Teaching Team

Instructor: Dr. Zeynep Orhan
Lecture Hours: Monday 7:00 PM - 8:30 PM (CT) via Zoom
Office Hours:

- **In-person at GAB 110B and Virtual via Zoom link on Canvas**
  Monday 2:00 PM – 2:50 PM (CT) or by appointment
  Wednesday 2:00 PM – 2:50 PM (CT) or by appointment
- **Virtual via Zoom link on Canvas**
  Monday 8:30 PM – 9:30 PM (CT) or by appointment

Email: Zeynep.Orhan@unt.edu

Welcome to ADTA 5550. We are so excited to have you in this class and we look forward to working with all of you throughout the course.

About the Professor: Dr. Orhan has her MS and PhD degrees from Graduate School of Bilkent University, Ankara, Turkey and Istanbul University, Istanbul, Turkey. Her main fields of research are machine learning (ML), natural language processing(NLP), and data analytics. So far, she taught at Computer Engineering Departments of Bilkent University, Fatih University, and Istanbul University, Turkey, Information Technologies Department of International Burch University, Bosnia and Herzegovina, Computer Science Department of Union College, New York, and ADTA of UNT, Texas. She has been developing applications mostly in Turkish/English that analyze the widely available and accessible huge amount of unstructured textual and non-traditional data produced in the digital environment and provide user friendly, practical, and time-saving solutions. Sentiment analysis and opinion mining systems, responsible and ethical AI, healthcare (diagnosis, follow-up, treatment) applications, e-education tools, e-government services, and related intelligent strategy systems are in her research agenda.

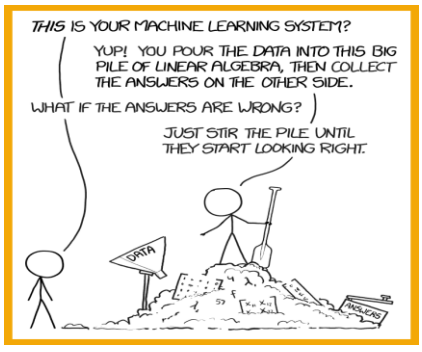
Your success is our success.
We are here to help the students facilitate their learning process and to grow, gain knowledge and skills. Our goal is to support students throughout their academic journey.

Communication

- The preferred way to contact me is via your **UNT email** (**DO NOT use the Canvas email tool or Teams, there are many problems with them and they won't be responded!!!**).
- Emails will be answered as quickly as possible, usually in **one business day or less**.
- I understand that most graduate students work on assignments on the weekends; so, I will try to check my email **until 5:00 PM during the weekdays and until 12:00 PM on Saturdays and Sundays** as well, but a response is not guaranteed.
- **Urgent matters will be answered before Monday**.

- When sending an email, you are required to include
  - **your full name and ID**
  - the **course and section** you are in
  - the **main point of your email in the subject line**
  - **any screenshot or documentation attached** so that I can prioritize your message.
- If I have not responded within **one business day**, please **resend** your message to my **UNT** email address as student emails may occasionally be routed to the junk folder.
- I expect emails to **follow professional etiquette standards** as these are formal communications between the instructor and the student.
- If your email is related to a course activity/assignment, please **attach appropriate files, or include screenshots**.
- Please let me know **in advance (24 hrs.)** if you intend to have an online meeting.
- 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 (Links to an external site.)*

Course Description



Required prerequisite courses:

ADTA 5240 or ADTA 5250 or ADTA 5340 or the instructor's consent.

This course introduces the fundamentals of artificial neural networks (ANN), the bedrock foundation of the current trend in AI deep learning. The course provides the student with a guide through how to use TensorFlow, the most popular AI framework at

present, to build artificial neural networks for deep learning. Besides TensorFlow, Keras, another widely used AI framework that is often used along with TensorFlow in deep-learning projects, will be discussed. The course focuses on the convolutional neural network that has driven the latest breakthroughs in the AI field, especially image recognition. This course covers both the theory and the practical implementation of the AI network. As the fundamentals are discussed, exemplary AI techniques will be employed to illustrate how AI deep learning theories can be applied to real-world solutions using various programming and system tools.

