Instructor Contact

Name: Yixun Xing, PhD
Office Location: Virtual office via Zoom
Office Hours: Monday/Friday 5:00pm–6:30pm CT by appointment via https://calendly.com/yxing/office-hour
(15-minute increment slot) and any other time by appointment via email (also available on most weekends)
Email: yixun.xing@unt.edu
Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). I do not have a campus office, but I am happy to set up virtual meetings via Zoom. Emails will be answered in timely manner, usually within 24 hours. Many part-time students work on assignments during weekends, so I also answer emails on weekends especially for urgent matters. Please include your course and section number in the email as I teach several courses/sections. Please send emails via your UNT account because external emails may be routed to the junk folder and emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips).
About the Professor: Dr. Xing earned a Ph.D. degree in Statistical Science from SMU and had been a post-doctoral researcher at UTSW. She also had been an adjunct faculty and full-time assistant professor teaching data science and statistics for years. Besides academia, she has variety of working experience in pharmaceutical, financial services, and asset management companies.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

ADTA 5130 - Provides an overview of quantitative methods essential for analyzing data, with an emphasis on business and industry applications. Topics include identification of appropriate metrics and measurement methods, descriptive and inferential statistics, experimental design, parametric and non-parametric tests, linear regression, and categorical data analysis. Standard and open-source statistical packages will be used to apply techniques to real-world problems.
IPAC 4130 - Provides an overview of quantitative methods essential for analyzing data, with an emphasis on science and industry applications. Topics include identification of appropriate metrics and measurement methods, descriptive and inferential statistics, experimental design, parametric and non-parametric tests, linear regression, and categorical data analysis. Standard and open-source statistical packages are used to apply techniques to real-world problems.

Course Structure

This is an 8-week online course designed in a module system. We will meet online via Zoom in Canvas every Monday 6:30pm-9:10pm CT. Participation in the weekly online meeting is optional, but you are required to watch the recordings if you couldn't attend. Students are also expected to participate in various online activities such as reading textbook and articles, watching videos, and asynchronous discussions.

Course Prerequisites or Other Restrictions

This course requires that the student successfully complete college level mathematics and a basic statistics course prior to enrollment or have relevant current work experience that will enable him or her to be successful in an introductory graduate-level statistics course. Undergraduate students in IPAC 4130 should have completed MATH 1100 or MATH 1680 or an equivalent course.

Course Objectives

By the end of the course, students should be able to:
1. Differentiate sampling methods and types of studies
2. Select the appropriate statistical test
3. Develop and articulate results from statistical models
4. Analyze categorical data analysis
5. Perform data analysis projects using statistical software tools
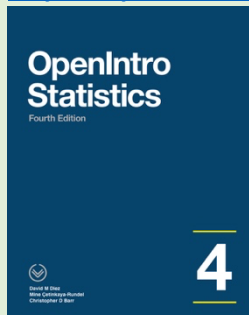6. Apply concepts learned in course to real world case studies

Course topics include:
1. Review of fundamentals of data analysis
2. Review of probability
3. Parameter estimation and hypotheses testing
4. ANOVA
5. Analysis of categorical data
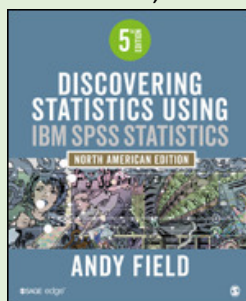6. Simple and multiple linear regression

Materials

We will mainly use an open source and free book by Diez, D., Cetinkaya-Rundel, M., & Barr, C. D. (2019). OpenIntro Statistics (4th ed.). A supplementary book by Field, Andy. (2018) is suggested but not required**.** Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas.

Required: Diez, D., Cetinkaya-Rundel, M., & Barr, C. D. (2019). OpenIntro statistics (4th ed.) **https://openintro.org/book/os/**	**Recommended:** Field, Andy. (2018). Discovering Statistics Using IBM SPSS Statistics, 5th ed. (North American Edition). Thousand Oaks, CA: SAGE Publications, Inc.	**Other supplemental materials:** canvas **UNT Willis Library**

Course Technology & Skills

Minimum Technology Requirements
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

- Computer
- Reliable internet access
- SAS products for statistical analysis
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Speakers/microphone/camera
- Adobe Acrobat Reader
- Media Player

Computer Skills & Digital Literacy

- Using Canvas
- Sending and receiving email with attachments
- Downloading and installing software
- Using statistical software
- Using Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)

SAS Products for Statistical Analysis

We will use **SAS Studio via SAS® OnDemand for Academics** (https://welcome.oda.sas.com/login) to conduct data analysis. SAS® OnDemand provides free online access to SAS products, so no software needs to be installed. SAS Studio connects to the servers that remotely process submitted SAS files/projects. 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: **93292cad-5bfb-4ad2-a645-fa3126ee3a32** and submit the form.
4. Confirm this is the correct course before finishing enrollment.
   You can also go to http://support.sas.com/ondemand and
   https://support.sas.com/software/products/ondemand-academics/#s1=1 for more instructions.

