ADTA 5410 – Application and Deployment of Advanced Analytics

Instructor Contact

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Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered in timely manner, usually within 24 hours. Many part-time students work on assignments during weekends, so I also answer emails on weekends especially for urgent matters. Please include your course and section number in the email as I teach several courses/sections. Please send emails via your UNT account because external emails may be routed to the junk folder and emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides Online Communication Tips.
About the Professor: Dr. Xing earned a Ph.D. degree in Statistical Science from SMU and had been a post-doctoral researcher at UTSW. She also had been adjunct faculty and a full-time assistant professor teaching data science and statistics for years. Besides academia, she has variety of working experience in pharmaceutical, financial services, and asset management companies.

Course Description

The course focuses on the application of machine learning methods explored in earlier courses, which use data and statistical techniques to predict outcomes. Students will learn through a hands-on approach to build and tune models using R to predict categorical and continuous outcomes, test those models, interpret, and present the results. The focus will be on the application of advanced machine learning models implemented in R while balancing the trade-off between prediction power and model interpretability. The course covers how to formulate a model for a given decision problem, perform analysis with the model to generate insights, and effectively communicate those insights.

Course Structure

This is a 16-week course designed in a module system. We will meet in person every Tue 2pm-3:50pm CT. Besides attending the class meetings, students are also expected to participate in various online activities such as asynchronous discussions, reading textbook and articles, and watching pre-recorded videos.

Course Prerequisites or Other Restrictions

This course requires that the student has successfully completed ADTA 5130 Data Analytics 1, ADTA 5230 Data Analytics 2, ADTA 5250 Large Data Visualization, ADTA 5240 Harvesting, Storing and Retrieving Data, ADTA5340 Discovery and Learning with Big Data. Please check the department website for the latest policy changes regarding the course prerequisite policies.

Course Objectives

By the end of the course, students should be able to:
1. Apply machine learning methods using R to build predictive models and discover patterns in data to develop analytic solutions to practical business problems and enable more informed business decision-making.

2. Fit and evaluate a variety of predictive models, including classification and regression trees, logistic and linear regression models, regularized regression, generalized linear models, discriminant analysis, tree-based methods, Naive Bayes, k-nearest neighbors, and neural networks.
3. Develop analytic solutions to practical business problems using the R statistical programming language, transforming data into knowledge.
4. Understand strategies in data wrangling, feature engineering, missing value imputation, and data pre-processing techniques such as synthetic resampling to improve predictive models.
5. Describe the data analytics project lifecycle and key elements of each phase.
6. Effectively communicate analysis results and insights verbally and in writing, presenting descriptive statistics and models in a business context and employing appropriate data visualizations.

Materials

Required textbook:

James, G., Witten, D., Hastie, T., & Tibshirani, R. (2021). *An Introduction to Statistical Learning: with Applications in R (Springer Texts in Statistics)* (2nd ed. 2021 ed.). Springer.
The free eBook can be downloaded from https://www.statlearning.com/

Required software:

Download R for Linux, Windows, or macOS

Download RStudio IDE Desktop Free Version

Supplemental readings:

UNT Willis Library provides free PDF and EPUB of some of below materials.
- L Kuhn, Max, and Kjell Johnson (2018). *Applied predictive modeling*. Vol. 26. New York: Springer. (https://link-springer-com.libproxy.library.unt.edu/book/10.1007/978-1-4614-6849-3)
- Hastie, T., Tibshirani, R., and Friedman, L. (2009). *The Elements of Statistical Learning: Data Mining, Inference, and Prediction*. (https://hastie.su.domains/ElemStatLearn/)
- Wickham,H. & Grolemund, G. (2019). *R for Data Science*. (https://r4ds.had.co.nz/)
- Chang, W. (2020). *R Graphics Cookbook, 2nd Ed*. (https://r-graphics.org/)
- Molnar, C. (2021). *Interpretable machine learning. A Guide for Making Black Box Models Explainable*. (https://christophm.github.io/interpretable-ml-book/)
- Lantz, Brett. (2019). *Machine Learning with R, 3rd* Ed.
- van Buuren, S. (2012). *Flexible Imputation of Missing Data*. Boca Raton: CRC Press. (https://stefvanbuuren.name/fimd/)
- Fernández, A., García, S., Galar, M., Prati, R. C., Krawczyk, B., & Herrera, F. (2018). *Learning from imbalanced data sets.* Berlin: Springer. (https://link-springer-com.libproxy.library.unt.edu/book/10.1007/978-3-319-98074-4)

Some Modules in Canvas may contain some supplemental materials.

