

## Course Syllabus – Fall 2023



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|---------------------|--|
| <b>Course</b>       | MIS6380.002 (Traditional, face-to-face mode) |
| <b>Course Title</b> | Data Visualization                           |
| <b>Professor</b>    | Naser Islam                                  |
| <b>Term</b>         | Fall 2023 (August 21 to December 7, 2023)    |
| <b>Meetings</b>     | Thursday from 1:00pm to 3:45pm<br>JSOM 1.102 |

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### Professor's Contact Information

|                          |  |
|--------------------------|--|
| <b>Office Phone</b>      | (972) 883-5025   |
| <b>Other Phone</b>       | None   |
| <b>Office Location</b>   | JSOM 2.415 or via MS Teams   |
| <b>Email Address</b>     | <a href="mailto:naser.islam@utdallas.edu">naser.islam@utdallas.edu</a> |
| <b>Office Hours</b>      | Wednesday from 1:00pm to 3:30pm or by appointment                      |
| <b>Other Information</b> | I don't read eLearning mail and MS Teams chat. UTD email is preferred. |

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| <b>TA Name</b>           | Radhika Bhaskara Halambi   |
| <b>Office Location</b>   | JSOM 11.103  |
| <b>Email Address</b>     | <a href="mailto:radhika.bhaskarahalambi@utdallas.edu">radhika.bhaskarahalambi@utdallas.edu</a> |
| <b>Office Hours</b>      | Tue from 4:00pm to 6:00pm and Wed from 11:30pm to 3:30pm<br>or by appointment                  |
| <b>Other Information</b> | You may connect with TA via MS Teams Chat  |

### COVID-19 Guidelines and Resources

The following guidelines and resources outline expectations for students and instructors of record during the Fall 2023 semester.

### Instructor Resources

#### Syllabi Language for Faculty: Masks and Vaccinations

Please remember that Texas Governor Greg Abbott's Executive Order [GA-38](#) prohibits us from mandating vaccines and face coverings for UT Dallas employees, students and members of the public on our campus. However, we strongly encourage all Comets to get vaccinated and wear face coverings as recommended by the CDC. The University of Texas at Dallas (UT Dallas) will continue to share more information and guidance as we get closer to the fall semester.

**Classroom Safety and COVID-19** To help preserve the University's in-person learning environment, UT Dallas recommends the following:

Adhere to the University's [CDC Updated Guidelines](#) issued on July 30, 2021. All Comets are strongly encouraged to wear face coverings indoors regardless of vaccination status. Please note this represents a change in the [campus guidance](#) issued on May 20, 2021.

## **Accommodations for Students Who Miss Class for Reasons Unrelated to COVID-19**

Individual faculty maintain their discretion on whether and how to accommodate student absences unrelated to COVID-19.

## **Accommodations for Students Who Must Isolate or Quarantine Due to COVID-19**

To keep the UT Dallas community as safe as possible, the University requires students who test positive for COVID-19 or who are close contacts as determined by the campus contact tracing program to isolate or quarantine as applicable. Faculty will be notified by the Dean of Students' Office if a student in their class has been required to isolate (positive case) or quarantine (exposed). Faculty must make lectures available for those students during the period the students must isolate or quarantine. Faculty who needs assistance with providing these students access to course content can contact the eLearning Team at [elarning@utdallas.edu](mailto:elarning@utdallas.edu). Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against an isolated or quarantined student.

## **Verifying COVID-19 Isolations or Quarantines**

Students need to self-report COVID-19 positive results or exposures via an [online form](#) so that university campus tracers can verify, record, and take necessary campus precautions. When faculty are notified by students rather than by the Dean of Students' Office that the students are isolating or quarantining, the faculty should remind students to self-report via the form; students should not attend class until cleared by campus tracers.

Vaccinations are widely available, free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated. You are encouraged to [get a COVID-19 vaccine](#) and register your vaccination status through the [voluntary vaccine report form](#).

Proactive Community Testing remains an important part of the university's efforts to protect our community. Tests are fast and free. Please check the [Comets United](#) webpage for additional information.

[Student Safety](#) remains an important part of the UT Dallas' efforts to protect our community. All students will adhere to the Comet Commitment. Unvaccinated Comets will be expected to complete the mandatory [Required Daily Health Screening](#). Those students who do not comply will be referred to the Office of Community Standards and Conduct for disciplinary action under the [Student Code of Conduct – UTSP5003](#). All students are encouraged to read the [Recommendations for Students Returning to Campus](#) issued on August 2, 2021.

