

FALL 2023 8W1

Course Information

Course Title and Code: Data Analytics and Computational Statistics 1, IPAC 4130-100 (12087)

Semester: Fall 2023, 8W1

Course Format: Online

Teaching Team Contact

Course Instructor: Dr. Levent Bulut

Instructor Email: levent.bulut@unt.edu

Voice & Text: (229) 329-1324

Synchronous Weekly meetings: [Thursdays: 7pm-8:50pm via Zoom.](#)

Virtual Office Hours via Teams:

Mondays: [11:00am- 1:00pm](#)

Thursdays: [1:00pm- 3:00pm](#)

Course TA: Srinidhi Yadav Boda

TA Email: srinidhiyadavboda@my.unt.edu

TA virtual office hours on Zoom: (Check Canvas for the Zoom meeting info)

Wednesdays: 12:00 PM to 1:00 PM.

Thursdays: 12:00 PM to 1:00 PM.

Communication

Our office hours are listed above, and as a teaching team, we are more than happy to find a different day and time to address your questions. We would prefer that most broad questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either one of our team members will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions.

If you have a private question, please contact us via email and we will respond within 24 hours on weekdays (usually sooner). Normally, we will return feedback on all written assignments within 1 week of the due date. However, if we see that we will be unable to return your feedback that quickly, we will post an Announcement to let everyone know when it can be expected.

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All communication will take place in CANVAS. It is imperative that you check Canvas every day for important course-related information. Important course announcements about assignments, quizzes, grades, and other course information will be posted in the Announcements section on the CANVAS course website throughout the semester. It is highly recommended that you adjust your CANVAS account settings to receive essential information directly to your email account or cell phone.

Course Description

This course 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.

Course objectives

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

1. learn how to effectively make use of data in the face of uncertainty
2. learn how to use data to make inferences and conclusions about real-world phenomena
3. understand and apply experimental design and sampling methodologies
4. understand and apply appropriate parametric and non-parametric tests
5. develop and articulate results from the linear regression model
6. access and manipulate data
7. visually explore and find patterns in data
8. create statistical models
9. apply categorical data analysis methods
10. apply statistical software tools to perform data analysis projects
11. apply concepts learned in the course to real-world case studies

Course Structure

This course is offered 100% online in a 8-week format accessed through standard web browsers. Each week is scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. Students can complete all the work for this class asynchronously. This course is designed using a module system. Each week covers one module on our course content schedule.

Prerequisites

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.

However, to be successful in this course you will need to:

- work consistently every week and commit spending at least 15 hours a week reading the assigned chapters, working on assignments and quizzes, working on the group project, and reflecting on the materials covered.
- learn how to use Microsoft Excel to conduct statistical analysis.
- cite sources, giving credit to where you obtain information.

Required Material: McGraw Hill's CONNECT

In this course we will use *Business Statistics: communicating with numbers* by Jaggia, S. and Kelly, A, 4th edition (2022) with McGraw Hill Connect®. To access your material, just login to the course LMS page in Canvas. Connect is an online homework and learning management platform and you will need to access it to complete many of the course assignments.

Here is your REQUIRED course material:

Title:	Business Statistics: communicating with numbers (Connect Access)
Edition	4th (2022)
Author	Sanjiv Jaggia and Allison Kelly
Publisher	McGraw Hill
ISBN	9781260716306

If you are having trouble registering for or accessing Connect, please contact McGraw Hill's Customer Support. Live chat, email, and phone support are available 7 days a week. When contacting a support agent, you will always receive a case number. It will be important to save this case number if additional follow up or documentation is needed.

Website: www.mhhe.com/support

Phone: (800) 331-5094

Hours:

Sunday: 11:00 AM to 11:00 PM CST

Monday-Thursday: 24 hours

Friday: 12:00 AM to 8:00 PM CST

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Saturday: 9:00 AM to 7:00 PM CST

Ensure your computer meets system requirements by troubleshooting [your system](#). (Links to an external site.)

Student Purchase & Registration Information

For this course, you will purchase access to McGraw Hill's Connect. Here's how:

OPTION 1: Purchase from Connect course URL

You can purchase access directly from the [Course Connect page](#). (Links to an external site.)

When you register, you can create a new Connect account or login with an existing Connect username and password. You will also need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf print version of the text through Connect. This is optional and will be shipped directly to you.

OPTION 2: Purchase from Connect integrated in CANVAS.

Purchase Connect access through your Canvas account. Login to your UNT Canvas account, and enter your course, then click on the Connect link, which will take you to the Connect registration page where you can follow the prompts.

At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf print version of the text through Connect. This is optional and will be shipped directly to you.

OPTION 3: Purchase from the UNT Bookstore.

