Teaching Team

 Instructor: Dr. Zeynep Orhan
 Lecture Hours (online by Zoom): TBA
 Office Hours: Tuesday and Friday 3:00 – 4:00 PM (CT) or by appointment
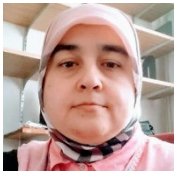 **Email:** Zeynep.Orhan@unt.edu

TA: Behzad Kazemi
 Email: BehzadKazemi@my.unt.edu

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, natural language processing, data analytics, both theoretical and applied. 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 and Computer Science Department of Union College, New York. 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, healthcare (diagnosis, follow-up, treatment) applications, e-education tools, e-government services, and related intelligent strategy systems are in her research agenda.

About the TA: Behzad has a BA in Industrial Engineering and 14 years of experience in Project Management. He worked on IT and construction projects in addition to data science. He has experience in teaching Microsoft Project. He likes how data can be used in different industries today to make profitable business decisions and enjoys developing methods to gain insight from data using artificial intelligence. His research interests are using data science in project management, digital marketing, and smart home systems.

Your success is our success. As your Professor and TA, 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 **email** (not the Canvas email tool).

- 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 check my email **on Saturdays and Sundays** as well.

- **Urgent matters will be answered before Monday**.

- When sending an email, please include

  o the **course and section** you are in as well as

  o the **main point of your email in the subject line** so that I can prioritize your message.

  o If I have not responded within **one business day**, please **resend** your message to my "unt- extended" email address as student emails may occasionally be routed to the junk folder.

  o I expect emails to **follow professional etiquette standards** as these are formal communications between the instructor and the student.

  o If your email is related to a course activity/assignment, please **attach appropriate files, or include screenshots**.

Course Description

This course provides an overview of quantitative methods essential for analyzing data, with an emphasis on business and industry applications that includes:

- identification of appropriate metrics and measurement methods,

- descriptive and inferential statistics,

- experimental design,

- parametric and non-parametric tests,

- linear regression,

- categorical data analysis, and

- select unsupervised learning techniques.

Standard statistical packages will be used to apply techniques to real-world problems.

Course objectives

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

- Learn how to effectively make use of data in case of uncertainty
- Learn how to use data to make statistical inferences and conclusions
- Understand and apply experimental design and sampling methodologies
- Understand and apply appropriate parametric and non-parametric tests
- Develop and articulate results from the linear regression model
- Access and manipulate data
- Visually explore and find patterns in data
- Create statistical models
- Apply categorical data analysis methods
- Apply statistical software tools to perform data analysis projects
- Apply concepts learned in the course to real-world case studies
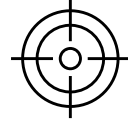
Course topics:

1. Review of fundamentals of data analysis
2. Review of probability
3. Parameter estimation and hypothesis testing
4. ANOVA
5. Analysis of categorical data
6. Simple and multiple linear regression
7. Team projects and presentations

Course Structure

- The course splits into **8 modules** and is **online** in an 8-week format.
- We will meet **online every week** and this lecture will be **recorded** to be **uploaded** to course page.
- Besides attending the classes (which means **watching live or recorded videos**), students are **expected to** participate in various online activities such as
  - reading textbook and articles,
  - watching videos, and
  - asynchronous discussions
  - completing assignments and quizzes.

Prerequisites

This course requires that
- the student complete college-level mathematics and
- a basic statistics course before enrollment or
- have relevant current work experience that will enable him/her to be successful in an introductory graduate-level statistics course.