Help with R and RStudio:

The RStuido Community
Stack Overflow
UNT Learning Center

Learn R Online:

Datacamp

Course Requirements and Grading

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

Assignments	Percentage of Final Grade
Software Setup R and R Studio setup	5%
Attendance	5%
Presentations 1 presentation of linear regression 1 presentation of R Shiny app	10% 10%
Quizzes 5 quizzes (lowest dropped)	15%
Labs 5 labs (lowest dropped)	20%
Final Project 1 final group project	15%
Case Studies 2 case studies	10%
Data Camp 6 Data Camp courses	10%
Total	100%

Final Grade	A	B	C	D	F
Final Percentage	89.5-100%	79.5-89.4%	69.5-79.4%	59.5-69.4%	Below 59.5%

Software Setup
The required statistical software must be set up within the first week after the course starts. A screenshot of the installed software(s) must be submitted in Canvas.

Presentations

- Groups of 2 students will complete two mini projects and then present the results using required tools.
- **Peer review** Each student will provide a peer review on team members' contribution to the final product, and your grade will be determined by the quality of the product and your contribution. If everyone contributes equally, all 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.

Quizzes
Quizzes will not be timed, and you can save answers and revisit any time until the due date. Quiz may be taken twice (unlimited attempts for the syllabus quiz) with the highest score counted toward the grade. The lowest will be dropped.

Labs

You will gain hands-on experience to conduct statistical analyses using R in the labs. Labs may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results of the analysis, or questions related to the course material and how it was used or misused in a recent news story. Written responses are expected to be free of grammatical errors. You must turn in required files via Canvas.

Data Camp

Complete the required R course on Data Camp to earn full marks of the Data Camp assignment. If you only complete a fraction of the course (say 50%) by the deadline, your grade will be that fraction of the full score. Your score on the DataCamp activities will not be factored in your grade. In Data Camp, you may get the answers to the exercises, but make as many attempts as possible so you get sufficient practice. If you request the answer, please review the code to understand the solution. Note that you must register on Data Camp using your UNT e-mail to obtain the free 6-months subscription.

Final Project

- Project assignment will give you real experience of application of advanced data analytics. Groups of 3 or 4 students will be randomly formed in Canvas to complete a project using R.
- **Peer review** Each student will provide a peer review on team members' contribution to the final product, and your grade will be determined by the quality of the product and your contribution. If everyone contributes equally, all 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.

Case Studies

The case studies will be in discussion forum format. You will describe analytics models and data to make recommendations to the company in the case study. Your will decide which models to solve the business problem, what type of data in need, and the limitations. Please first post your analytical approach and then comment on a fellow student's post. A rubric will be in Canvas.

Tentative Schedule: **All due time is 11:59pm CT of the designated date unless otherwise noted (**It is your responsibility to check for changes in the schedule and important information in the posted Announcement in Canvas.**)**			
Module	**LECT Date**	**Topic / Learning Activities**	**Assignments (Due date)**
MDL 1	01/16, 01/23, 01/30	Introduction to machine learning and R Statistical learning and exploratory data analysis in R / Required reading • ISLR – C1, 2, 3 Optional reading • ESL – C2 Overview of Supervised Learning	• R and RStudio setup (01/22) • Data Camp register and Data camp 1 (01/22) • Syllabus quiz (01/22) • Data Camp 2 (01/29) • Quiz Basics (01/29) • Lab Basics (01/29) • Presentation of Regression (02/05 or 02/12)
MDL 2	02/06 02/13	In-class presentation of regression using R	• Data Camp 3 and Data Camp 4 (02/12)
MDL 3	02/20	Resampling methods / Required reading • ISLR – C5 Optional reading • ESL – C7 Model Assessment and Selection • APM – C4 Over-Fitting and Model Tuning; C5 Measuring Performance in Regression Models	• Quiz Resampling (02/26) • Lab Resampling (02/26) • Case Study 1 (02/26)
MDL 4	02/27, 03/05	Classification models / Required reading • ISLR – C4 • APM - C16 Remedies for Severe Class Imbalance Optional reading • Learning from imbalanced data sets – C2 Foundations on Imbalanced Classification • ESL – C4 Linear Methods for Classification • APM – C11 Measuring Performance in Classification Models • APM – C12.3-12.5, C13.5-13.6	• Quiz Classifier (03/11) • Lab Classifier (03/11) • Data Camp 5 (03/11)
	03/12	Spring Break, No lecture	
MDL 5	03/19, 03/26	Tree-based methods and neural networks/ Required reading	• Lab DT NN (04/01) • Case Study 2 (04/01)