Visit [Comets United webpage](#) to obtain the latest information on the University's guidance and resources for campus health and safety.

[Previous Campus Communications](#): a list of university announcements made in 2021-2022.

[Registrar's Intranet](#): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of

our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](#): you will be asked to log in before you access the FERPA Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please contact the Office of the Registrar at [records@utdallas.edu](mailto:records@utdallas.edu) for the proper student consent forms and further instructions.

[Honorlock](#): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](#): designed to assist faculty with developing course content

### **Student Resources**

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "[What should I do if I become sick?](#)")

### **COVID-19 Resources**

[Comets United webpage](#): check frequently

[FAQ](#): check out the FAQs and reach out to your instructor or academic advisor if answers are not included

[Student Resources](#): a variety of resources are available to help students to obtain counseling, health care, and academic support.

## General Course Information

### Prerequisites, Corequisites, & other restrictions

Prerequisite or Corequisite: MIS 6326 or MIS 6320 or BUAN 6320.

### Course Description

Data Visualization (3 semester credit hours) This course studies the technologies, techniques, and algorithms for the creation of effective data visualization in the context of data science. The course explores topics related to data wrangling, insight modeling, cognitive science, and graphical communication. The course will develop practical skills using data visualization tools including SAP Lumira, Tableau, Excel PowerView, and D3. The primary course objective will be the creation of data visualizations for strategic communication.

### Learning Outcomes

1. Students should be able to create meaningful general purpose, analytic, and dynamic data visualizations through a variety of data visualization tools.
2. Students should be able to identify appropriate business-oriented opportunities for the application of data visualization
3. Analyze data to generate information and knowledge that lead to informed decisions for businesses.
4. Author enterprise dashboards that are used to summarize and visualize data in a way that supports insight into trends and “what-if” analysis in real time.
5. Show how business intelligence can be derived from data.
6. Apply the latest in analytics technology in real world case studies in the areas of business, entertainment, climate change etc.
7. Students will develop competency in query development and essential business data presentation.

### Suggested Textbooks

Interactive Data Visualization: Foundations, Techniques, and Applications. Second Edition  
By Matthew O. Ward, Georges Grinstein, Daniel Keim.  
ISBN-13:9781482257373.

Textbooks and some other bookstore materials can be ordered online or purchased at the UT Dallas Bookstore.

Articles will be assigned through the semester (posted in eLearning)

Suggested Text, Readings and Materials:

**Suggested Texts,  
Readings, &  
Materials**

Teutonico, D. (2105) ggplot2 Essentials (available online via library)

King, R.S. (2014) Visual Storytelling with d3 (available online via library)

Students can use their own laptop or use JSOM lab computers.

Most of the data visualization tools/software required for the class is Windows based. Specifically, you will be using Excel, MS Analysis, Tableau, Python, and SAP HANA.

## Assignments & Academic Calendar

*This is a tentative class schedule; changes to the schedule will be posted in eLearning.*