Student Effort
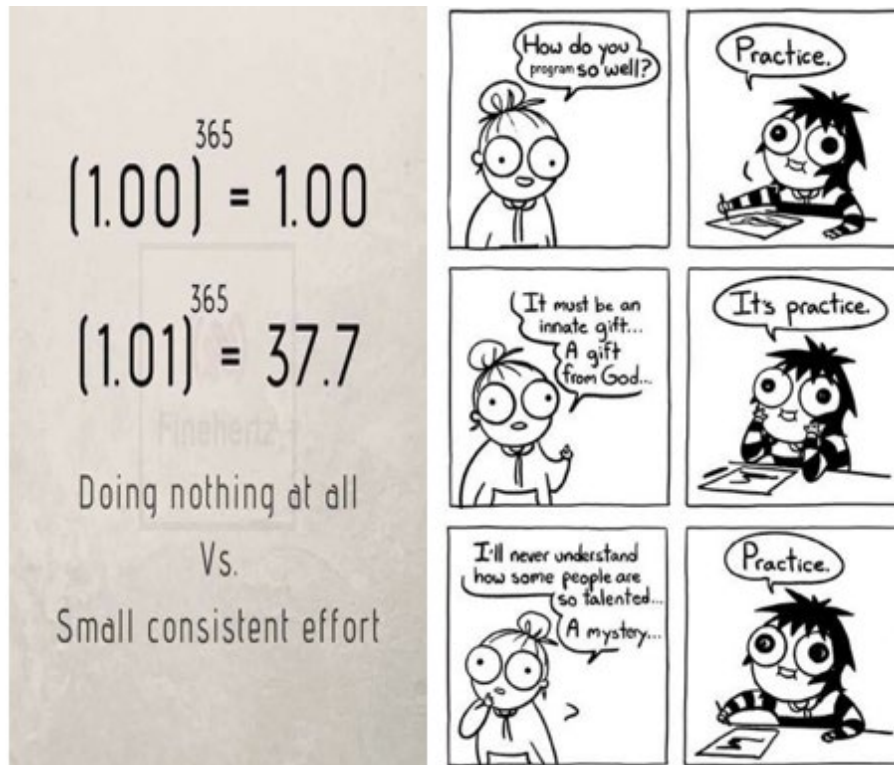
To be successful in this course you will need to:
- Learn how to use a given statistical package to conduct statistical analysis.
- Cite sources, giving credit to where you obtain information.
- Commit spending at least 12-18 hours a week
  - reading the assigned chapters and supplementary resources,
  - watching videos
  - working on assignments and quizzes,
  - working on the group project,
  - reflecting on the material covered,
  - participating in other activities throughout the course.
- Please use your time carefully.

- Don't hesitate to ask for help and always communicate.
- Be sure to read your assigned readings, be punctual, and
- Save all your assignments (and back them up!)

Required/Recommended Materials

- One textbook is required for this course: You will use this e-textbook with access to **McGraw-Hill Connect**.

    Business Statistics: Communicating with Numbers,
    4th ed with access to McGraw-Hill Connect
    By Sanjiv Jaggia and Alison Kelly ISBN13:
   9781260716306
    Copyright: 2022
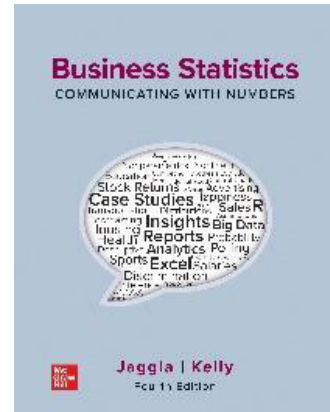
- Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas.
- Students will also need to have access to **Microsoft Excel** for data analysis assignments.

Optional Resources (useful after the course when you no longer have the textbook)

**These are suggested books, not required.**

Some students will find that this book provides easy to understand explanations of some of the concepts presented in the course with additional examples in Excel.

    Statistics for People Who (Think They)
    Hate Statistics Using Microsoft Excel (5th ed.)
    Salkind, Neil J. and Frey, Bruce B., (2021).
    Thousand Oaks, CA: SAGE Publications, Inc.
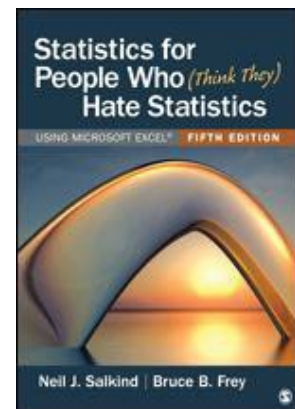
Some students will find this book funny and interesting

The Cartoon Guide to Statistics,

Larry Gonick, Woollcott Smith

Harper Perennial, January 1, 1993
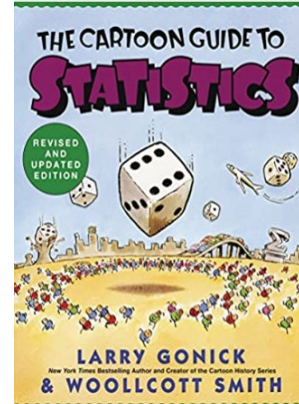
Online Access to Course Materials

- This course was developed and will be facilitated utilizing 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 log in 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

- 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**.

