






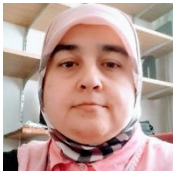
Teaching Team

 **Instructor:** Dr. Zeynep Orhan
 **Lecture Hours (online via ZOOM):** **Wednesday 2:00 PM – 3:00 PM (CT)**
 **Office Hours: (online via ZOOM)**

- **Wednesday (drop by): 3:00 – 4:00 PM (CT) (online via ZOOM)**
- **Any other time: Only by appointment (online via ZOOM)**

 **Email:** Zeynep.Orhan@unt.edu

TA: Shailaja Bommena
 **Email:** ShailajaBommena@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: Shailaja Bommena is a master's student of Advanced Data Analytics. She has had experience in SAP BI. She worked on many different projects, including FICO-GL and was involved in full life cycle implementation. She believes that decision-making is crucial in Data science and it can be used to identify and manage project risks. Her area of interest is the application of data science to natural language processing. Her hobbies are listening to music and reading books.



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 or the TA is via **email** (not the Canvas email tool). TA will respond to most of your questions regarding assignments and grading.
- 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
 - the **course and section** you are in as well as
 - the **main point of your email in the subject line** so that I can prioritize your message.
 - 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.
- 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**.

Course Description



This course extends the concepts developed in **Data Analytics I** to multivariate and unstructured data analysis. Modern techniques of multivariate analysis and machine learning such as classification methods, cluster analysis, and text mining are explored and implemented with real-world business and industry data. The course will provide a hands-on introduction to state-of-practice technology and tools. The focus of the course is on the application and interpretation of the methods discussed.:

- Undergraduate students in this course will learn the various statistical techniques that are used to analyze a variety of data sets including categorical and numerical data. The focus for undergraduate students is mastery of the technique and understanding of the output.
- Graduate students will go beyond mastery of the technique and understanding the output. They will interpret the output and use it to answer business/research questions, make recommendations, and discuss limitations of the model and data.

Course objectives

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

- Understand and be able to apply a variety of multivariate data analysis techniques.
- Perform supervised and/or unsupervised learning to data as appropriate and explain results.
- Explain how to apply techniques for analysis of text and unstructured data.
- Apply concepts learned in course to real world case studies.

Course topics:

- Data exploration and preparation
- Model performance evaluation
- Multivariate interdependence and dependence analysis methods
- Overview of classification and supervised methods
- Supervised statistical approaches (Linear and Logistic Regression, Decision trees)
- Supervised machine learning approaches (Neural Network, etc.)
- Discriminant Analysis
- Unsupervised models and Cluster Analysis

Course Structure

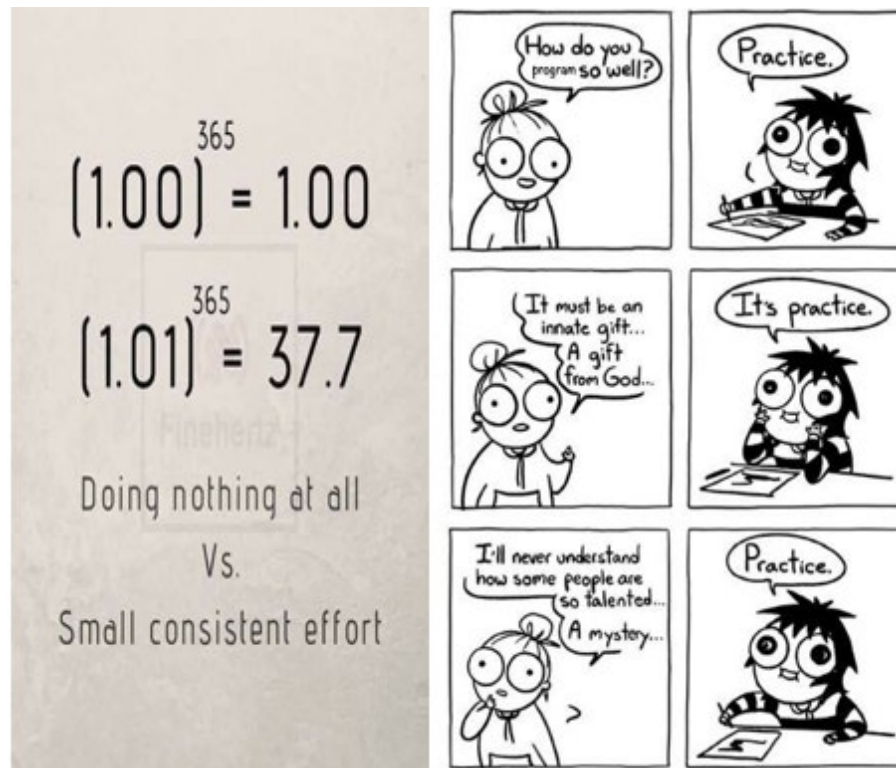
- The course splits into **8 modules** and is **online** in an 8-week format.
- We will meet **online every week** and this lecture will be **recorded** to be **uploaded** to the course page.
- Besides attending the classes (which means **watching live or recorded videos**), students are **expected to**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