Alternatively, you can use the **SAS Enterprise Guide** to perform similar analysis if you prefer a local software.

- 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 large amount of computer resources, so this option may not be available if your system is not properly equipped. Please follow below steps 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_9CGMLZ_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 for

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.

Also, **SAS and SAS Enterprise Guide** are available in various computer labs and installed on university owned machines on campus. You can also remotely access them from https://it.unt.edu/remotesoftware Please refer to the instructions, especially step **2. Accessing Software**, to either use the web client (recommended) or install the desktop application.

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

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:
- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails/discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements and Grading

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

Assignments	Points Possible	Percentage of Final Grade
Discussion 5 discussion @ 20 points each	100 points	10%
Quizzes 8 quizzes (lowest one dropped) @ 20 points each	140 points	14%
Labs 7 Labs @ 55 points each	385 points	38.5%
Exams Midterm @ 50 points Final @ 75 points	125 points	12.5%
Group Project Proposal @ 50 points Final report and presentation @ 150+50 points Peer Review @ 0 point	250 points	25%
Total Points Possible	1000 points	100%

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

Discussion

The discussion board assignments are reflective in nature and are designed to share your thoughts and experiences related to the topic presented. Each will focus on an open-ended question related to the textbook or supplemental readings posted to Canvas. To earn full points on discussion boards, students must be actively engaged in the group discussion and provide input to each assigned question. It is expected that your responses be thoughtful, respectful, and grammatically correct. Both of one initial post (15 pts) and a response to one classmate's reflection (5pts) are required. A rubric will be provided on Canvas.

Quizzes

Quizzes will not be timed, and you can save answers and revisit any time until the due date. Quiz may be taken up to two times with the highest grade counted toward your grade. The lowest quiz grade will be dropped.

Labs

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 Studio or SAS Enterprise Guide 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 Lab#_YourLastName** e.g., Lab1_Doe.

The lab solution with points distribution will be provided for you to self-grade right after the deadline of each lab. You need to submit the self-graded lab with total score and points deduction per question (refer to the Schedule for the deadline). Our TA will randomly select lab submissions to provide extra feedback and ensure everyone is calibrated. If the self-graded lab is submitted past the deadline or a nontrivial discrepancy between your self-graded lab and TA's results is found, this lab grade will be changed to TA's grading with points

deducted accordingly. **Note that the class materials including the lab solutions are only for your own use in this course. You are NOT allowed to distribute the materials.**

Exams

There is a midterm exam covering Modules 1-4 and a final covering Modules 5-8 (refer to the Schedule for the dates). The questions will be similar to quiz questions. Both exams are closed book online exams, but you are allowed to use both sides of a cheat sheet (size of A4 paper) that is prepared by yourself. You should complete the exam independently and the exam is subject to the UNT honor code and conduct policies/actions.

Group Project

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 will be randomly formed on Canvas to finish a project of applying statistical methods to real data. You will need to acquire a data set of sufficient size to complete analysis (some data sets will be provided by the instructor). Please start communicating with your team members ASAP. More details including a rubric will be posted in Module 8 Project Folder on Canvas.

- **Proposal** At the midpoint of the semester, <u>one student from each team </u>will submit a project proposal (1 page in .doc or .docx) which includes a title, each team member's full name right under the title, a problem statement or hypothesis to analyze, the past and planned contribution of each team member, and collaboration plan.
- **Final report & presentation** At the end of the course, <u>one student from each team </u>will submit a paper (.doc or .docx) that includes an introduction with business understanding/analytics questions, data understanding and preparation, methods/modeling/analysis, and evaluation/discussion. 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 research paper should be at minimum 8 pages (excluding the cover page) of content, double-spaced, with 1-inch margins, in Times Roman 12-point font, free from grammatical errors, and appropriately using APA style for citations and reference list. The paper will be submitted for grading via software that checks for plagiarism so <u>do not submit a zip or compressed file</u>. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. A PowerPoint file of 6-8 slides (so it would be about 10 mins if you were to present it) with each team member's full name on the first slide must also be submitted.
- **Peer review** Each student will provide a peer review on team members' contribution to the final product, and your 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.