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, and
- MS Excel on their devices.

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
- **CANVAS Technical Requirements** (https://clear.unt.edu/supported-technologies/canvas/requirements)

Assessing Your Work

The course grade will be determined based on the followings:

Grade Item	Submission Platform	Weight
Discussion Participations	Canvas	9%
Online Quizzes	Canvas, Connect	21%
Homework Assignments	Canvas, Connect	28%
Group project	Canvas	30%
Final Exam	Canvas, Connect	12%

Your letter grade will be determined by the following overall grading scheme:

| Course Score (%)	Letter Grade
90+	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

Discussion Participation (9% of overall grade)

There will be two discussion board assignments. These are reflective and are designed for you to share your thoughts and experiences related to the topic presented. To earn full points on discussion boards, students must be actively engaged in the group discussion and provide input to each of the assigned questions. It is expected that your responses be thoughtful, respectful, grammatically correct, and reveal your understanding of the topic being discussed. It is required that you post your reflection by **Friday** and that you provide a substantive response to one or two of your classmate's reflections by the **end of Sunday**. **No late submission is allowed for discussion**.

- Initial post should be a minimum of 200 words.
- There is no word limit for the response post.

Online quizzes (21 % of overall grade)

There will be **seven online quizzes** for each of first seven modules in addition to **syllabus quiz**, and **the lowest grade one will be discarded**. Module quizzes are designed to give you feedback about your understanding of the materials covered in each module. These quizzes will be administered via McGraw-Hill Connect (while the syllabus quiz will be on Canvas), and all are due no later than 11:59 pm (Central Time) on the deadline. Unless previously approved by the instructor, any online quiz submitted after the due date will receive **a penalty of 10% for each day up to three days**. **No points will be awarded for an online homework submitted four or more days after the due date**.
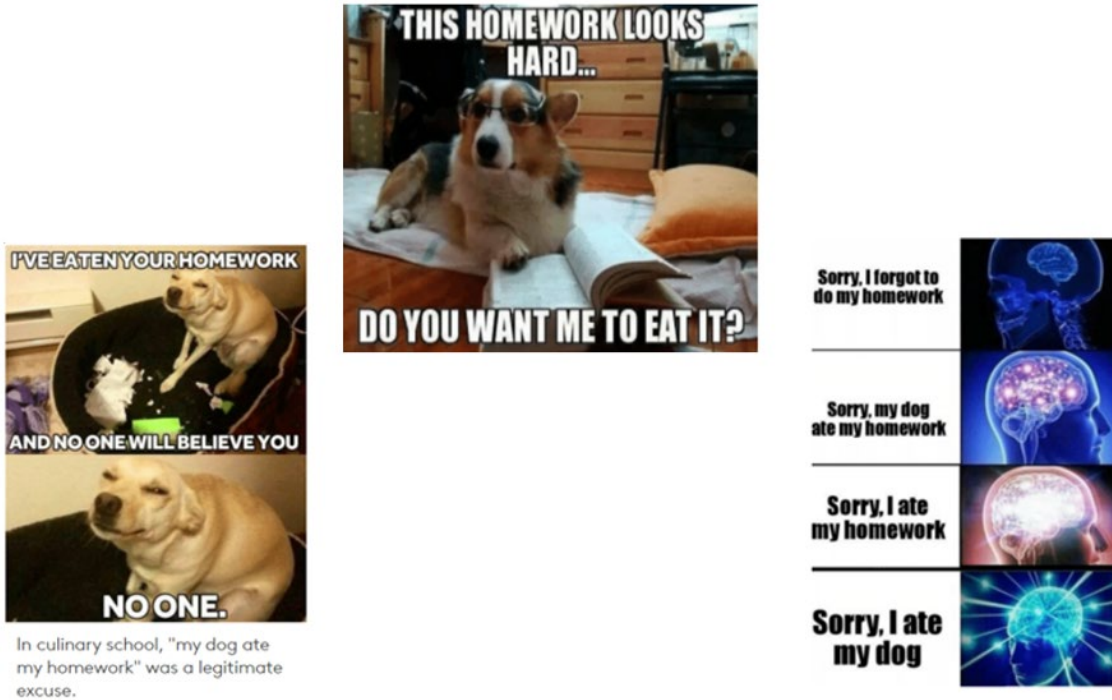
Homework Assignments (28% of overall grade)