Purchase a Connect code at the UNT bookstore and register either with the course link provided by your instructor. During the registration process, you will be prompted to create a new account or login with an existing Connect username and password. At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf print version of the text through Connect. This is optional and will be shipped directly to you.

MegaStat Excel add-in

Your Connect subscription comes with a free access to MegaStat Excel add-in. MegaStat is an Excel add-in that performs statistical analyses within an Excel workbook. After it is installed, it appears on the Excel Add-Ins ribbon and works like any other Excel option. You can complete all the course requirements without the MegaStat add-in.

- Student resources can be accessed directly at: http://novella-live.prod.mheducation.com/sites/0077425995/student_view0
- Once you are registered to access the download portion of the site, you will only have 10 days in which to download the MegaStat installer.
- MegaStat works with recent versions of Windows Excel and Mac Excel.

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](#)?
- For Android devices, see: How do I download the Canvas Student app on my [Android device](#)?

We will use the CANVAS learning management system to post important announcements, supplementary materials, and grades. You must check the CANVAS regularly. You are responsible for being aware of information and content posted to the course website in CANVAS. You are expected to check your UNT email every day, as we 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 or computer with a webcam and mic and reliable internet access to reference content on the Canvas Learning Management System, McGraw Hill Connect platform and MS Excel is installed on their device. While it is possible for students to complete some work on their

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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>).

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

- **Office 365** for access to UNT email and to Microsoft applications that we will use regularly (Outlook, Teams, Word, Excel, PowerPoint, etc.).
- **CANVAS** for accessing course materials and announcements
- **CANVAS Technical Requirements for [Browser compatibility](#)**
- **McGraw Hill's CONNECT** to be able to complete required course assessments via Canvas.

Student Effort

You are expected to devote at least 15 hours per week to complete the course requirements. That includes all class activities, including reading the book and supplementary resources, watching lesson videos, completing SmartBook adaptive assignments, homework assignments, discussion participation, and the group project. Please use your time wisely. 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!)

Assessing Your Work

The course grade will be determined based on the followings:

Grade Item	Submission Platform	Weight
Introduction Discussion	Canvas	1%
Flip Creations	Canvas	10%
Academic Integrity Quiz	Canvas	1%
SmartBook Adaptive Assignment	Canvas	15%
Homework Assignment	Canvas	30%
Mini Group Projects	Canvas	25%
Exam	Canvas	18%

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

Course Score (%)	Letter Grade
90+	A
80-89	B
70-79	C
60-69	D

Homework Assignments (30% of your overall grade)

There will be seven homework assignments throughout the semester that are related to the materials covered in each module. You will gain hands-on experience to conduct statistical analyses using MS Excel. Homework assignments may include questions to be answered about a specific concept, analysis using provided data sets, interpretation of the results of the analysis, or questions related to the course material. All homework assignments are due no later than 11:59 pm (Central Time) on the designated due.

- You have two (2) attempts and each time you re-attempt the homework assignment, you can revise your previous attempt. For each attempt after the first, 5% is deducted from the attempted score. The deductions are compounded for each attempt. Each time you submit your answers, you will see your total scores, question responses with scores, and correct or incorrect indicators.
- You can choose to use the ebook & Connect resources for the entire homework with a 3% penalty to be applied once to the entire homework score.
- You can choose to use hints for each question with a 3% penalty deducted from the question score.
- You can check, up to two times per question, if your answers are correct before submitting the quiz. You are allowed to check your answers 2 times with 2% penalty deducted from the question score.
- You can check, up to two times per question, if your answers are correct before submitting the quiz.
- Each time you submit your answers, you will see your total scores, question responses with scores, and correct or incorrect indicators.
- For integrated Excel questions, you must enter answers using the Excel formula ONLY.
- You may message the instructor about a specific question.
- All work for this course is due no later than 11:59 pm (Central Time Zone) on the designated due. Any assignment submitted after the due date is subject to a 4% penalty per day.

SmartBook Adaptive Assignments (15% of your overall grade)

There will be seven SmartBook adaptive assignments, one for each week's material. They are designed to give you feedback about your understanding of the materials covered in each module. Online quizzes will be administered via CANVAS, and all are due no later than 11:59 pm (Central Time) on the deadline. SmartBook adaptive assignments are at the hearth of this course. You will learn and excel most of the concepts with Connect's adaptive technology. You will be provided instruction materials just-in-time as you work to complete SmartBook adaptive assignments. With SmartBook adaptive assignments, you will have mini-cycles of questions that consists of no more than five concepts at a time to help you absorb the materials

in “chunks”. Once you demonstrate that you understand the concept, the related question will no longer appear. If you continue struggling with the concept, you will have repeating questions to enforce your learning. You will have unlimited attempts to get 100% on SmartBook adaptive assignments as long as you complete them by the deadline.