Prerequisites

This course requires that

- ADTA 5130 Data Analytics I,
- DSCI 5180, or
- equivalent college graduate-level statistics course prior to enrollment

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 and make sure that they are allowed.**
- **Do not use AI based tools,**
- 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

Two textbooks are required for this course

- **Introduction to Statistical and Machine Learning Methods for Data Science,**

By Carlos Andre Reis Pinheiro; Mike Patetta,
ISBNs: 9781953329622 9781953329608

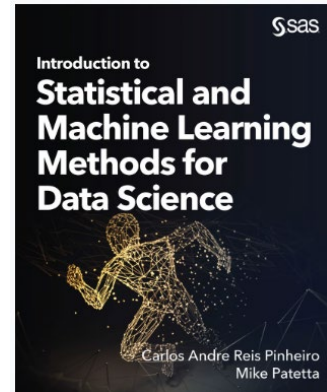
Publish Year: 2021

Edition: 1st

Website: <https://support.sas.com/pinheiro>

[Buy from Amazon](#)

[Buy e-book from RedShelf](#)



- **A Gentle Introduction to Statistics Using SAS Studio in the Cloud,**

By Ron Cody,

ISBNs 9781954844476 9781954844452

Publish Year: 2021

Edition: 1st

Website: <https://support.sas.com/cody>

[Buy from Amazon](#)

[Buy e-book from RedShelf](#)



- Other supplemental materials will be provided via a link to the [UNT Willis Library](#) website or included in the Module folders on Canvas.

Optional Resources

These are suggested books and materials, not required!!!

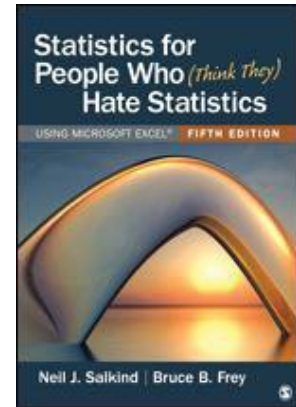
- **Machine Learning Specialization by DeepLearning.AI**
<https://www.deeplearning.ai/courses/machine-learning-specialization/> Slides can be downloaded free of charge.
- **Mathematics for Machine Learning and Data Science Specialization by DeepLearning.AI**
<https://www.deeplearning.ai/courses/mathematics-for-machine-learning-and-data-science-specialization/> Slides can be downloaded free of charge.

- 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.

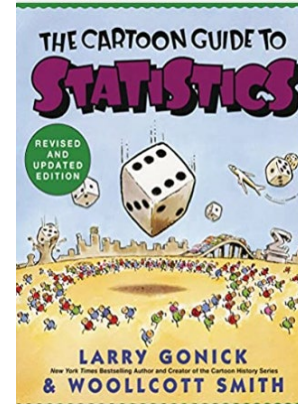


- Some students will find this book funny and interesting

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
- a webcam,
- speakers
- a mic
- reliable internet access
- SAS products for statistical analysis
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Adobe Acrobat Reader
- Media Player
- **CANVAS** for accessing course materials and announcements. Please see **CANVAS Technical Requirements**
<https://clear.unt.edu/supported-technologies/canvas/requirements>

SAS Products

This semester we will be utilizing SAS Enterprise Miner to demonstrate and practice the statistical tools discussed. You have two different routes to obtain access to the software for the lab assignments in this course.

- The UNT license portal allows direct download of SAS software to your local machine. **Note this option is not for students using a Mac or systems that do not run Windows.** SAS software is large and may take a long time to download and install. This program also requires a large amount of computer resources, so this option may not be available

if your system is not properly equipped. Please follow the steps below to download and install SAS.