There will be **seven assignments** throughout the semester that are related to the materials covered in the modules. You will gain hands-on experience to conduct statistical analyses using **Microsoft Excel and occasionally R**.

Assignments 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.

All assignments are **due no later than 11:59 pm (Central Time) on the designated deadline**. Unless previously approved by the instructor, any assignment submitted after the due date will receive **a penalty of 10% for each day up to three days**. **No points will be awarded for an online homework submitted four or more days after the due date**. Written responses are expected to be free of spelling/grammatical/typo errors.

Group Project (30 % of overall grade)

The group 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 up to four students**. You will be required to acquire a data set of sufficient size to complete your analysis.

Steps:

Project Data Plan and Proposal (5% of overall grade): Your task, as a team, is to decide on a dataset that will serve as the basis for the remainder of the group project assignments. You can use a dataset on an open data portal, data from your workplace, or else. Your task is to write a brief report (up to 600 words) to answer questions about the data you selected. The data size should be enough to conduct an in-depth statistical analysis. Hence, your raw dataset should have at least 1,000 rows (observations). As you progress through the semester, you will have the option to supplement your dataset with additional but related datasets if you think the original data selection is not sufficient.

First Showcase (7% of overall grade): By using the descriptive analytics and based on your initial analysis of your dataset, provide the followings:
- *Target variable and audience:* State the target variable in your project and the target audience who will benefit from your analysis.
- *Key charts:* Create two charts from your dataset that should illustrate key insights you have discovered in the dataset.
- *Lead Statement:* Write just one sentence, as if it is a lead sentence in a news story, which identifies the most interesting thing you've discovered in your dataset. Your lead sentence should stimulate the reader's interest and curiosity and your readers are no one other than your classmates.
- *Elevator pitch:* Designate one of the group members to make an elevator pitch to summarize the insights you have discovered. Your elevator pitch video should be uploaded on YouTube, and it should have a length of up to 60 seconds.

PowerPoint Slides and the Recorded Presentation (9% of overall grade): Prepare 10-15 slides explaining key findings of your statistical analysis and a recommendation about what action should be taken based on your findings. You will then narrate your slides to produce a recorded presentation between 10 and 15 minutes long. You can designate one member from the group to record the whole presentation or each member can contribute. The presenter does not need to appear in the recorded presentation.

Project Report (9% of overall grade): Write a 1500-2000 words-long project report outlining the key findings of your statistical analysis as well as the suggestions for how your intended audience should respond to your findings. Your project report should not include a table of contents or bibliography. Your project report should include 4-6 charts.

Feedback on your team member: In real life, you are expected to work on a business problem with your team members, arrange meetings to plan the execution of the project, then collect data, come up with the proper method to solve the problem, execute the job, and present your findings to upper management. In most cases, you do not get to choose your team members and there may be free riders. By the end of the semester, you will be asked to provide feedback on the percentage contribution to the final product, and your group project grade will be determined based on the quality of the product and your contribution to the work. If everyone contributes equally, all members will receive the

same credit. Team members who do not contribute sufficiently will be deducted points.

Final Exam (12% of overall grade)

There will be no midterm but a final exam. The final will exam covers materials from Modules 1-8. Exam questions will be similar to online quiz questions.

You are expected to complete the exam without the assistance of classmates, friends, or tutors. Use of the internet and/or communication with anyone during the exam will be subject to the UNT honor code and conduct policies/actions.

