due time (all in Central Time) and dates are in the syllabus and on Canvas. Any changes to assignments or assignment due dates will be communicated in an announcement. For assignments that require you to upload your work, the corresponding Canvas homework page will contain the formats that are acceptable for submission. Canvas will not accept formats other than those specified, so if you are having issues with your submission, make sure that you are submitting the file in the correct format. Note that you should never 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 student 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 work with the student to 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.

Scholarly Expectations

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, 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.

Writing

It is expected that as graduate students you will write at a graduate level. When asked to complete an assignment or answer a question, I expect you to have mastered the material and therefore I expect that you should know what is required to answer the question or complete the task. **Over-answering a question will result in the same score as an incorrect answer (0 points).** I believe that you will benefit from further developing

your writing skills, and so I encourage you to reach out to the UNT writing center [(UNT Writing Center).](#) In my experience they are a resource that is highly underutilized.

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. Most assignments allow students multiple submissions. The best practice is for students to submit their assignments 3 days prior to the due date. This allows Turnitin adequate time to effectively process the homework and it also allows the students time to modify and resubmit their homework. Following this best practice will greatly assist students is avoiding plagiarism related academic integrity issues.

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 projects 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. When changes occur, the instructor will provide ample notification to students to allow them to complete assignments in a timely manner without penalty.

Academic Integrity

UNT's Academic Integrity Policy 06.003
(https://policy.unt.edu/policy/06-003.)

Policy Statement: 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.

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, inappropriate use of AI, and sabotage. Also, note that I 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.

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

Table 4:Data Analytics and Statistics Academic Integrity Policy

	Penalty	**Additional Information**
1st Academic Integrity Offense	The minimum penalty is a 0 for the assignment AND a deduction of one letter grade from the final grade for the course. Other penalties may be assessed by the course instructor up to course failure, depending on the severity of the offense.	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office.
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.

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 violate UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success on an external site.](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 and found guilty will receive a zero for the plagiarised 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 (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!

If I have reason to believe that submitted work is not your own or was produced using unauthorized tools or assistance, I may require a live Zoom conference to verify your understanding. During this meeting, you will be asked to explain and defend your submission. Your demonstrated understanding in the conference may be used to determine the grade for the associated assignment, project, or exam, and additional academic integrity procedures may also apply.

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, it is important to note that 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.

Additionally, 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 not cited improperly, this is considered a form of plagiarism and will incur the penalty previously mentioned above in the Academic Integrity Section.

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. If I find a submission suspect, 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.

Group Projects and Academic Integrity:

Each team member is 100% responsible for the entire group project. Any academic integrity issue for a group project will result in each team member receiving the penalties described previously, including, at a minimum, the assignment receiving a 0, the semester grade being reduced by 1 letter grade, and having an academic integrity report submitted.

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://studentaffairs.unt.edu/office-disability-access/).

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

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

Emergency Notification & Procedures

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

Retention of Student Records

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

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct. (https://policy.unt.edu/policy/07-012) 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://aits.unt.edu/eagleconnect/).

Access & Navigation

Access and Log-in Information

This course was developed and will be facilitated utilizing the University of North Texas' resources. To be able to access the UNT systems, the student will need his/her EUID and password. If you do not know your EUID or have forgotten your password, please visit the website at http://ams.unt.edu .

Incompletes

This course will observe the UNT policy on incompletes, found here: http://registrar.unt.edu/grades/incompletes

Administrative Withdrawal

This course will observe the UNT policy on academic withdrawal found here: https://studentaffairs.unt.edu/dean-of-students/programs-and-services/withdrawals.html

Drop Policy

The University of North Texas Add-Drop Policy can be found at the following link: https://vpaa.unt.edu/advising/dropping/rules.html

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 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.

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

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.

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. Additional copyright information may be located at https://policy.unt.edu/policy/08-001 .

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 940-565-2648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website.](http://www.ecfr.gov/) (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

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

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

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

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, the student 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) (https://policy.unt.edu/policy/07-002).

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)

- [UNT Care Team](https://studentaffairs.unt.edu/dean-of-students/programs-and-services/care-team/) (https://studentaffairs.unt.edu/dean-of-students/programs-and-services/care-team/)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/index.html) (https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/index.html)

Chosen Names

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

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

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

Pronouns

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

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

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

- [What are pronouns and why are they important?.](#)
- [How do I use pronouns?.](#)
- [How do I share my pronouns?.](#)
- [How do I ask for another person's pronouns?.](#)
- [How do I correct myself or others when the wrong pronoun is used?.](#)

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)

- Financial Aid. (https://financialaid.unt.edu/)
- Student Legal Services. https://studentaffairs.unt.edu/dean-of-students/programs-and-services/student-legal-services/)
- Career Center. (https://careercenter.unt.edu/)
- Counseling and Testing Services. (https://studentaffairs.unt.edu/counseling-and-testing-services)
- https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html (https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)

Academic Support Services

- Academic Resources (https://learningcenter.unt.edu/academicsupport/resources/academic.html)
- Academic Success Center. (https://success.unt.edu/asc)
- UNT Libraries. (https://library.unt.edu/)
- Writing Lab. (https://writingcenter.unt.edu/)