DSCI5240 Data Mining and Machine Learning for Business
Spring 2024

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Office hours: *Monday 10:00am-12:00pm, Tuesday 11:00-12:00pm or by Appointment*

Class Time

Section	Time	Days	Location
002	2:00pm-4:50pm	Monday	BLB055

Spring 2024 Academic Calendar

What happens	Dates
January 15	MLK Day (University closed)
January 16	First Day of Class
March 11-17	Spring Break
May 1-2	Pre-finals Days
May 2	Last Class Day
May 3	Reading Day (no classes)
May 4-10	Finals

Quick links
Course materials
Schedule – topics, dates, reading materials
Grading – assignments, exams, due dates, grades
Academic Integrity
Attendance policy
Communication expectations
About using ChatGPT

Delivery method and technology requirements
1.   The course will be delivered in-person at BLB055. Please check the details of attendance policy.
2.   We will rely heavily on Canvas for the delivery of materials and messages. Please check the details of communication expectations.
3.   I will also hold live Zoom meetings for office hours twice a week: ***Monday 10:00-12:00pm*** and ***Tuesday 11:00-12:00pm***. *This is **the Zoom link for office hours**. In case you cannot make them, you may contact me for appointments. If you prefer in-person meetings, I will be in the office on Mondays during office hours.*
4.   A laptop is required. You will need to install software on it. Also, we will have hands-on programming practices and graded computer-based activities in class. It is best that you come to class with a laptop.
5.   Technical assistance:

     Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

     UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
     Email: helpdesk@unt.edu

     Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm. The library has computers to check out for up to 24 hours
https://library.unt.edu/services/laptop-checkout/.

For additional support, visit Canvas Technical Help
(https://community.canvaslms.com/docs/DOC-10554-4212710328)

Ryan College of Business Information and Technology Services

You can find detailed information at their website (https://cob.unt.edu/bits). You may make use of the BLB computer labs on the first floor. BLB also offers laptop checkout services. The RCOB virtual computer labs will be open for business 24x7x365 https://cob.unt.edu/lab/virtual-lab.

ITDS Department Technique Assistance
ITDS will offer in-person tutoring in the College lab. The ITDS Tutor Lab schedule will be posted sometime during week#1 and the labs will open week#2.

Course description
Business nowadays relies heavily on data to make informed decisions. Data mining uses statistical and machine learning techniques to extract valuable information out of large volumes of data and to discover actionable insights in business contexts. Students will learn to identify data related business problems in today's information-rich environments and get hands-on with various data mining techniques to solve problems.
The course will cover, but are not limited to, the following:
>   1) The concepts of business analytics
>   2) data mining techniques and applications using Python (e.g., data visualization, regression, classification, clustering, association rule analysis)
>   3) Solving real-world problems using knowledge and skills learned in this course

Learning objectives
Upon completing this course, students will be able to apply their analytical capabilities to build innovative business solutions using large datasets. They should be able to:
- Articulate analytics-related business problems and identify data needed to solve problems
- Prepare and organize data for data analysis
- Explain and master various learning models
- Identify when and how each learning methods can be used
- Perform data mining tasks such as data visualization, prediction, classification, etc. using Python
- Integrate knowledge and skills learned in this course to provide an analytic solution to a business problem, from data collection, data cleaning, data exploration, data analysis, results interpretation, and presentation, to action plan.

Course prerequisites
Although this course does not have specified prerequisite courses, it is ideal that you refamiliarize yourself with statistics courses you took. We will take some class time to review certain concepts in statistics.

Although we will use Python programming language to perform our hands-on tasks, you do not need to have any programming experience to excel in this course.

Course materials:
1. It would be ideal if students could bring their own computers to class.
2. Textbook:
   - James, G., D. Witten, T. Hastie, and R. Tibshirani. *An introduction to statistical learning with Python.* **You can download the PDF version of the book for free on their website or on Canvas.**
     Website: www.StatLearning.com
3. Reference book for Python:
   - VanderPlas, J. *Python Data Science Handbook.* O'Reilly Media, Inc. (Referred as Book VJ)
       i. This book introduces the most often used data analytics packages in Python.
       ii. Free online version: https://github.com/jakevdp/PythonDataScienceHandbook
4. Software: we use Python for hands-on tasks.
   I recommend Anaconda, which is a distribution of Python that helps you to manage most powerful packages for data science. The Jupyter Notebook engine that we rely on to demonstrate coding in class is also included in Anaconda. You may download a free individual edition of Anaconda from here: https://www.anaconda.com/products/individual.
5. Tutoring help: ITDS Tutor Lab will provide tutoring help in the College lab.