Weekly Schedule*

Week/Date	Modules and Topics	Activities
Week 1 (Jan 16 – Jan 22)	**Module 1: Introduction and Overview of Basic Statistics** *Course overview and Syllabus review* *Data and Data Preparation (Ch 1)* *Tabular and Graphical Methods (Ch 2)*	- Overview the syllabus - **Syllabus Quiz** - Read the chapters - Review the slides - **Discussion 1 (Introduce yourself)** - **Assignment 1** / **Quiz 1**
Week 2 (Jan 23 – Jan 29)	**Module 2: Summarizing Data** *Numerical Descriptive Measures (Ch 3)*	- Read the chapter - Review the slides - Select project group members - **Assignment 2** / **Quiz 2**
Week 3 (Jan 30 – Feb 5)	**Module 3: Probability and Discrete Probability Distributions** *Introduction to Probability (Ch 4)* *Discrete Probability Distributions (Ch 5)*	- Read the chapters - Review the slides - **Project proposal and data plan** - **Assignment 3** / **Quiz 3**
Week 4 (Feb 6 – Feb 12)	**Module 4: Continuous Probability Distributions** *Continuous Probability Distributions (Ch 6)*	- Read the chapter - Review the slides - **Discussion 2** - **Assignment 4** / **Quiz 4**
Week 5 (Feb 13 – Feb 19)	**Module 5: Confidence Intervals and Hypothesis Testing** *Interval Estimation (Ch 8)* *Hypothesis Testing (Ch 9)*	- Read the chapters - Review the slides - **Project first showcase** - **Assignment 5** / **Quiz 5**
Week 6 (Feb 20 – Feb 26)	**Module 6: Correlation and ANOVA** *Measures of Association (Ch 3.7)* *Analysis of Variance (Ch 13)*	- Read the chapter/section - Review the slides - **Discussion 3** - **Assignment 6** / **Quiz 6**
Week 7 (Feb 27 – Mar 5)	**Module 7: Regression Analysis and Inference** *Regression Analysis (Ch 14)* *Inference with Regression Models (Ch 15)*	- Read the chapter - Review the slides - **Assignment 7** / **Quiz 7**
Week 8 (Mar 6 – Mar 12)	**Module 8: Final project and Presentation** *Project Papers & Presentations*	- **Project presentation** - **Project report** - **Project feedback on team members** - **Final Exam**

* There may be changes due to unforeseen circumstances

Academic Calendar
http://catalog.unt.edu/content.php?catoid=30&navoid=3524

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

Diversity Statement

I value the many perspectives students bring to our campus. Please collaborate with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. We are all learning together.

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. Any assignment submitted after that time will receive **a penalty of 10% for each day up to**

three days. **No points will be awarded for an online homework submitted four or more days after the due date**. Additional points may be deducted when the assignment is graded based on the quality of the work submitted.

The University is committed to providing a reliable online course system to all users. However, in the event of **an unexpected server outage or any unusual technical difficulty**, which prevents students from completing a time sensitive assessment activity, the instructor will **extend the time windows and provide an appropriate accommodation** based on the situation. Students should

- **immediately report any problems to the instructor and**
- **contact the UNT Student Help Desk:**
    - **helpdesk@unt.edu or**
    - **940.565.2324 and**
    - **obtain a ticket number**.

The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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 symptoms of COVID, please seek medical attention from the **Student Health and Wellness Center (940-565- 2333 or askSHWC@unt.edu)** or **your health care provider PRIOR to coming to campus**. UNT also requires you to contact the **UNT COVID Team at COVID@unt.edu** for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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.

Turnitin Notice

Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism 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 final submission of their projects.

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_0_0.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/policy/06-003

