

# DTSC 3601/3602: Predictive Analytics and Their Impacts

Fall 2021

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# **DTSC 3601/3602: Predictive Analytics and Their Impacts**

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# DTSC 3601 / 3602 Predictive Analytics and Their Impacts

## Course Description

In this studio, students learn the ethical use of machine learning to develop models and predictive features from unstructured data to explore a data science approach to socially relevant challenges. Validity of predictions are analyzed using appropriate statistical hypothesis tests. The ethical implications of collecting and using data from external sources are also discussed.

## Course Outcomes

After completing this course, you will be able to:

- Define predictive analytics questions
- Identify, gather and pre-process data needed for the analysis
- Identify the appropriate method for a predictive analysis problem
- Demonstrate building effective predictive models using machine learning algorithms
- Develop familiarity with popular tools and software used for predictive analytics
- Test the validity of predictive models and interpret and report on results
- Explain the implications of bias and variance in data on the performance of predictive models to both data science professionals and laypersons in related fields.
- Understand and explain the policy and consequences of different research and the role of AI in decision making to both data science professionals and laypersons in related fields.

## Course Materials

- Students must have access to a laptop computer that they can use during class meetings.
  - Linux, Windows 10, or macOS operating system preferred. ChromeOS will suffice but has limitations.
- All software required for the course is free and open source.
- All readings for the course will either be open source or available for free through the University library.
- Course website: [canvas.uncc.edu](https://canvas.uncc.edu)

## Instructional Team

Instructor: Dr. Nadia Najjar, [nanajjar@uncc.edu](mailto:nanajjar@uncc.edu), Woodward Hall 330F.

Instructor: Dr. Shannon Reid, [sreid33@uncc.edu](mailto:sreid33@uncc.edu), Colvard 5082.

Teaching Assistants (TA). Contact information available on Canvas:

- Michael Gray
- Jessica O'Brien

Office hours details are available on Canvas.

## Email Replies

We will try to reply to your emails or Discussion board posts as quickly as possible but we have other jobs and priorities too. Expecting a reply within a few hours or even a day is unrealistic. Please don't be that student who sends multiple emails a couple of hours apart thinking it will speed up the reply. Not only will it not, it will delay the reply because we having to respond to an ever-expanding Inbox. If you don't have a reply within 48 hours try again. Remember to include in your Subject line a reference to or course (e.g., 3601/2 and your last name).

## Instructional Delivery

Our weekly schedule is set so that we will meet as a class, in person, on Tuesdays and Thursdays from 10:00am to 12:45pm.

You are expected to be present and participate in all classes and labs at the assigned time and place. Attendance is not optional and will be considered in the final course grade.

Please keep in mind that UNC Charlotte policy is that everyone will be masked indoors. We will adhere to this policy. See the COVID-19 Policy section below for more details.

## Instructional Method

This course follows teaching methods grounded in an interdisciplinary studio style approach to learning in which students are presented with cross-disciplinary data science challenges that guide the mini lectures, in-class activities, and group data-driven

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projects. Students are expected to participate in discussions, problem solving, critical thinking exercises, analysis of case studies, collaboration, peer-teaching, and design and critique sessions. All students are expected to contribute in a meaningful way to team efforts. The course includes small group writing and presentation assignments that are the basis for formative assessment.

Your active participation in the material, the meetings, and various online forums will be important in helping you accomplish the goals of the course. By providing resources that you can repeat as often as you like, control over course success is in your hands. However, if you need help all you have to do is ask. All the members of the Instructional Team are ready and eager to assist you in the process of learning more about predictive analytics. **Please** do not be afraid to ask questions and seek help. We promise you all of us struggled with some of these concepts when we were learning to program. We are happy to help you.

Scheduled meeting times will be devoted to completing activities (design, present, critique, ...) discussing concepts, and participating in-class exercises as well as presentations by the Instructional Team and students. Activities involve collaborative group activities that provide hands-on computational thinking and data analysis experiences.

### Instructional Tool – Canvas

We will be using Canvas, the primary Course Management System for UNC Charlotte, as our digital learning environment in this course. To access your Canvas course please go to <http://canvas.uncc.edu>. You may log in with your NinerNet username and password to access your Canvas courses. If you encounter any problems logging into Canvas, please contact the student help desk at <http://helpdesk.uncc.edu>. Other student computing information is available at the Student Computing Help Center at <http://itservices.uncc.edu/student-services/help-services>. Please monitor the course Canvas site, message boards, and your UNCC email on a regular basis to ensure you remain fully informed. Assignments must be submitted as described in Canvas.

### Grading and Assessments

Grading will be based on the following scale:

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	0% – 59%

Breakdown (tentative) - More details about each of the assessment activities is available on our Canvas course site.

Course Element	Value
Engagement	10%
Weekly prep activities	20%
Studio activities	20%
Project	50%

Active learner and engagement activities will be evaluated constantly in all phases of the course. They are there to assist you in being an active learner – engaged and participating in the course. Students who do the bare minimum will receive little credit for being active learners. To demonstrate your engagement in the course, you may be asked to submit your class notes, your work on activities and to participate actively in the course's discussions. The effort and quality of your participation, a largely subjective measure, will determine your grade. Problem solving in general and analytics are participatory activities. Being passive does not get the job done.