Course structure
1. The course includes both lectures and hands-on practice in class. Knowledge and concepts are explained in lectures.
2. Programming in R will be demonstrated in class.
3. Tentative Schedule: This is a tentative schedule. Dates and topics of lecture are subject to change. I will try my best to keep to the schedule and any changes will be announced in advance.

Tentative Schedule

Week	Lecture	Readings	Coursework
1	MLK Holiday		
2	Course Introduction	ISLP: Ch1 & 2	
3	Python Analytics / Data exploration	VJ: Ch2-4	Assignment 1
4	Linear regression	ISLP: Ch3	Assignment 2
5	Classification – Logistic regression	ISLP: Ch4	Assignment 3
6	Classification – Generative models	ISLP: Ch4	Assignment 4
7	Resampling/Model evaluation	ISLP: Ch5	Assignment 5
8	Exam 1		
9	Spring Break		
10	Linear Model selection and regularization	ISLP: Ch6	Assignment 6
11	Tree-based methods	ISLP: Ch8	Assignment 7
12	Support Vector Machine	ISLP: Ch9	Assignment 8
13	Deep Learning	ISLP: Ch10	Assignment 9
14	Survival analysis and censored data	ISLP: Ch11	Assignment 10
15	Unsupervised Learning	ISLP: Ch12	
16	Exam 2		

Grading

Grading Components	Due date	Points Possible	Percentage of Final Grade
Quizzes and class activities		200 points	20%
Assignments (A total of 10 Assignments)	Tuesday 11:59pm of the week	300 points	30%
Exam 1 (in-class)	03/04 2:00pm	250 points	25%
Exam 2 (in-class)	04/29 2:00pm	250 points	25%
Total Points Possible		1000 points	100%

Final grades

90% or more	A
80% or more	B
70% or more	C
60% or more	D
Below 60%	F

Incomplete grades

The grade of "I" is not given except for rare and very unusual emergencies, as per University guidelines. An "I" grade cannot be used to substitute your poor performance in class.

Exams

There will be two open-book exams: Exam 1 and Exam 2. Both exams will be in-person exams held during class meeting time. Detailed instructions will be released two weeks before the exam. You must follow all instructions carefully. Failure to follow instructions will result in a 0 grade for the exam. You will be tested over all material covered in the lectures, course readings, tutorials, and assignments.
Make-up exams will NOT be given in general. If you have a university-excused absence , please communicate via email with me at least **48 hours** before the exam date. **Make-up requested AFTER the exam date require verifiably extraordinary circumstances.** You will be asked to provide evidence or documentation such as hospital papers, an obituary, or a doctor's notice.

Assignments

We have ten homework assignments throughout the semester. All assignments must be submitted through Canvas. Alternative submission methods (e.g., by paper, by e-mail, or on disk/USB drive) is not acceptable unless prior permission of the instructor is obtained. **Submissions after the deadline will not be accepted.** All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline.
It is expected that you finish the assignments on an individual basis. **Copying off from others' work is strictly prohibited and result in 0 grade for the assignment. Please review the section of Academic Integrity for details.**
Assignment grades will be posted within a week after the submission. If this is not possible, I will send an announcement to the class.

Quizzes and activities

We will have class activities or quizzes every week. Your active participation in these activities suggests how much you involve in and contribute to the classroom learning.
There is no make-up for such in-class activities. If you have to miss a class due to a university-excused absence, please: 1) provide documentation either at least 24 hours before the missed class or within 48 hours after; 2) turn in the work within 48 hours or a specific time that is discussed with the instructor.

Academic Dishonesty and Associated Consequences

I take academic dishonesty extremely seriously and I highly encourage you to do the same. What may appear to be a relatively minor step outside the bounds of acceptable behavior can have a monumental impact on success within your academic program and beyond.

Business professionals must be trusted, because they may have access to a wide variety of confidential and private information. Everyone is expected to maintain the highest degree of ethical standards when taking exams or doing assignments.

In this course, unless otherwise stated, individual work should be completed alone and using only resources explicitly outlined in the instructions. While external research may be permitted in assignment instructions, utilizing resources such as Chegg, Course Hero, and similar websites is never appropriate and is expressly forbidden.