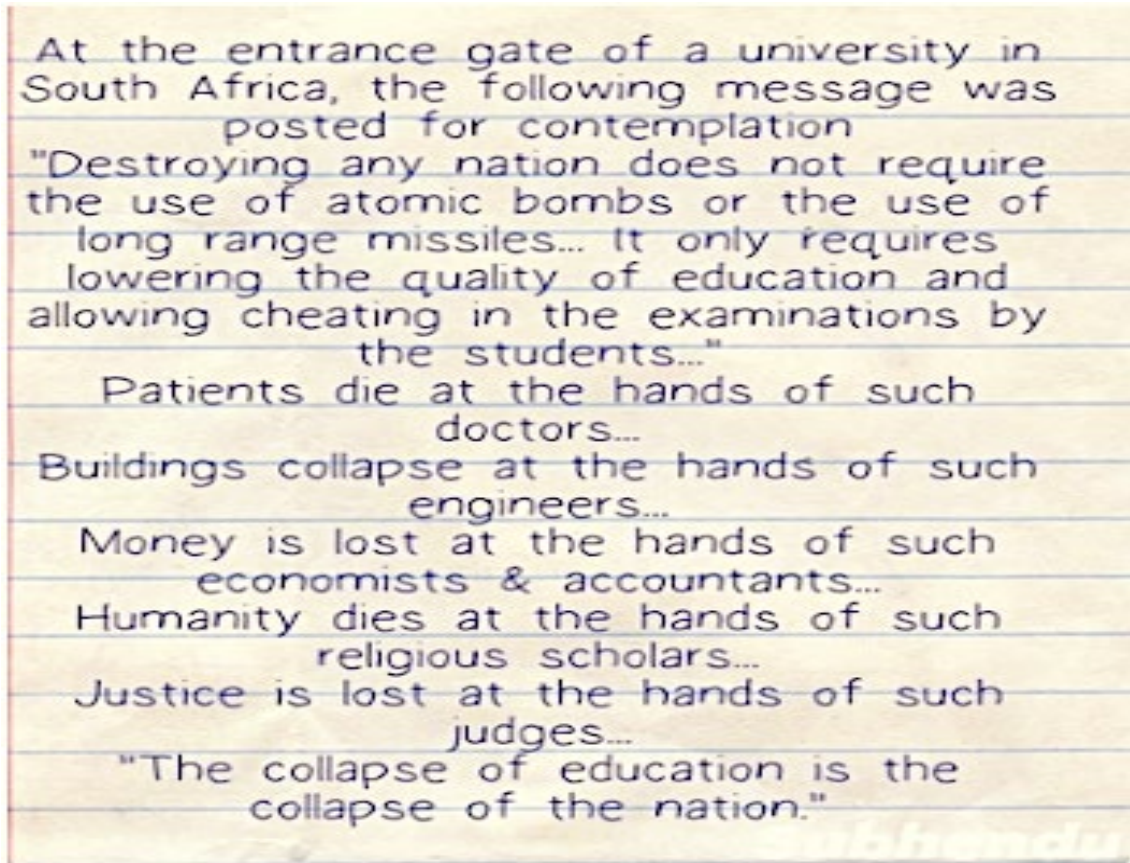## University Policies

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.

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to

- cheating,
- fabrication,
- facilitating academic dishonesty,
- forgery,
- plagiarism, and
- sabotage.

A finding of academic dishonesty may result in a range of **academic penalties or sanctions ranging from admonition to expulsion from the University**.

At the entrance gate of a university in South Africa, the following message was posted for contemplation

"Destroying any nation does not require the use of atomic bombs or the use of long range missiles... It only requires lowering the quality of education and allowing cheating in the examinations by the students..."

Patients die at the hands of such doctors...

Buildings collapse at the hands of such engineers...

Money is lost at the hands of such economists & accountants...

Humanity dies at the hands of such religious scholars...

Justice is lost at the hands of such judges...

"The collapse of education is the collapse of the nation."

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 accommodations 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 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, 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, 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 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 student 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 (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://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

UNT Code of Student Conduct

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

You are encouraged to become familiar with the University's Code of Student Conduct and the Policy of Academic Integrity. The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The policies contained on the course website apply to this course. In addition, you are expected to adhere to the ADTA Academic Integrity Policy outlined below. If you have questions regarding any of the information presented regarding academic integrity, please feel free to contact me.

ADTA Academic Integrity Policy

Occurrence	Minor Assignments (e.g., Discussions, Homework, and Journals)	Major Assignments (e.g., Exams and Projects worth more than 10% of your grade)
1st Warning	• First written warning • Min. 20% deduction	• Written warning • Min. 15% deduction
2nd Warning	• Second written warning • Min. 50% deduction • Inform academic advisor during Dept. Meeting	• Second written warning • Min. 50% • Inform academic advisor during Dept. Meeting
3rd Warning	• Written Letter • Min. 0 grade for that assignment	• Written Letter • Min. 0 grade for that assignment