Discussion Participation (1% of your overall grade)

It is crucial that you form your group at the beginning of Week 1 to start working on your group project. As a part of your grade, you are expected to introduce yourself to the rest of the class and start talking with your classmates to form your project group. It is required that you post your reflection by Wednesday and that you provide a substantive response to one of your classmate’s reflections by the end of the day Sunday.

Flip Creations (10% of your overall grade)

As part of UNT’s commitment to fostering innovative and active learning, 10% of your overall grade will be dedicated to "Flip Creations." This component encourages students not just to be passive receivers of knowledge but to step into the role of creators and producers of knowledge. All video creations will be produced using the Flip app, which is seamlessly integrated into our Canvas learning management system. The aim of Flip Creations is to allow students to delve deeper into the course material, applying what they've learned in a practical, visual, and engaging manner. By producing these videos, students will enhance their understanding, creativity, and presentation skills. All students must use their official UNT email address to register for their Flip account. This ensures that only authorized members of our course have access to the course materials and discussions on Flip. Registrations made using non-UNT email addresses will not be recognized as valid for this course. Any accounts associated with non-UNT email addresses will be removed from the Flip course page.

Mini Group Project (25 % of your overall grade)

A group project will give you independent applied research experience by using real data and statistical methods. You will complete three mini group projects as a team of three students.

As a part of the mini group project requirement, each group is expected to submit three deliverables:

1. A project report in word format that documents the group's work on the analytical problem.
2. An excel file that also documents the group's work on the analytical problem.
3. Statement of Signed Member contribution: Each member of the project group should indicate their contribution to each mini group project and sign the form that will be provided by your instructor.

Exam (18 % of your overall grade)

There will be one online exam in this course. The exam covers materials from Weeks 1-7. You are expected to complete the exam without the assistance of classmates, friends, or tutors. Use of the internet and/or communication with anyone during the exam will be subject to the UNT honor code and conduct policies/actions. The exam consists of both TRUE/FALSE and multiple choice type questions. You have only one attempt at the exam, and once you start the test, you need to complete it in one sitting. You do not need a calculator to complete the test. The online exam is being proctored to protect its integrity.

Academic Integrity Quiz (1 % of your overall grade)

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, the University of North Texas promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. Violations of academic integrity occur when students engage in or help others to engage in cheating, plagiarism, and comparable behaviors. To encourage students to be familiar with the Academic Integrity policies, an online quiz is provided as a are to work on this assignment independently from others.

This quiz, which is worth 1% of your overall grade, will introduce you to the academic integrity policies at our institution. It consists of 10 multiple choice questions, and you will have unlimited attempts to complete it. The quiz must be completed before the end of week 2.

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Tentative Course Schedule: Should any change become necessary, it will be announced in CANVAS. It is your responsibility to check for changes in the schedule.

<i>Week</i>	<i>Topic / Reading</i>	<i>Items Due</i>
Week 1	<i>Chapter 1 – Data and Data Preparation Chapter 2 – Tabular and Graphical Method</i>	<i>Week 1 Activity: Introduce yourself Week 1 Assessment: SmartBook Adaptive Assignment Week 1 Assessment: Assignment Week 1 Assessment: Academic Integrity Quiz</i>
Week 2	<i>Chapter 3 – Numerical Descriptive Measures Chapter 4 – Introduction to Probability</i>	<i>Week 2 Assessment: SmartBook Adaptive Assignment Week 2 Assessment: Assignment Week 2 Assessment: Flip Creation 1</i>
Week 3	<i>Chapter 5 – Discrete Probability Distributions Chapter 6 – Continuous Probability Distributions</i>	<i>Week 3 Assessment: Mini Group Project 1 Week 3 Assessment: SmartBook Adaptive Assignment Week 3 Assessment: Assignment</i>
Week 4	<i>Chapter 7 – Sampling and Sampling Distributions Chapter 8 – Interval Estimation</i>	<i>Week 4 Assessment: Flip Creation 2 Week 4 Assessment: SmartBook Adaptive Assignment Week 4 Assessment: Assignment</i>
Week 5	<i>Chapter 9 – Hypothesis Testing Chapter 10 – Statistical Inference Concerning Two Populations</i>	<i>Week 5 Assessment: SmartBook Adaptive Assignment Week 5 Assessment: Assignment Week 5 Assessment: Mini Group Project 2</i>