A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. **In this course, engaging in academic dishonesty will result in a zero on the associated deliverable or exam. A second violation will result in an F in the course. All incidents of academic dishonesty will be reported via departmental, college, and university channels as appropriate and may result in additional penalties.**

RCOB Statement on Academic Honesty

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable. 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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include **plagiarism or cheating**, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. **Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty** and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

Course policies

Attendance Policy

The student is **responsible for regular and punctual attendance** and is expected to participate in **ALL** classes. You may find more information about University attendance policy here .
An absence may be excused for the following reasons:
1. religious holy day, including travel for that purpose;
2. active military service, including travel for that purpose;
3. participation in an official university function;
4. illness or other extenuating circumstances;
5. pregnancy and parenting under Title IX; and
6. when the University is officially closed.

A student is responsible for requesting an excused absence **in writing**, providing satisfactory evidence to the instructor to substantiate excused absence and email the request at least one day before the class. Accommodation arrangements of missed coursework will be made.

COVID-19 Impact on Attendance
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you **communicate with me prior to being absent** so I may decide about accommodating your request to be excused from class.
If you are experiencing any symptoms of COVID-19   (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)   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 Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Late Work

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline.

Grade Disputes

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in and discuss with the TA, who is going to grade your assignments. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.
Importantly, grade appeals are designed to ensure mistakes do not negatively impact your grade in the course. They are not intended to ensure you receive your desired final grade. Please do not ask for a blanket reconsideration of your graded deliverables in the hope that it will result in an improved outcome in the course overall.

Extra credit

In principle, I do not offer extra credit opportunities.

Policy of Using ChatGPT (or similar AI technology)

- **No plagiarism**. Do not use ChatGPT to plagiarize or reproduce copyrighted content without proper attribution or permission.
- **Academic Integrity**. Your usage should align with academic integrity guidelines. Don't use it to cheat or violate academic integrity rules. **Do not directly copy from ChatGPT output. Direct copy will result in a 0 grade in any course work.**
- **Privacy.** Do not share personal, sensitive, or confidential information with ChatGPT, as the interactions might not be completely private.
- **Verification.** Use information generated by ChatGPT as a starting point, but always fact-check and verify information from reliable sources before using it.
- **Limitations.** Understand that ChatGPT might not always provide accurate or complete information. Be critical and discerning in your use of its responses.

Responsibilities

This is not a complete list of our responsibilities for the course, but a list of key expectations for both you and me.
Your responsibilities as a student:

- Attend classes regularly
- Be prepared for classes
- Regularly check for updates and information on Canvas (e.g. three times a week)
- Submit assignments on time
- Ask questions whenever something is not clear to you

My responsibilities as the instructor:

- Help you learn the subject
- Provide clear instructions for learning outcomes and assignments
- Communicate in time about any updated course information
- Answer your questions
- Provide feedbacks on your coursework
- Listen to your feedbacks and improve the course content, delivery and other things

Communication Expectations

Canvas: It is the primary channel. All course materials and information will be posted on Canvas.
Email: Each student must have a UNT email address to be able to communicate with the professor, the TA, and students in the group or the class. Email communication will be sent only to official UNT email addresses. If you use a different email address, please ensure that your UNT email is forwarded correctly. I would prefer that you use emails to contact me. You can expect my response within 24 hours.

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face,

even when their opinion differs from your own.

- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

Changes in the Syllabus

The professor reserves the right to improve the materials and requirements as the semester unfolds, with sufficient warning concerning exams, and assignments.

Taking care of yourself in COVID-19

Do you best to maintain a healthy lifestyle because you need your immune system to work at its best. Eat well, sleep well and exercise. Keep communicating with family and friends.

We can all benefit from support during this time of crisis. There are many helpful resources available on campus. If you have any questions related to COVID-19, you may contact UNT COVID Hotline at:

COVID Hotline of UNT: 844-366-5892

COVID Help Email: COVID@unt.edu

Your mental health is important as well. You may find information about UNT student counseling services here.

You may find more information about COVID support of UNT here.

Respect for Diversity

It is my intent to emphasize being respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture, etc. in and outside of the class. If there is any way to help me better understand you personally or your student group, please feel free to let me know.

UNT Policies

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

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as

early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

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

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

Emergency Notification & Procedures

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

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of

instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email spot@unt.edu.

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 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).
The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
If such an on-campus activity is required, it is the student's responsibility to do the following:
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or

her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.
See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.
Download the UNT System Permission, Waiver and Release Form
Transmission and Recording of Student Images in Electronically-Delivered Courses
1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings. If you do not wish to appear in class recordings, please let me know.

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 me know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

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

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.
You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.
Below is a list of additional resources regarding pronouns and their usage:

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

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/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 Lab (http://writingcenter.unt.edu/)