1. Go to <https://licenseportal.unt.edu/>
2. Sign in using the same **login credentials** that you use for Canvas and my.unt
3. Click on "**Download SAS**". Note: SAS is comprised of a base foundation with many optional products and packages.
4. Select "**sas94_win64.zip**" to start downloading
5. Open the downloaded SAS file and save **SAS94_9CNB3R_70194722_Win_X64_Wrkstn.txt** into the **sid_file**.
6. Now, run the setup file.
7. Once the SAS Deployment Wizard opens, keep all the default settings. A complete install of all products for which we are licensed may be accomplished by running the installation wizard, selecting the option to "**Install SAS Foundation and Related Products**" then accepting the default values/selection on subsequent steps. Selecting additional items will simply prompt configuration of those services, such as locally run servers, integration with 3rd party applications, etc.
8. You should now have a list of options to select in the SAS folder on your Start Menu.
9. Note: If you receive an error message when creating a new project in **SAS Enterprise Miner**, it probably comes from having virtualization software like VMWare or VirtualBox (VMWare web client doesn't count) installed in your computer that affect the Windows hosts file. SAS has information on the issue: <https://support.sas.com/kb/55/227.html>. To resolve, you need to manually edit the "Hosts" file in the Windows system folder:
 - Click **Start** and type in **Notepad**
 - Right-click on **Notepad** and select **Run as administrator**
 - Click the **File** menu and select **Open...**
 - Paste this address into the **File name** box: %WINDIR%\System32\drivers\etc\hosts
 - Click **Open**
 - At the end of the document, you'll see a line that says 127.0.0.1 view-localhost
 - Change this line to 127.0.0.1 localhost view-localhost. **Be very careful not to change anything else in this document!**
 - Save the file and close Notepad
- If local SAS does not work, you can access to **SAS Enterprise Miner and SAS Studio** via **SAS® OnDemand for Academics** (<https://welcome.oda.sas.com/login>). SAS® OnDemand for Academics provides free online access to SAS products which connect to a server. Note the servers can be slow depending on the demand at the time and you need to be online while working on the project. Please take below steps to register and then self-enroll into our course.
 1. Create a SAS profile with your **UNT email** on <https://odamid.oda.sas.com> and then sign in.

2. Click '+ enroll in a course' under 'Enrollments'.
3. Enter the course code: **70df4701-9f06-4a6a-90f2-351917973d21** and submit the form.
4. Confirm this is the correct course before finishing enrollment.

You can also go to

- <http://support.sas.com/ondemand>
- <https://support.sas.com/software/products/ondemand-academics/#s1=1>

for more information.

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](https://online.unt.edu/learn)

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>

Assessing Your Work

The course grade will be determined based on the followings:

Assignments	Percentage of Final Grade %
Software Setup	
SAS Enterprise Miner setup	6%
Quizzes	
1 syllabus Quiz	14%
13 quizzes: 12 (lowest one dropped)	
Labs	
6 Labs	30%
Discussions and reviews	
4 Discussions and reviews	
1 Introduce yourself	20%
3 Pick a topic and a case that can be applied and justify your reasoning, review other submissions	
Group Project	
Final report and presentation	30%
Peer Review	
Total	100%

There will be no midterm or final exam.

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

Software Setup (6% of overall grade)

The required statistical software must be set up within the first week after the course starts. A screenshot of the installed local software or the account setup on the server must be submitted in Canvas.

Online quizzes (14% of overall grade)