Course objectives

Upon successful completion of this course, students will be able to:

- Describe the history and practice of artificial intelligence (AI), machine learning (ML) and deep learning (DL).
- Explain key concepts and techniques of DL.
- Describe the core concepts of Perceptron and Multilayer Perceptron (MLP).
- Build, train, test, and improve the performance of MLP's using Python.
- Explain the core concepts of the Convolutional Neural Network (CNN).
- Describe the architecture of the Convolutional Neural Network (CNN).
- Build, train, test, and improve the performance of CNNs.
- Describe the architecture of the Recurrent Neural Networks (RNN).
- Demonstrate the understanding and skills of completing AI Deep Learning projects.
- Build NNs for specific purposes with constraints in deep learning

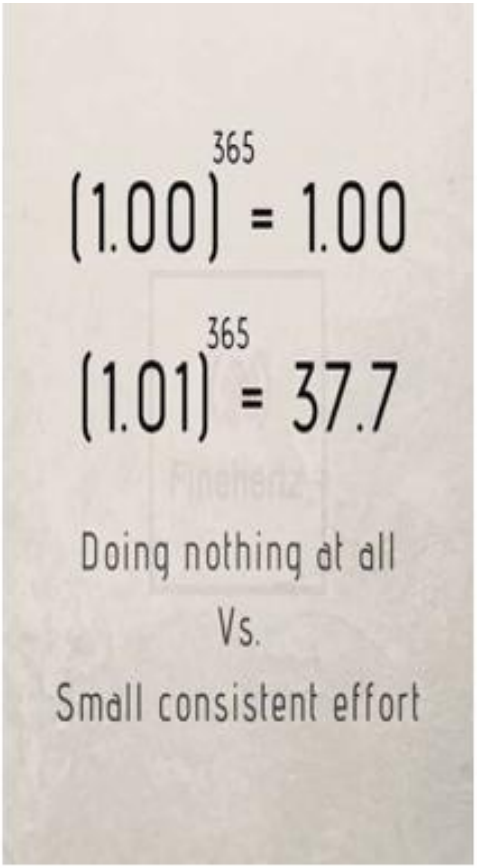
Course topics

- Overview of AI, ML and DL
- Mathematical Basics/Linear Algebra of DL
- Fundamentals of Artificial Neural Network (ANN)
- Perceptron, Multilayer Perceptron (MLP), and the Fully Connected Neural Network
- PyTorch, Keras and Tensorflow
- Advanced Deep Learning for Computer Vision
- Convolutional Neural Network (CNN)
- Recurrent Neural Networks (RNN).
- Long Short-Term Memory (LSTM)

Course Structure

- The course is **online** in an 8-week format.
- We will meet **via Zoom every week** and **the lectures will be recorded.**
- Besides attending the classes, students are **expected to** participate in various online activities such as
  - reading textbook and articles,
  - watching videos, and
  - participating asynchronous discussions
  - completing assignments and exams.

Student Effort



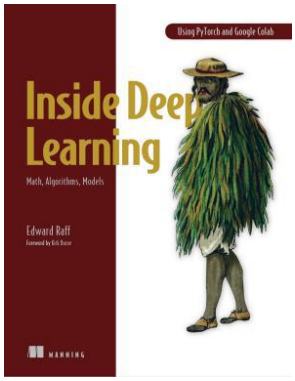
To be successful in this course you will need to:

- **Devote a considerable amount of time per week to completing the course requirements**.
- **Check the deadlines of activities** and **plan to complete/submit before the deadline.**

- **Be prepared to face last minute glitches.**
- Please **use your time** carefully for
  - **reading** the assigned chapters and supplementary resources,
  - **watching** videos
  - **working** on assignments and exams,
  - **working** on the group project,
  - **reflecting** on the material covered,
  - **participating** in other activities throughout the course.
- **Don't hesitate to ask** for help and always communicate.
- Be sure to **read your assigned readings**, be punctual,
- **Save** all your assignments (and back them up!)
- **Learn how to use Python and given packages/libraries** to conduct deep learning.
- **Cite sources**, giving credit to where you obtain information.
- **Do not commit academic integrity violations!**

Required/Recommended Materials

Required textbook:



- **Raff, E. (2022). Inside Deep Learning, Math, Algorithms, Models, Manning Publications Co. ISBN: 9781617298639 Ebook is preferred** https://www.manning.com/books/inside-deep-learning