| WEEK              | CONTENT / LEADINGS   | ACTIVITIES  |
|-------------------|--|---|
| Week – 1<br>08/24 | <p><b>Course Introduction:</b> Course objectives and outcomes. Business Process in an Enterprise Systems and primary source of enterprise data.</p> <p>Making the case for Data Visualization. Data visualization for informed decision making.</p> <p><b>Syllabus Quiz:</b> A quiz based on information in the syllabus for 1.00% of the total grade.</p>   | <p>Reading: Slides &amp; other Materials.</p> <p><b>Before coming to class read the Syllabus carefully. Should you have question and/or concern, ask for clarifications in class.</b></p> |
| Week – 2<br>08/31 | <p><b>Data Visualization:</b> Why visualization? History &amp; overview of data visualization and its connection with graphics.</p> <p>Basic Graphs and best practice in the field of data visualization</p> <p><b>Classwork – 1:</b> Data Cleansing Using Excel.</p> <p><b>Assignment – 1:</b> Basic Graphs and Charts in Tableau.</p> <p>Assign members to project groups and discuss group project original idea, requirements, plan, and project proposal.</p>   | <p>Reading: Slides &amp; other Materials.</p> <p>Classwork – 1 is due on Friday, 09/01 by 11:00pm.</p> <p>Individual Assignment – 1 is due on Sunday 09/10 by 11:00pm.</p>                |
| Week – 3<br>09/07 | <p><b>Data Foundations:</b> Foundation and characteristics of data which forms the beginning of the visualization pipeline. Why cleaning data?</p> <p><b>Quiz – 1 on 09/07: At the beginning of class, a subjective quiz based on materials covered on week 1 &amp; 2.</b></p> <p><b>Research Presentation:</b> Group – 1 on 09/07/2023</p> <p><b>Group Project:</b> Discuss group project focusing on data acquisition, manipulation, and visualization with animation.</p>   | <p>Reading: Slides &amp; other Materials.</p> <p><b>Group project proposal is due on Saturday, 09/16 by 11:00pm</b></p>   |
| Week – 4<br>09/14 | <p><b>Human Perception and Information Processing:</b> Human component of the visualization pipeline – perceptual system and roles it plays in understanding and interpreting visualizations.</p> <p><b>Classwork – 2:</b> Creating Groups in Tableau.</p> <p><b>Assignment – 2:</b> Calculated Fields and Time Series Analysis in Tableau.</p> <p><b>Research Presentation:</b> Group – 2 on 09/14/2023</p> <p><b>Exam Registration Deadlines:</b> You MUST reserve a seat for both Exam – I &amp; II NO LATER THAN 09/15/23 11:00PM via this link: <a href="https://ets.utdallas.edu/testing-center/students/">https://ets.utdallas.edu/testing-center/students/</a></p> | <p>Reading: Slides &amp; other Materials.</p> <p>Classwork – 2 is due on Friday, 09/15 by 11:00pm.</p> <p>Individual Assignment – 2 is due on Sunday 09/24 by 11:00pm.</p>                |
| Week – 5<br>09/21 | <p><b>Visualization Foundations:</b> Deals with the foundations of the visualization processes, basic building blocks to taxonomies and frameworks.</p> <p><b>Research Presentation:</b> Group – 3 on 09/21/2023</p> <p><b>Research Presentation:</b> Group – 4 on 09/21/2023</p>  | <p>Reading: Slides &amp; other Materials.</p>   |
| Week – 6<br>09/28 | <p><b>Visualization Technique for Spatial Data and Geospatial Data:</b> Different from other kinds of data spatial data. Overview of special characteristics and methods for geospatial data.</p>  | <p>Reading: Slides &amp; other Materials.</p>   |