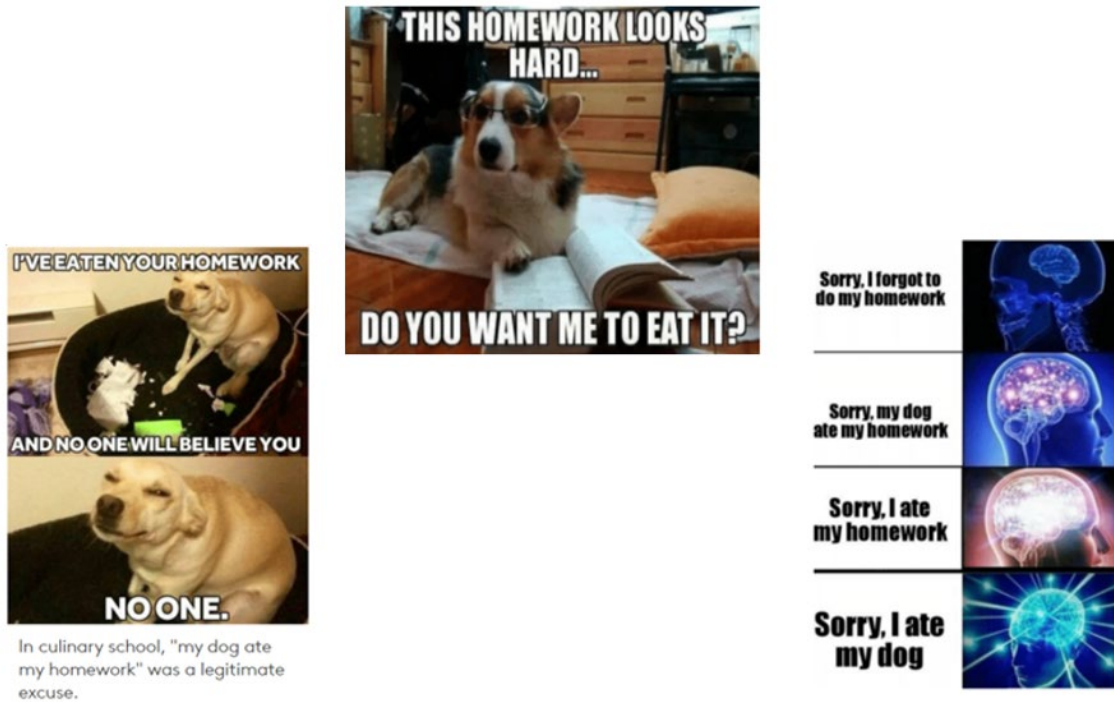
There will be **twelve online quizzes** in addition to **syllabus quiz**. Module quizzes are designed to give you feedback about your understanding of the materials covered in each module. These quizzes will be administered via Canvas, and all are due no later than 11:59 pm (Central Time) on the deadline. Unless previously approved by the instructor, **no late submission is allowed** and any online quiz submitted after the due date will receive a **zero**.

Labs (30% of overall grade)

The Labs may include:

- conceptual questions,
- analysis using provided datasets,
- interpretation of the analysis results, or
- questions related to the course material and how it was used or misused in a recent news story.

You will use SAS Enterprise Miner to perform the statistical analyses and support your answer to questions with appropriate figures from statistical software output. Please complete your work directly in the original lab word file and save it as **YourFirstNameLastNameLab#** e.g., **JaneDoeLab1**. Unless previously approved by the instructor, **no late submission is allowed** and any lab submitted after the due date will receive a **zero**.



Discussion Participation (20% of overall grade)

There will be four discussion board assignments.

- There is one introduce yourself discussion where you can share information about yourself with the class.
- There are three other discussions where you pick a topic and a case that can be applied and justify your reasoning, then you review other submissions

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 **Sunday** of the assigned week and
- that you provide a substantive response to one or two of your classmate's reflections by the **end of Sunday of the following week**.
- Unless previously approved by the instructor, **no late submission is allowed** and any discussion or review submitted after the due date will receive **a zero**.

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**. In real life, it is essential to collaborate with various colleagues, arrange meetings to plan the execution of the project, collect and analyze the data, and present your findings to different levels of the organization. Groups of 3 or 4 students can be formed by you or me on Canvas to complete a project of applying data analysis methods to real data provided by the instructor. Please start communicating with your team members ASAP. More details including a rubric will be posted in **Module: Final Project on Canvas**.

Steps:

1. Final report & presentation

At the end of the course, each group will submit

- **one research paper** (.doc or .docx) that follows the project framework as well as
- **one presentation** that would be about 10 minutes (6-8 slides).

You will

- put **each team member' full name on the first slide** and
- **write out what you would say for each slide on the speaker notes portion** of your PowerPoint file.
- It is expected that the paper be **free from grammatical errors** and
- **appropriately use APA style** for citations and reference list.
- **No abstract section** is needed **but it should include a separate cover page that includes the title and every team member's full name**.
- The **minimum requirement for the paper will be**
 - **12-18 pages** (excluding the cover page),
 - **double-spaced**,
 - **1-inch margins**,
 - using **Times Roman 12-point font**, and
 - appropriately using **APA style** for citations and reference list.
 - The paper will be **submitted for grading via software that checks for plagiarism** so **do not submit your files as a zip or compressed file. Plagiarism and AI generated text are violations of the Student Code of Conduct and will be handled per university policy.**
 - **One student from the group will submit**
 - the paper,
 - PowerPoint and
 - data files by the due dates noted on Canvas and the Syllabus.
 - Unless previously approved by the instructor, **no late submission is allowed** and any

discussion or review submitted after the due date will receive a **zero**.