Optional(Recommended):

- We will have articles to read, podcasts to listen to, and videos to watch throughout the semester as well
- Papers
  - Touvron et al, (2023) Llama 2: Open Foundation and Fine-Tuned Chat Models at https://arxiv.org/abs/2307.09288
  - Vaswani et al (2017) Attention is All You Need at https://arxiv.org/abs/1706.03762
- These books are NOT required, but you might find them beneficial for extra reinforcement of the material.
  - Zhang, A., Lipton, Z.C., Li, M., Smola, A. J., (2023). Dive into Deep Learning 1st Edition. Cambridge University Press. ISBN-10: 1009389432, ISBN-13: 978-1009389433 https://d2l.ai/
  - Galea, A. and Capelo, L. (2018). Applied Deep Learning with Python. Packt Publishing. ISBN: 978-1789804744
  - Goodfellow, I., Bengio, Y., & Courville, A (2016). Deep Learning. MIT Press. ISBN: 978-0262035613
  - Chollet, F. (2018), Deep Learning with Python, Manning Publications Co., ISBN: 978-1617294433

Online Access to Course Materials and Other Requirements

- This course uses the **CANVAS Learning Management System**.
- To get started with the course, please visit
  - https://unt.instructure.com/login/ldap
  - You can access student guides on Canvas at this site. You will need your **EUID and password** to login to the course.
  - If you do not know your EUID or have forgotten your password, please go to: https://ams.unt.edu/
- The Canvas Student app has a **mobile version of Canvas** that helps students stay current with their courses anywhere. Download the Canvas Student app on Android and iOS devices.
  - For iOS devices, see: How do I download the Canvas Student app on my iOS device? https://community.canvaslms.com/docs/DOC-9831-18561185379
  - For Android devices, see: How do I download the Canvas Student app on my Android device? https://community.canvaslms.com/docs/DOC-9758- 18555199445
- The student will access and follow all course instructions found in the syllabus, announcements, assignments, and all other class-related documents.
- I will use the CANVAS learning management system to post **important announcements, supplementary materials, and grades**.
- You must check **CANVAS regularly**.
- You are responsible for being aware of information and content posted to the course website in CANVAS.
- It is highly recommended that you **set up notifications in CANVAS to stay informed of course news and other course updates and adjust your CANVAS account settings** to receive essential information directly to **your email account or cell phone**.
- You are expected to check your **UNT email every day**, as I will occasionally send emails for important announcements or potential changes in the schedule.
- **Missing an important email announcement because you do not check your email regularly is not a valid excuse**!
- The student **must complete all the assessment tests and exams in the time frame specified in the class documents, including the course calendar. There are NO extensions for exams**. Please note receiving a zero for an exam will have a major impact on your final grade.
- The student **must complete all the class assignments in the time frame specified in the class documents, including the course calendar to participate effectively in-class activities**. Please note **NO extension will be granted unless prearranged with the professor.**

Technology Requirements

This course has digital components. **To fully participate in this class**, students will need

- a laptop/computer with
- a webcam,
- a mic and
- reliable internet access to reference content
- on the Canvas Learning Management System,

While students can complete some work on their smartphones, this will not be sufficient in all instances, given the limitations of mobile devices. Hence, access to a computer is essential. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere https://online.unt.edu/learn

In this class, students will extensively use the following applications:

- **Office 365** for access to UNT email and to Microsoft applications that we will use regularly (Outlook, Teams, Word, Excel, PowerPoint, etc.).
- **CANVAS** for accessing course materials and announcements. (https://clear.unt.edu/supported-technologies/canvas/requirements)
- **Python and Jupyter Notebook.**

Assessing Your Work

The course grade will be determined based on the following:

Grade Item	Submission Platform	%
Discussion(optional)	Canvas	0%
Assessment Assignments	Canvas	30%
Class Participation	Canvas	10%
Project	Canvas	30%
Final Exam	Canvas	30%

Your letter grade will be determined by the following overall grading scheme**(NO ROUNDING FOR ANY REASON)**:

Course Score (%)	Letter Grade
90+	A
80-89.9	B
70-79.9	C
60-79.9	D
Below 60	F

In culinary school, "my dog ate my homework" was a legitimate excuse.