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|                    | <p><b>Quiz – 2 on 09/28: At the beginning of class, a subjective quiz based on materials covered on week 3, 4 &amp; 5.</b></p> <p><b>Classwork – 3:</b> Creating Dashboard in Tableau.</p> <p><b>Assignment – 3:</b> Creating Story in Tableau.</p> <p><b>Research Presentation:</b> Group – 5 on 09/28/2023</p>  | <p>Classwork – 3 is due on Friday, 09/29 by 11:00pm.</p> <p>Individual Assignment – 3 is due on Sunday 10/08 by 11:00pm.</p>   |
| Week – 7<br>10/05  | <p><b>Expect some questions from this lecture in both Exam – I and Exam – II.</b></p> <p><b>Visualization Technique for Time Oriented Data:</b> Visualization technique for time-oriented data. Concepts and aspects of time and time-oriented data.</p> <p><b>Project Work:</b> Work on project group with all members.</p> <p><b>Research Presentation:</b> Group – 6 on 10/05/2023</p>   | <p>Reading: Slides &amp; other Materials.</p>  |
| Week – 8<br>10/12  | <p><b>EXAM – I:</b> Thursday, 10/12/2023 at the UTD Testing Center at SPN2, 3020 Waterview Pkwy, Richardson, TX 75080. There will be 50 MCQ &amp; T/F questions based on materials covered from weeks 1 – 7. No class meeting after exam.</p> <p><b>You must have reserved a seat at the UTD Testing Center for this Exam before 09/15/23.</b></p>  | <p><b>You will have 45 minutes to answer all 50 questions.</b></p>   |
| Week – 9<br>10/19  | <p><b>Visualization Technique for Multivariate Data:</b> Techniques of visualization of data that does not generally have an explicit spatial attribute.</p> <p><b>Quiz – 3 on 10/19: At the beginning of class, a subjective quiz based on materials covered on week 6 &amp; 7.</b></p> <p><b>Classwork – 4:</b> Level of Detail Calculation in Tableau.</p> <p><b>Assignment – 4:</b> Creating Animation in Tableau.</p> <p><b>Research Presentation:</b> Group – 7 on 10/19/2023</p>   | <p>Reading: Slides &amp; other Materials.</p> <p>Classwork – 4 is due on Friday, 10/20 by 11:00pm.</p> <p>Individual Assignment – 4 is due on Sunday 10/29 by 11:00pm.</p> |
| Week – 10<br>10/26 | <p><b>Narrative Visualization:</b> Telling stories with visualization. How data can be used to tell stories and keep the audience engaged.</p> <p><b>Visualization Technique for Trees, Graphs, and Networks:</b> Data visualization – conveying relational information. Hierarchical, Connectedness, derived from, Shared Classification, similarities in Value, and Similarities in attribute.</p> <p><b>Project Work:</b> Work on project with all group members.</p> <p><b>Research Presentation:</b> Group – 8 on 10/26/2023</p> | <p>Reading: Slides &amp; other Materials.</p>  |
| Week – 11<br>11/02 | <p><b>Text and Document Visualization:</b> Huge resources of information – from libraries, to e-mail archives, to all facets of applications running on World Wide Web.</p> <p><b>Project Work:</b> Work on project with all group members.</p> <p><b>Research Presentation:</b> Group – 9 on 11/02/2023</p>  | <p>Reading: Slides &amp; Materials.</p>  |
| Week – 12<br>11/09 | <p><b>Designing Effective Visualization:</b> Designing successful visualization – Exploration, Confirmation, and Presentation.</p> <p><b>Quiz – 4 on 11/09: At the beginning of class, a subjective quiz based on materials covered on weeks 9, 10, 11 &amp; 12.</b></p>  | <p>Reading: Slides &amp; other Materials.</p>  |

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|                    | <p><b>Classwork – 5:</b> Level of Detail (Exclude) Calculation in Tableau.</p> <p><b>Assignment – 5:</b> Level of Detail (Exclude &amp; Fixed) Calculation in Tableau.</p> <p><b>Research Presentation:</b> Group – 10 on 11/09/2023</p>  | <p>Classwork – 5 is due on Friday, 11/10 by 11:00pm.</p> <p>Individual Assignment – 5 is due on Sunday 11/19 by 11:00pm.</p> |
| Week – 13<br>11/16 | <p>One of you take lead to upload Group Project Final Report in Comet Space and share with me by Sunday 11/26 by 11:00pm and share with instructor.</p> <p>UTD CometSpace: <a href="https://utdallas.account.box.com/login">https://utdallas.account.box.com/login</a></p> <p><b>11/16: Group Project Presentations (Recorded):</b> Group 1 thru 10</p> | Reading: Slides & other Materials.   |
| Week – 14<br>11/23 | Week of Fall Break and Thanksgivings Holiday – NO CLASS   |  |
| Week – 15<br>11/30 | <p><b>EXAM – II:</b> Thursday, 11/30/2023 at the UTD Testing Center at SPN2, 3020 Waterview Pkwy, Richardson, TX 75080.</p> <p>There will be 50 MCQ &amp; T/F questions based on materials covered from weeks 7 &amp; 10 Thru 15.</p> <p><b>You must have reserved a seat at the UTD Testing Center for this Exam before 09/15/23.</b></p>              | <b>You will have 45 minutes to answer all 50 questions.</b>  |

## Course Policies

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| <b>Class Materials</b>  | <p>The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p>  |
| <b>Classroom Conduct Requirements Related to Public Health Measures</b> | <p>UT Dallas will follow the public health and safety guidelines put forth by the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (DSHS), and local public health agencies that are in effect at that time during the Fall 2021 semester to the extent allowed by state governance. Texas Governor Greg Abbott's Executive Order <a href="#">GA-38</a> prohibits us from mandating vaccines and face coverings for UT Dallas employees, students, and members of the public on campus. However, we strongly encourage all Comets to get vaccinated and wear face coverings as recommended by the CDC. Check the <a href="#">Comets United: Latest Updates webpage</a> for the latest guidance on the University's public health measures. Comets are expected to carry out <a href="#">Student Safety</a> protocols in adherence to the Comet Commitment. Unvaccinated Comets will be expected to complete the <a href="#">Required Daily Health Screening</a>. Those students who do not comply will be referred to the Office of Community Standards and Conduct for disciplinary action under the <a href="#">Student Code of Conduct – UTSP5003</a>.</p> |
| <b>Class Attendance</b>   | <p>ATTENDANCE IS EXPECTED. Looking at previous experiences with this and other classes, tardiness and absence are the main contributing factors</p>  |