2. Peer review

Each student will provide a peer review on team members' contribution to the final product **that will be shared by the team members**, and your group project grade will be determined by the quality of the product and your contribution. If everyone contributes equally, both members will receive the same credit. Team members who contribute insufficiently will be deducted points. The professor reserves the right to adjust the team's recommended contribution.

ADTA 5230.101 Data Analytics II Summer 2023 8W1

Weekly Schedule*

Week/Date	Modules and Topics	Activities(T1: Textbook 1, T2: Textbook 2)
Week 1 (Jun 05 – Jun 11)	Module 1: Introduction and Overview <i>Course overview and Syllabus review</i> <i>Introduction</i> <i>Overview of the Data Mining Process</i> <i>Data Visualization</i> <i>Dimension Reduction</i> <i>SAS</i>	<ul style="list-style-type: none"> - Overview the syllabus - Read the chapters(T1:Ch1, 2; T2:Ch1-6) - Review the slides - Syllabus Quiz - Discussion 1 (Introduce yourself) - Group Project Survey - SAS Enterprise Miner setup
Week 2 (Jun 12 – Jun 18)	Module 2: Performance Evaluation <i>Evaluating Predictive Performance</i>	<ul style="list-style-type: none"> - Read the chapters(T1:Ch9) - Review the slides - Quiz 1-Quiz 2-Quiz 3 - Discussion 2 (Case Study) - Lab 1
Week 3 (Jun 19 – Jun 25)	Module 3: k-Nearest Neighbors (k-NN) and Naïve Bayes Classifier <i>k-Nearest Neighbors</i> <i>The Naïve Bayes Classifier</i>	<ul style="list-style-type: none"> - Review the slides - Quiz 4 – Quiz 5 - Discussion 2 (Review) - Lab 2
Week 4 (Jun 26 – Jul 02)	Module 4: Multiple Linear Regression and Logistic Regression <i>Multiple Linear Regression</i> <i>Logistic Regression</i>	<ul style="list-style-type: none"> - Read the chapters(T1:Ch3; T2:Ch12-13) - Review the slides - Quiz 6 – Quiz 7 - Discussion 3 (Case Study) - Lab 3
Week 5 (Jul 03 – Jul 09)	Module 5: Decision Trees <i>Classification and Regression Trees</i>	<ul style="list-style-type: none"> - Read the chapters(T1:Ch3) - Review the slides - Quiz 8 – Quiz 9 - Discussion 3 (Review) - Lab 4
Week 6 (Jul 10 – Jul 16)	Module 6: Neural Nets and Discriminant Analysis <i>Neural Nets</i> <i>Discriminant Analysis</i>	<ul style="list-style-type: none"> - Read the chapters(T1:Ch4) - Review the slides - Quiz 10 – Quiz 11 - Discussion 4 (Case Study) - Lab 5
Week 7 (Jul 17 – Jul 23)	Module 7: Cluster Analysis <i>K-means and Hierarchical Cluster Analysis</i>	<ul style="list-style-type: none"> - Read the chapters(T1:Ch6) - Review the slides - Quiz 12 - Discussion 4 (Review) - Lab 6
Week 8 (Jul 24– Jul 30)	Module 8: Final project and Presentation <i>Project Papers & Presentations(No class)</i>	<ul style="list-style-type: none"> - Project presentation(Jul 25) - Project report(Jul 25) - Project feedback on team members(Jul 25) - Final Exam(None)

* There may be changes due to unforeseen circumstances

Academic Calendar

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

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. **Unless previously approved by the instructor, no late submission is allowed and any task submitted after the due date will receive a zero.**

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.

Students should login regularly to the online class site. The instructor can use the tracking feature in Canvas to monitor student activity. Students are also expected to participate in all learning activities such as discussion boards and projects.

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.

Group Project Policy

Group projects are an essential part of this course. These projects help you develop collaboration skills that are essential in the workplace. Group projects also contribute to learning and retention of class content. Other benefits include practice with time management and communication skills, giving and receiving constructive feedback, sharing perspectives in a respectful manner, and developing conflict management skills.

Ground rules:

- Start the project early.
- Begin by discussing and defining project goals, group leadership, time schedule, and preferred means of communication.
- Respect each group member, attend group meetings prepared and on time.
- Each group member should complete a fair share of the work.
- Contact your instructor (sooner rather than later) If there is an issue or group dynamic that cannot be resolved in a timely manner.

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. Your submissions should not use AI tools as well. Canvas has a tool that checks the likelihood of the AI generated text.

Please include the following UNT honor Code in all your assignments, exams, quizzes, and projects.