Assessment Assignments (30% of overall grade)

There will be several assessment assignments throughout the semester that are related to the materials covered in the modules. You will gain hands-on experience conducting data analyses usually using the software. Assignments may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results, or questions directly/indirectly related to the course material. Written responses are expected to be free of spelling/grammatical/typo errors.

All assignments are **due no later than 11:59 pm (Central Time) on the designated deadline**. Any assignment submitted after the due date will receive **a ZERO unless preapproved by the instructor**.

Class Participation (10% of overall grade)

There will be **class activities to be submitted during lecture or shortly after**. Attendance is part of class participation. You are required to attend or watch the class recordings to complete these activities.

Project (30 % of overall grade)

The final project will give you **independent applied research experience** by using real data and statistical methods. You will complete the semester-long project **in a team of three-five students**. You will initiate the project to apply the deep learning tools we will cover throughout the semester. You can benefit from open resources on the web to have an idea about such projects. Then you will acquire the data set of sufficient size to complete your analysis. Your project will have a purpose and a story behind towards that purpose. It will have solid implications underlined in your final presentations. You will make use of the data analytics to come up with a proper solution to a problem or an answer to a question with appropriate tools.

The project has the following graded components:

- **Project team selection (2% of overall grade):** You will complete the **project** in a **team of at least three and at most five students**. **All members are responsible for professional communication and contribution, timely submission without any academic integrity violation. No excuses will be accepted!**
- **PowerPoint Slides and the Recorded Presentation (15% of overall grade):** Prepare **15-20 slides** introducing your project, explaining your methodology and justification, key findings of your models and recommendation(s) about what action should be taken based on your findings. You will then record your presentation that will last **at most 10 minutes**. Do not exceed this time limit.
- **Python Codes and Outputs (10% of overall grade):** You will submit the Python codes you use with their outputs as **ipynb and pdf files**. Codes should be ready to run again in a **Jupyter notebook** as well as **the final version of the data set** used.

Comments to highlight your Python codes should be included in code blocks.

- **Evaluations of other projects(3% of overall grade-NOT A GROUP ASSIGNMENT):** You will submit **three distinct evaluations** of the **other projects** after the project submissions. Your evaluations should include a substantial amount of constructive feedback and should not be generic.

If you do believe that any group member does not contribute to your project or if you have a conflict with some of them you have the option to report it by sending a message to all group members including me and leaving the group two weeks prior to the final submission. If this happens everyone will work on the same topic in separate teams or alone and submit their own versions.

All project components are **due no later than 11:59 pm (Central Time) on the designated deadline**. Any assignment submitted after the due date will receive **a ZERO.**

Final Exam(30% of overall grade)

There will be **one final exam that includes all topics**. **You are expected to complete the exam without the assistance of classmates, friends, or tutors. Use of the internet other than python and textbook and/or communication with anyone/any tool during the exam will be subject to the UNT honor code and conduct policies/actions.**

Important Notes for the Final Project and Group Work

- Please ensure that **all the tools and topics included in your project are those that we have discussed and learned about in this course**. It's important not to introduce external resources that have not been covered. No need to venture into uncharted territory!
- We advise against the use of highly utilized websites like **Kaggle** for sourcing data and models, as these can increase **the risk of plagiarism**. Make sure that your data set or proposal is not listed under these sites even if you found it from another resource.
- It is essential to hold **regular meetings** with your group to ensure everyone is on the same page and to check your progress periodically. **Please maintain a record of these meetings, documenting the date, time, attendees, and a brief summary of discussions, along with action items.**
- All files must be **valid, accessible, and should be submitted on time**. Adhering to these guidelines is crucial for the smooth processing of your work. I don't want anyone missing out on the opportunity to showcase their hard work.
- Please note that **no extensions will be granted** for group projects under any circumstances. **To avoid any last-minute issues, plan accordingly and try to submit as early as possible. So, don't procrastinate!**
- All documents should be **written in a professional manner, free from spelling and grammar errors, and formatted and cited consistently using a widely recognized**

style.