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Week 6	<i>Chapter 11 – Statistical Inference Concerning Variance</i> <i>Chapter 12: Chi-square Tests</i>	<i>Week 6 Assessment: SmartBook Adaptive Assignment</i> <i>Week 6 Assessment: Assignment</i> <i>Week 6 Assessment: Flip Creation 3</i>
Week 7	<i>Chapter 13 – Analysis of Variance</i> <i>Chapter 14 – Regression Analysis</i>	<i>Week 7 Assessment: SmartBook Adaptive Assignment</i> <i>Week 7 Assessment: Assignment</i> <i>Week 7 Assessment: Mini Group Project 3</i>
Week 8	<i>Chapter 15 – Inference with Regression Models</i>	<i>Week 8 Assessment: Exam</i> <i>Week 8 Assessment: Flip Creation 4</i> <i>Week 8 Assessment: SmartBook Adaptive Assignment (Optional, Make up)</i> <i>Week 8 Assessment: Assignment (Optional, Make up)</i>

Technical Assistance

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

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](#)

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

All work for this course is due no later than 11:59 pm (Central Time Zone) on the designated due. Any assignment submitted after that time is subject to the following late penalty policy:

Grade Items	Penalty
Score for No-submission	A grade of zero (0)
Grade reduction for late submission	4% per day
Maximum grade reduction for late submission	30%

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Lowest possible grade for late submission (that are otherwise correct)	70%
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Students who have a university-excused absence ([Links to an external site](#)) and have provided documentation within 48 hours of the missed deadline will not be subject to the late-penalty policy. All grade items should be submitted by the end of Week 4.

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.

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 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.

Grade Dispute Policy

You have three days from the time a grade is posted on Canvas to dispute your grade on any grade item. Please whether email the teaching team or schedule a virtual appointment to discuss your situation. If you do not contact the teaching team within three days of receiving your grade, you also forfeit your right to a grade dispute.

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 final submission of their projects.

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 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.

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.” You are also expected to follow UNT's [Student Academic Integrity Policy](#).

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](#) website (<http://www.unt.edu/oda>). 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. See UNT Policy 10.10, Records Management and Retention for additional information.

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 oco@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 and Distance [Education Courses](#)

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.

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 presentation, he or she must obtain permission from the student using a signed release 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 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

Any synchronous 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](#).

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](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric 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](#)
- [Financial Aid \(](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Multicultural Center](#)
- [Counseling and Testing Services](#)
- [Pride Alliance](#)
- [UNT Food Pantry](#)

Academic Support Services

- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Center](#)
- [Math Lab](#)

Scholarly Expectations

Copyright Notice

Some or all the materials on this course web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at <http://policy.unt.edu/policy/08-001>.

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 (Links to an external site.) found on the Dean of Students website. The Dean of Students Office (opens in a new window) (Links to an external site.) enforces the Code. 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

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University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.

Of particular interest are the following terms:

- **Cheating** – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Plagiarism** – the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement.
- **Fabrication** – intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

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.

Academic Integrity

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 the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Instructor Academic Integrity Policy

Occurrence	Minor Assignments (e.g., Discussions, Homework, and Journals)	Major Assignments (e.g., Exams and Projects worth more than 10% of your grade)
First Occurrence	• Filing to Academic Integrity Office • 40% grade deduction	• Filing to Academic Integrity Office • 40% grade deduction
Second Occurrence	• Filing to Academic Integrity Office • 100% grade deduction	• Filing to Academic Integrity Office • 100% grade deduction

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Third Occurrence	• Filing to Academic Integrity Office • 100% grade deduction	• Filing to Academic Integrity Office • Failing the course
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Course Policy on Using CHAT GPT and AI Tools

Students are permitted to use AI tools, including CHAT GPT, to enhance their learning experience and improve their writing. However, it's crucial to use these tools responsibly and ethically.

Guidelines for Using AI Tools:

1. **Improvement of Original Work:** Students are allowed to refine writing originally produced by themselves using AI tools for editing, paraphrasing, and proofreading purposes. It's essential to maintain the integrity of your original thoughts and ideas while using AI for enhancements.
2. **AI Contribution Limit:** If an AI writing detector indicates that over 20% of a student's answer is attributed to AI, the work will be subjected to further review for a potential plagiarism violation.
3. **Indicating AI-Generated Content:** For any assignment where AI tools are permitted, students must use quotation marks to highlight statements or sections generated by ChatGPT or other AI tools. Merely citing AI or ChatGPT is not adequate in academic writing assignments, such as project reports.
4. **Citation Requirements:** While AI-generated content must be indicated with quotation marks, students are also required to provide proper references for the sources they used, including articles, textbook chapters, etc. Relying solely on AI-generated content without proper citations is considered academically dishonest.
5. **AI Tools for Tutoring:** Students are encouraged to utilize AI tools, including ChatGPT, for tutoring services to aid in understanding course material and concepts.

Failure to adhere to the above guidelines may result in academic penalties, including receiving a zero for the assignment or facing disciplinary actions for academic dishonesty.