|  | to poor and failing grades. Students are expected to attend all classes to achieve maximum success. Attendance will be taken periodically and used in consideration for the Participation grade; however, this grade will also reflect the instructor's judgment of the value of contributions to class discussion. There is no makeup for missed in-class assignments and/or quizzes. Students are encouraged to actively participate in class discussions.   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
|--|--|-----------------|--------|--|-----------|------------------------------------|----------|---------------|---------|--------------------------------|-----------|-------------------------------|----------|------------------------------|-----------|------------------------------------|----------|-----------------------|-----------|--------------|-------------------|
| <b>Class Participation</b>                 | Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a> .   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| <b>Class Recordings</b>                    | Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a> .<br><br>The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| <b>Grading (credit) Criteria</b>           | <p>This course will feature a mix of activities and written assignments that may be in class or on campus. Homework will include readings from the text, assignments, and activities that usually require the student to complete some type of task. Projects will also require outside research. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines.</p> <p style="text-align: center;"><b>Grading Scheme</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Grade Component</th> <th style="text-align: right;">Points</th> </tr> </thead> <tbody> <tr> <td>Individual Assignments (5 Assign X 2 each)</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>Classwork (5 Classwork X 1.0 each)</td> <td style="text-align: right;">5 Points</td> </tr> <tr> <td>Syllabus Quiz</td> <td style="text-align: right;">1 Point</td> </tr> <tr> <td>Quizzes (4 quizzes X 2.5 each)</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>Group Research &amp; Presentation</td> <td style="text-align: right;">6 Points</td> </tr> <tr> <td>Group Project &amp; Presentation</td> <td style="text-align: right;">12 Points</td> </tr> <tr> <td>Attendance and Class Participation</td> <td style="text-align: right;">6 Points</td> </tr> <tr> <td>EXAM – I &amp; II 25 + 25</td> <td style="text-align: right;">50 Points</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>100 Points</b></td> </tr> </tbody> </table> <p>Resulting in a letter grade of:</p> | Grade Component | Points | Individual Assignments (5 Assign X 2 each) | 10 Points | Classwork (5 Classwork X 1.0 each) | 5 Points | Syllabus Quiz | 1 Point | Quizzes (4 quizzes X 2.5 each) | 10 Points | Group Research & Presentation | 6 Points | Group Project & Presentation | 12 Points | Attendance and Class Participation | 6 Points | EXAM – I & II 25 + 25 | 50 Points | <b>Total</b> | <b>100 Points</b> |
| Grade Component                            | Points   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Individual Assignments (5 Assign X 2 each) | 10 Points  |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Classwork (5 Classwork X 1.0 each)         | 5 Points   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Syllabus Quiz                              | 1 Point  |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Quizzes (4 quizzes X 2.5 each)             | 10 Points  |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Group Research & Presentation              | 6 Points   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Group Project & Presentation               | 12 Points  |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| Attendance and Class Participation         | 6 Points   |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| EXAM – I & II 25 + 25                      | 50 Points  |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |
| <b>Total</b>                               | <b>100 Points</b>  |                 |        |  |           |                                    |          |               |         |                                |           |                               |          |                              |           |                                    |          |                       |           |              |                   |