"I commit myself to honor, integrity, and responsibility as a student representing the University of North Texas community. I understand and pledge to uphold academic integrity as set forth by UNT Student Academic Integrity Policy 06.003. I affirm that I will not give or receive any unauthorized help on all academic work, and that all work will be my own."

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

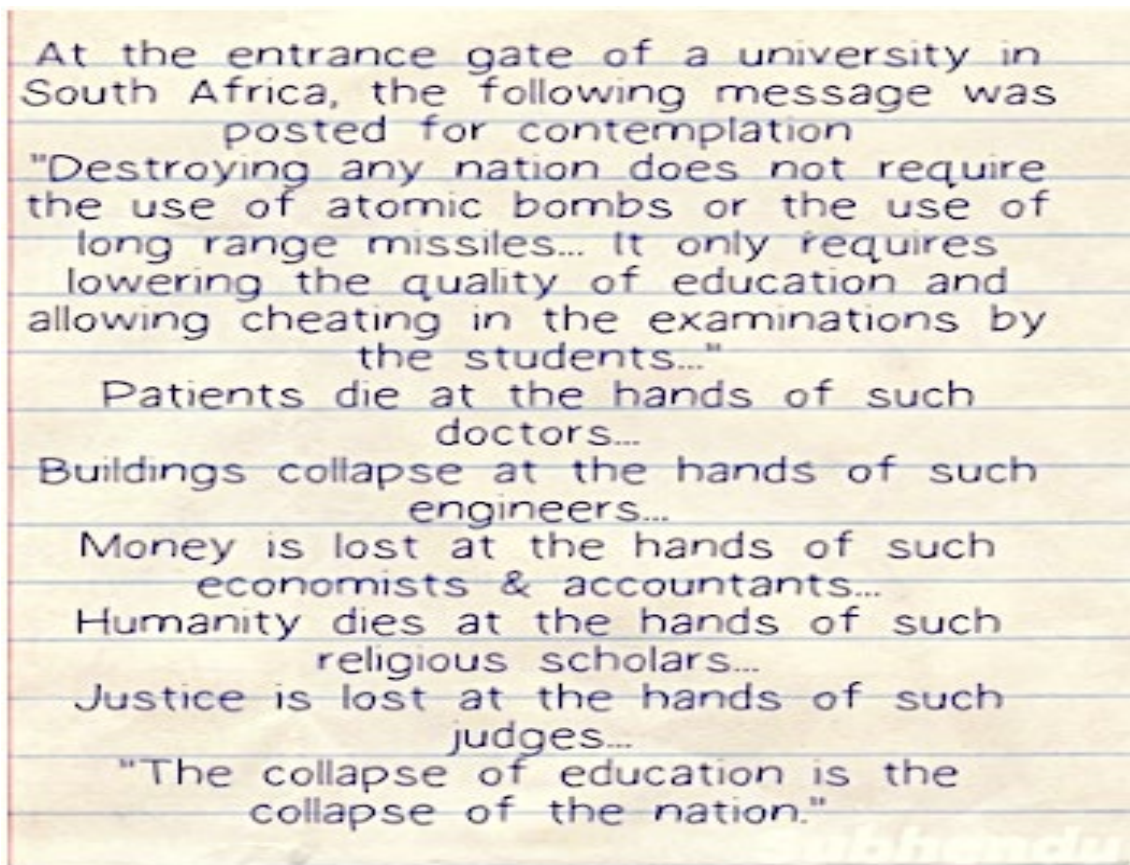
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. **Student Perceptions of Teaching (SPOT)** is the student evaluation system for UNT and allows students the ability to confidentially 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.**



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](https://studentaffairs.unt.edu/office-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 eulDs 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 \(https://policy.unt.edu/policy/06-003\)](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

"An academic integrity violation may result in a penalty ranging from 50 points off on the assignment to a 0 grade for the assignment or failure in the course."

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	<ul style="list-style-type: none"> • First written warning • Min. 20% deduction 	<ul style="list-style-type: none"> • Written warning • Min. 15% deduction
2nd Warning	<ul style="list-style-type: none"> • Second written warning • Min. 50% deduction • Inform academic advisor during Dept. Meeting 	<ul style="list-style-type: none"> • Second written warning • Min. 50% • Inform academic advisor during Dept. Meeting
3rd Warning	<ul style="list-style-type: none"> • Written Letter • Min. 0 grade for that assignment 	<ul style="list-style-type: none"> • Written Letter • Min. 0 grade for that assignment