- Your files **should not be submitted solely as screenshots or images, nor as zipped or compressed files**! Turnitin cannot check these files.
- **Plagiarism** is a serious offense and will not be tolerated. We'll be using Turnitin to check for any issues. It generates **two reports**: One for **plagiarism** and one for **AI generation**. Violations will result in severe consequences.
- **One student from each team will be responsible for uploading your files to Canvas**. However, **all students are required to submit five evaluations of other projects individually**.
- **Every group member should thoroughly review** the submitted materials and ensure they align with the rubric. There will be no exceptions for late submissions, missing items or failure to submit as required. **All group members will be penalized if any discrepancies are found due to negligence, procrastination, failed cooperation or coordination, etc.** I expect full responsibility and accountability from each member, with no excuses accepted.
- If **a group member fails to respond or contribute to the project, it is crucial to report this behavior in a timely manner**. Additionally, **failure to report such issues promptly, bullying, unprofessional communication, or inappropriate behavior among group members will be subject to further disciplinary action.**
- **If you do believe that any group member does not contribute to your project or if you have a conflict with some of them you have the option to report it by sending a message to all group members including us and leaving the group two weeks prior to the final submission. If this happens everyone will work on the same topic in separate teams or alone and submit their own versions.**
- Make sure to submit all your project documents on time and as requested.
- Also, submit **the link or media file of your presentation recording**. We recommend uploading recordings of the presentations as **either a video or a publicly accessible link** on platforms like YouTube if the file size is big.
- Remember, **this isn't a competition; it's an opportunity to demonstrate the skills** you've learned during the course. Good luck with your final project, and don't hesitate to reach out if you have any questions or concerns!

Weekly Schedule*

Module	Start	End	*Topics*	*Other Assignments (Colors indicate categories)*
M0	12-Jan	18-Jan	*Course Overview* *Syllabus review* *Introduction* *Python Primer*	*- Review the syllabus* *- Acquire the textbook* *- Review the slides* *- Submit class participation exercises* *- Assessment Assignment 0*
M1	19-Jan	25-Jan	*Chapter 1: The Mechanics of Learning*	*- Read Chapter 1* *- Review Chapter 1 slides* *- Select project group members* *- Submit class participation exercises* *- Assessment Assignment 1*
M2	26-Jan	1-Feb	*Chapter 2: Fully Connected Networks*	*- Read Chapter 2* *- Review Chapter 2 slides* *- Submit class participation exercises* *- Assessment Assignment 2*
M3	2-Feb	8-Feb	*Chapter 3: Convolutional Neural Networks*	*- Read Chapter 3* *- Review Chapter 3 slides* *- Submit class participation exercises* *- Assessment Assignment 3*
M4	9-Feb	15-Feb	*Chapter 4: Recurrent Neural Networks*	*- Read Chapter 4* *- Review Chapter 4 slides* *- Submit class participation exercises* *- Assessment Assignment 4*
M5	16-Feb	22-Feb	*Chapter 5: Modern training techniques*	*- Read Chapter 5* *- Review Chapter 5 slides* *- Submit class participation exercises* *- Assessment Assignment 5*
M6	23-Feb	1-Mar	*Chapter 6: Common Design Building Blocks*	*- Read Chapter 5* *- Review Chapter 5 slides* *- Submit class participation exercises* *- Assessment Assignment 6* *- Submit Project Python Codes and Outputs* *- Submit Project presentation*
M7	2-Mar	8-Mar	*Project Presentations and Evaluations* *Final Exam*	*- Evaluations of other projects* *- Final Exam(March 6)*

* There may be changes due to unforeseen circumstances

Technical Assistance

The 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 technical issues.

UNT Help Desk:

- *UNT Student Help Desk site* http://www.unt.edu/helpdesk/index.htm
- *Email:* helpdesk@unt.edu
- *Phone:* 940-565-2324
- *In Person:* Sage Hall, Room 130
- *Walk-In Availability:* 8am-9pm
- *Telephone Availability:*
    - Sunday: noon-midnight
    - Monday-Thursday: 8am-midnight
    - Friday: 8am-8pm
    - Saturday: 9am-5pm
- *Laptop Checkout:* 8am-7pm
- *For additional support, visit Canvas Technical Help* https://community.canvaslms.com/docs/DOC-10554-4212710328

Course Policies

Late Work Policy

Assignment due dates are posted in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. All work for this course is due no later than 11:59 pm (Central Time) on the designated date.