Module	LECT Date	Topic / Learning Activities	Assignments (Due date)
		• ISLR – C8 • ISLR – C10 Optional reading • APM – C14 Classification Trees and Rule-Based Model • APM – C7.1 & C13.2 Neural Networks • ESL – C11 Neural Networks Introduction to R Shiny	• Data Camp 6 (04/01) • R Shiny app (04/15 or 04/22)
MDL 6	04/02, 04/09	Linear model selection and regularization / Required reading • ISLR – C3 • ISLR – C6 Optional reading • ESL – C3.4 Shrinkage Methods • APM 6.3-6.5 – Partial Least Squares and Penalized Models Non-linear models / Required reading • ISLR – C7 • APM – C7.2 Multivariate Adaptive Regression Splines Optional reading ESL – C9.1 Generalized Additive Models	• Quiz Model selection and regularization (04/29) • Lab Model selection and regularization (04/29)
MDL 7	04/16, 04/23	In-class presentation of R Shiny app	
MDL 8	04/30	TBD, depending on course progress	• Group project (05/08) • Group project peer review (05/08)

Tentative Schedule: All due time is 11:59pm CT of the designated date unless otherwise noted (It is your responsibility to check for changes in the schedule and important information in the posted Announcement in Canvas.**)**

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

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:
Website: http://www.unt.edu/helpdesk/index.htm
Below hours are subject to the Current Hours on their website.
Walk-In (Sage Hall 330): 8am-5pm
Call/Chat/Email: • Monday-Thursday: 8am-9pm • Friday: 8am-5pm • Saturday-Sunday: 11am-3pm
Laptop Checkout: 8am-7pm
For additional support, visit Canvas Technical Help

Course Policies

Late Work
The students are expected try best to submit assignments on time and will be responsible for the consequence if they start the assignments late at a time approaching the deadline. Unless pre-approved by the instructor, any assignment submitted after that time will receive a highest possible score of 80% through two (2) days past the deadline and no points will be awarded after that. Additional points may be deducted based on the quality of the submission. However, late final project will not be accepted. Please do not lose valuable points due to late work. Also, with valid reasons, students can request extended deadline, excused absence, and making up course work to the Dean of Students following the Absence Verification Policy.

AI Tools Policy

No AI tool is allowed in assignments including but not limited to quizzes, discussions, case studies, and academic writing (e.g., the project report). AI tools can be used to assist coding in R e.g., to complete labs, but students are responsible for debugging and ensuring the accuracy of analysis. In any assignment where the AI tools are allowed, students must use quotation marks to indicate statements generated by ChatGPT or other AI tools.

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.

Class Participation

Students must login regularly to the Canvas learning management system. 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.

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 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.

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.

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 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.

UNT Policies

Academic 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. 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 (including violating course policies on AI usage), and sabotage. A finding of academic dishonesty will result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. ADTA students must read and adhere to the university, department, and course Academic Integrity expectations. The consequences of any academic misconduct, including the first-time violation, are outlined below.

	Penalty	Other
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 following the UNT policy process.
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 this current semester, 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 this current semester, any additional violation will result in dismissal from the ADTA program.

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) 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.

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 (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)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- 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 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) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

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