Schedule (All due time is 11:59pm CT of the designated date)				
Module	**Date**	**Topic / Learning Activities**	**Assignments (Due date)**	**OS Book Chapter**
MDL 1	10/18	Research process and statistics basics / *Canvas Module 'Start Here', 'Course Overview & Syllabus', Basic SAS Studio tutorials, textbook Ch.1, textbook videos in Canvas*	• Quiz 1 (10/24) • Lab 1 (10/24); Lab self-grading (10/27) • MDL 1 Discussion (initial: 10/22; reply: 10/24)	1
MDL 2	10/25	Displaying data and describing distributions / *textbook Ch.2, pdf file of skewness and kurtosis, textbook videos, textbook videos in Canvas*	• Quiz 2 (10/31) • Lab 2 (10/31); Lab self-grading (11/03) • MDL 2 Discussion (initial: 10/29; reply: 10/31)	2
MDL 3	11/01	Probability and random variables / *textbook Ch.3 and Ch. 4, textbook videos in Canvas*	• Quiz 3 (11/07) • Lab 3 (11/07); Lab self-grading (11/10) • MDL 3 Discussion (initial: 11/05; reply: 11/07)	3, 4
MDL 4	11/08	Sampling and sampling distribution, Inferential statistics / *textbook Ch.5, textbook videos in Canvas*	• Quiz 4 (11/14) • Lab 4 (11/14); Lab self-grading (11/17) • Group project proposal (11/14) • **Midterm Exam covering Modules 1-4 (release 11/15 11:59pm, due 11/16 11:59pm)**	1.3, 5
MDL 5	11/15	Inference for categorical data / *textbook Ch.6, textbook videos in Canvas*	• Quiz 5 (11/21) • Lab 5 (11/21); Lab self-grading (11/24) • MDL 5 Discussion (initial: 11/19; reply: 11/21)	6
MDL 6	11/22	Inference for numerical data / *textbook Ch.7, Primer on Confidence Intervals, textbook videos in Canvas*	• Quiz 6 (11/28) • Lab 6 (11/28); Lab self-grading (12/01) • MDL 6 Discussion (initial: 11/26; reply: 11/28)	7
MDL 7	11/29	Correlation and linear regression / *textbook Ch.8 and 9, textbook videos in Canvas*	• Quiz 7 (12/05) • Lab 7 (12/05); Lab self-grading (12/08) • Quiz 8 (12/05)	8, 9
MDL 8	-	Data Analytics Project (No lecture)/ *CRISP-DM framework*	• Group project report and presentation (12/07) • Group project peer review (12/07) • **Final Exam covering Modules 5-8 (release 12/09 11:59pm, due 12/10 11:59pm)**	

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Course Policies

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.

Attendance Policy

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Class Materials for Online Learning
This course includes online learning components. Remote instruction may also be necessary if community health conditions change, or you need to self-isolate or quarantine due to COVID-19. To fully participate in this class, students will need internet access to reference content on the Learning Management System and other required equipment or software such as a webcam, microphone, Adobe Photoshop, etc. Information on how to be successful in an online learning environment can be found at Learn Anywhere

Class Participation
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 board and projects.

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

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

You are expected to follow UNT's Code of Student Conduct which is intended to "foster a safe environment conducive to learning and development. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community." The Code of Student Conduct can be found at https://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_.19.format.pdf. You are also expected to follow UNT's Student Academic Integrity Policy. The Student Academic Integrity Policy can be found at https://policy.unt.edu/sites/default/files/06.003.AcadIntegrity.Final_.pdf .

Late Work
Unless pre-approved by the instructor, any assignment submitted after that time will receive a highest possible score of 80% through two (2) days past the deadline and no points will be awarded after that. Additional points may be deducted based on the quality of the submission. Please do not lose valuable points due to late work.

Examination Policy
Exams must be completed independently. Students that engage in academic dishonesty will suffer the consequences per department guidelines. If you lose your internet connection during an exam, contact the help desk immediately and notify me as well. If necessary, I can reset your exam.

Assignment Policy
Assignment due time (all in Central Time) and dates are in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. For assignments that require you to upload your work, the submission should be in one of the following formats: .doc, .docx, .csv, .xlsx, .sas or .pptx. Do NOT submit .pages files. TurnitIn will be utilized to address plagiarism issues in all formal scholarly writing. All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at an advanced undergraduate/graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. It is also considered inappropriate and unethical to work together on individual assignments or share work that is to be created on an individual level. Work submitted at the senior/graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the lower undergraduate levels.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Turnitin Notice
Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use TurnitIn to ensure their work is free of copyright issues prior to final submission of their projects.

Instructor Responsibilities and Feedback
- I will help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, review and update course content based upon learning outcomes and changes in the field of study.

- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails within 24 hours. Grades for weekly assignments and project will be posted the following week.

Syllabus Change Policy

While the plan is to follow this syllabus as written, adjustments may be made when necessary or due to events outside of control. Any change will be announced.

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.

Advanced Data Analytics Integrity Policy

	Minor Assignment e.g., Discussions, Labs, HWs, Journals	**Major Assignment** e.g., Exams
1st warning	1. First written warning 2. Min. 20% deduction	1. Written warning 2. Min. 15% deduction
2nd warning	3. Second written warning 4. Min. 50% deduction 5. Inform academic advisor during Dept. Meeting	3. Second written warning 4. Min. 50% 5. Inform academic advisor during Dept. Meeting
3rd warning	6. Written Letter 7. Min. 0 grade for that assignment	6. Written Letter 7. Min. 0 grade for that assignment

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

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

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

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills,

fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

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

Acceptable Student Behavior

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

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

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

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

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

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

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.
Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings. If you do not want your image to appear, turn off your camera prior to the start of the recording.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Grades of Incomplete

Grades of Incomplete will only be given per university policy as outlined by the Office of the Registrar.

Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit http://policy.unt.edu/policy/08-001.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

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

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

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

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

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- 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/)