NO late submission of assignments, midterm, or project deliverables.

Late work will be assigned ZERO unless previously approved by the instructor. NO EXCEPTIONS!

The University is committed to providing a reliable online course system to all users. However, in the event of **an unexpected server outage or any unusual technical difficulty**, which prevents students from completing a time sensitive assessment activity, the instructor will **extend the time windows and provide 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 students to resolve any issues at the earliest possible time.

Make-Up Policy

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

Attendance

- **Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course.**
- It is important that **you communicate with the professor and the instructional team prior to being absent**, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals.
- Please **inform the professor and instructional team if you are unable to attend** class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.
- If you are experiencing any health issues, please seek medical attention from the **Student Health and Wellness Center (940-565- 2333 or askSHWC@unt.edu)** or **your health care provider PRIOR to coming to campus**.

Grade Disputes

- You are required to **wait 24 hours** before contacting us to dispute a grade.
- Within that time, we expect that you will review the assignment details and reflect on the quality of the work you turned in.
- If you would still like to meet, **email us** to set up a meeting briefly describing the issue.
- You **should come to the scheduled meeting with specific examples** that demonstrate that you should earn a higher grade than you received.
- **If you miss your scheduled meeting or you are late, you forfeit your right** to a grade dispute.
- **If you do not contact us to schedule a meeting within 4 days of receiving your grade, you also forfeit your right** to a grade dispute.

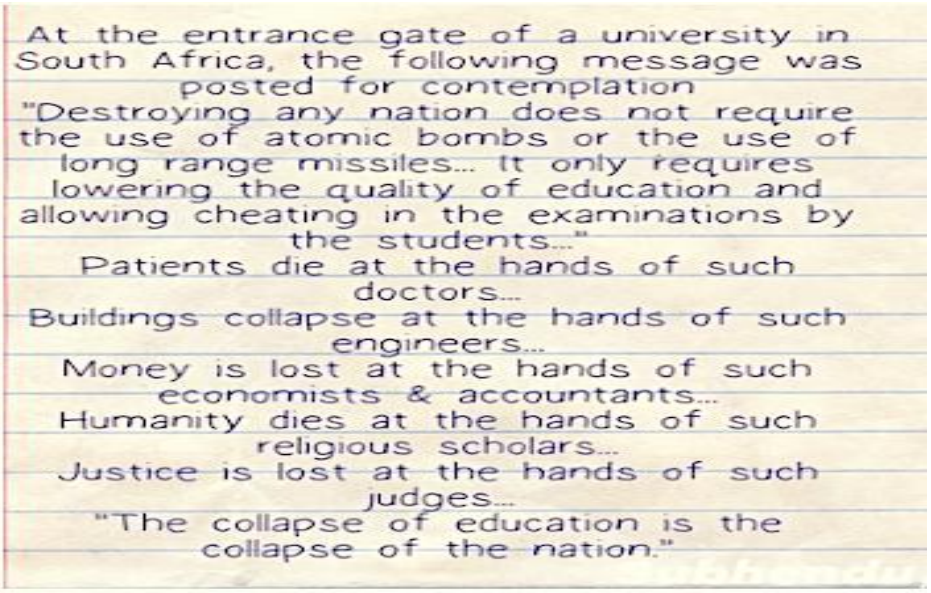
Extra Credit

There are no extra credit opportunities in this course.

Syllabus Change Policy

While the plan is to follow this syllabus as written, it is reasonable to expect that adjustments will be made, if necessary, due to events that are outside of my control. Any changes will be posted in the announcement section of our Canvas course. If these changes affect assignments or due dates, they will be communicated via email as well.

Academic Integrity Policies



The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The UNT Student Academic Integrity Policy is found at https://policy.unt.edu/policy/06-003

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**.

Turnitin Notice

Turnitin is used as a tool to assist students in their scholarly writing **to address plagiarism and usage of AI tools issues**. 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. It is recommended that students use the Turnitin resource to ensure their work is free of copyright issues prior to the submission of their projects.