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|  | <ul style="list-style-type: none"> <li>• 93% and above = A</li> <li>• 90%-92.9% = A-</li> <li>• 87-89.9 % = B+</li> <li>• 83-86.9 points = B</li> <li>• 80-82.9 points = B-</li> <li>• 77-79.9 points = C+</li> <li>• 73-76.9 points = C</li> <li>• 70-72.9 points = C-</li> </ul> <p>All grades will be posted as available, in eLearning throughout the term.</p>  |
| <b>Exams</b>                               | Exams are scheduled well in advance. Missing an exam result in a score of zero. Make-up exams will be given only for documented medical situations; discuss it with the instructor <b>BEFORE</b> the scheduled exam. If you contact the instructor after the exam, it is considered missing the exam, and no credit will be given for missed exams.  |
| <b>Make-up Exams</b>                       | No Make-up Exams   |
| <b>Extra Credit</b>                        | None   |
| <b>Late Work</b>                           | Not accepted by this instructor  |
| <b>Assignments, Classwork, and Project</b> | <p>Assignments, classwork, and project will generally be posted well in advance of their due date, depending on our progress in the class. Assignment specific grading criteria will be included with the assignment description and instructions.</p> <p>All assignments, classwork, and will be submitted for grading into eLearning before the due date and time posted. The assignment posting link in eLearning will not be available after the due date and time.</p> <p><b><u>NEITHER LATE SUBMISSIONS NOR ASSIGNMENTS, CLASSWORK, PROJECT SENT BY EMAIL WILL BE ACCEPTED AND THUS WILL NOT BE GRADED</u></b> unless prior arrangements are made and verified with the instructor. There will be no make-up assignments, nor considerations for last-minute technical difficulties preventing submissions to eLearning, so plan ahead. Students may submit (and resubmit, as it is before the due date) interim work into eLearning, to ensure their work will be graded.</p> <p>Written assignments must adhere to the APA style guide of formatting, citing, and referencing.</p> <p><b>DO NOT CHEAT and DO NOT PLAGIARIZE. All individual assignments and exams are to be individual efforts. You may collaborate with other students, or to discuss classwork or assignments with other students prior to submission. Copying of classwork, assignments, or exams, in whole or in part, from other students or from assignments from previous semesters will be considered to be an act of academic dishonesty.</b></p> <p>You are encouraged to ask questions, raise issues and make observations about homework; please be advised that if you have a question or issue with your assignment grade, your entire assignment is subject to re-review (re-grading) which may or may not result in additional point deductions.</p> |
| <b>Email Use</b>                           | <p>The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. <u>The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account.</u> This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.</p>   |

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| <b>Instructor Response Policy</b>                 | The instructor will respond to all student inquiries (emails, voice messages, etc.) within 48 hours (excluding holidays and weekends).   |
| <b>eLearning</b>                                  | <b>eLearning</b> will be used for all class content (e.g., class slides and assignment descriptions), exams, and the recording of grades. Slides will be posted before class is held. Class announcements (e.g., change in assignment dates) will be sent to the student email on record in eLearning, and posted in eLearning. It is the students' responsibility to regularly check their UTD email accounts and the eLearning page for this course.   |
| <b>Classroom Citizenship</b>                      | <ul style="list-style-type: none"> <li>i. <u>Class begins on time.</u> Please maintain class decorum and be respectful towards fellow students in the class. If you have a doubt or misunderstanding regarding course work feel free to discuss it with your instructor.</li> <li>ii. <u>Using your phone during class is not permitted and it is rude.</u> Keep it on silent at all time and away from your desk. No texting. Offenders will be asked to turn off their phones. If this is a recurring problem, students will be asked to give their phones to the instructor which will be returned at the end of the class session. <b>No pictures or video during class time</b>, unless approved by the instructor -- it distracts everyone and it is a violation of privacy.</li> <li>iii. <u>Use of your computer may be required at times during the class and is allowed as long as it is not interrupting the class or distracting other students in the classroom.</u> If such situation occurs, the first time you will be asked to turn off your computer. Recurrent offenders will be asked to leave the classroom.</li> <li>iv. <u>Use of tablets is allowed</u>, as long as they are used to read the textbook, or the class notes.</li> </ul> <p><u>These rules will be enforced.</u></p> |
| <b>Comet Creed</b>                                | <p><i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:</i></p> <p><i>"As a Comet, I pledge honesty, integrity, and service in all that I do."</i></p>  |
| <b>Academic Support Resources</b>                 | <p><i>The information contained in the following link lists the University's academic support resources for all students.</i></p> <p>Please go to <a href="http://go.utdallas.edu/academic-support-resources">http://go.utdallas.edu/academic-support-resources</a>.</p>   |
| <b>UT Dallas Syllabus Policies and Procedures</b> | <p><i>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the sections regarding the <a href="#">credit/no credit</a> grading option and withdrawal from class.</i></p> <p>Please go to <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a> for these policies.</p>   |

*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.*