Advanced Data Analytics Department Integrity Policy

	Penalty	**Other**
1st Academic Integrity Offense	The minimum penalty is 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.**

Policy on the Use of AI Tools in Coursework

- **General Use**
  - Students are encouraged to use Artificial Intelligence (AI) tools to improve their learning and practice throughout this course. These tools can help students grasp complex concepts, engage in creative problem-solving, and get additional practice with course-related skills.
- **Use in Assignments**
  - **Discussion Assignments:**
    - AI tools may be used freely in discussion assignments. Students are not required to attribute the use of AI tools in these contexts, allowing for straightforward integration and experimentation with the technology to deepen understanding and engagement with the course material.
  - **Graded Homework and Final Project:**
    - The use of AI tools is permitted in completing graded homework assignments and the final project. However, students must follow these guidelines:
      - **Attribution:** Clearly state the use of AI tools in your submissions.
      - **Documentation:** Include a copy of the prompts used in interactions with AI tools as part of your assignment submission. This transparency is essential to maintain academic integrity and to allow for proper evaluation of your understanding and original contributions. **Citing only AI or ChatGPT is insufficient in any academic writing assignment (e.g., a project report). Students must provide the references used - articles, textbook chapter, etc.**
  - **Spell Checking and Grammar Corrections:** Students may use AI tools for spell checking and grammar corrections in any written work. Students are **allowed to improve writing originally produced by themselves** by using **AI tools to edit, paraphrase, and proofread**. However, **if the percentage attributed to AI by the AI writing detector for a graded assignment is scored high** (on the answers) then the work should be reviewed further for a possible plagiarism violation. It is required that students clearly state:
    - **Tools Used:** Identify the AI tools utilized for spell checking and grammar corrections.
    - **Application:** Specify the sections or parts of the assignment where these tools were used. This information should be explicitly stated in the assignment submission.
- **Examinations**
  - **Final Exam:** The use of AI tools is strictly prohibited during final exam. These

assessments are designed to evaluate individual knowledge and problem-solving skills without the aid of external AI assistance.
    - **Policy Violation Consequences:** Any student found using AI tools during these exams will be considered in violation of the course's academic integrity policies. Such violations will be reported and may result in disciplinary action in accordance with the university's standards.
- **Responsibility**
    - Regardless of whether AI tools are used, students are completely responsible for ensuring the authenticity and originality of their work submitted for academic evaluation. This includes a full understanding of the material and the ability to discuss and defend all submitted work, irrespective of the tools used in its creation.

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

University Policies

Course Evaluation

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. **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 System 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. SPOT responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must

- first register with the **Office of Disability Access (ODA)** to verify their eligibility.
- If a disability is verified, the ODA will **provide you with a reasonable accommodation letter** to be delivered to faculty to begin a **private discussion** regarding your specific needs in a course.
- You may request reasonable accommodation at any time; however, ODA notices of reasonable 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, refer to the Office of Disability Access website https://studentaffairs.unt.edu/office-disability-access
- You may also contact ODA by phone at (940) 565-4323.

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

The University of North Texas (UNT) prohibits **discrimination and harassment** 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, 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.

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

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (**Title IX and the Violence Against Women Act**) and UNT policies prohibit discrimination on the basis of sex and therefore prohibit 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. **UNT's Survivor Advocates** can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at **940-565- 2648**. Additionally, alleged sexual misconduct can be non-confidentially reported to the **Title IX Coordinator at** oeo@unt.edu **or at (940) 565 275**

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, 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 https://policy.unt.edu/policy/07-002 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 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 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

- 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.
- In the event an instructor records a student's presentation, 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.
- 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 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 https://registrar.unt.edu/grades/incompletes.

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 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://careercenter.unt.edu
- Multicultural Center https://idea.unt.edu/multicultural-center
- Counseling and Testing Services https://studentaffairs.unt.edu/counseling-and-testing-services
- Pride Alliance https://idea.unt.edu/pridealliance
- UNT Food Pantry https://studentaffairs.unt.edu/food-pantry

Academic Support Services

- Academic Resource Center https://clear.unt.edu/canvas/student-resources
- Academic Success Center https://success.unt.edu/asc
- UNT Libraries https://library.unt.edu
- Writing Center https://writingcenter.unt.edu
- Math Lab https://learningcenter.unt.edu/math-lab