Students are required to use Canvas for all course submissions. It is your responsibility to ensure your work is successfully uploaded before the expiration of the submission period. Please note that the submission deadline is according to the Canvas system clock which might be different from your personal or computer clock and even narrowly missed submissions will be marked as late.

### Course Project

The main component of our course is participating in a project working within a team. Students will be placed in teams of 3-4 students working on a predictive analytics project. The goal for this project is to practice and utilize the major prediction methods and tools in a practical context. Teams will work on addressing a specific problem within certain constraints and requirements. During the semester students will be given opportunities to come up to speed on the programming languages and/or software technologies needed for this project. The project will include several milestones for teams to work on design drafts, receive feedback and complete revisions. It is imperative that students take advantage of all the practice opportunities presented in the course to be better prepared for the project phase. A project grade will be adjusted for their individual contribution to the project deliverables.

### Late Submission

All course content has been mapped so that later work builds on material that has already been covered so it is important not to get behind. Occasionally there might be circumstances which prevent you from meeting a deadline. Don't panic! Immediately reach out to me via email and we can discuss an accommodation. However, keep in mind that late submissions may delay the beginning of the next activity in Canvas and/or have a negative impact on your progress in the course. Unless explicitly authorized by me or as a clearly indicated part of the exercise, late submissions will result in a grade of zero. Note that any auto-graded submissions will be adjusted as a result of missed deadlines.

### Feedback, Checking Grades, Resolving Grade Disputes

The course will utilize some auto-grading and feedback features available in some of the digital learning tools. Assessments that have this feature will provide instant feedback and grades to you. Many grades will be reflected in the Canvas gradebook automatically, but some situations will require the Instructional Team to transfer grades to Canvas. Submissions that require manual review will typically be graded and feedback given to you as soon as possible. If you believe an error has been made in grading or there is a grade discrepancy in Canvas, you must notify the responsible TA immediately. If you and the TA cannot come to an agreement about resolving the dispute you may email me. You are responsible for checking grades and addressing feedback within a reasonable time after grades are posted. Appeals of subjective judgments made by me or the TAs will not be successful.

To resolve disputes about grades or whether a submission was within the deadline, please always take and save a screenshot of the confirmation page that shows the assignment submission. Without such a screenshot your grade in Canvas cannot be modified. Confirmation screenshots must include unambiguous information that identifies you, (i.e., your name visible on the screenshot, not a typed or written name on the screenshot), an identification of the assignment, and the date and time the assignment was submitted. Altered screenshots will result in a 0 grade and a possible academic integrity violation. Directions for making screenshots will be provided upon request.

### Important Dates

It is the student's responsibility to be aware of important milestones during the semester such as submission deadlines for assignments, quizzes, and test dates, as well as registration deadlines and drop dates. These are available either on the Canvas course page or UNC Charlotte [Academic Calendar](#). Another an effective resource for dates and university regulations and process is [Niner Central](#).

### Classroom Expectations

Classroom expectations represent the social contract between us. While this semester our classroom expectations must be adjusted to minimize the effects of the pandemic, here are some general guidelines for us to follow:

1. **Attendance.** Attendance may be used in determining your final course grade. You are encouraged to attend every class meeting and participate for the duration of the meeting session. Attendance and participation will help you achieve the course objectives. Not attending or participating does not relieve you of the responsibility for knowing information discussed in class. See the Instructional Delivery and Attendance sections for more details.
2. **Absences.** The authority to excuse your absence(s) or to grant you any academic accommodation (for example, to turn in an assignment late, provide extra time for an assignment, or to reschedule an exam) is mine alone. Please contact me directly if you have a need for an accommodation. For official documentation of serious or long-term situations related to medical, psychological, personal crisis, or military absence, the office of [Student Assistance and Support Services](#) will assist you.
3. **Class Discussion.** We will conduct this class in an atmosphere of mutual respect. We encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, we will exercise our responsibility to manage the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your class discussion conduct seriously disrupts the atmosphere of mutual respect we expect in this class, you will not be permitted to participate further.
4. **Notification of Changes.** My primary means of communication with you during the semester will be via our course's Canvas site and UNC Charlotte e-mail. It is your responsibility to check the Canvas site and your email frequently; you are responsible for knowing the contents of the Canvas site at all times and you are responsible for everything we post on the course Discussion forum or send to your email address. Not checking these resources does not relieve you of the consequences of knowing and responding appropriately to information we send. Part of being an active learner in this course is being actively engaged. For our part, we will give you as much warning of changes as We possibly can.
5. **Communication Etiquette.** It is important in this course that we all work together to develop a collaborative, safe, and friendly environment. One way of doing so is through respectful communication. The [UNCC Netiquette Guidelines](#) contain useful information on composing emails and other online communication. In addition to these guidelines, please make sure you write in complete sentences and avoid abbreviations and "text-speak".

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6. **Virtual Meeting Etiquette.** Just like email or face-to-face communication, it is important that we all create a virtual meeting space, when one is indicated, that is conducive to learning, collaborating and having fun. Our class Zoom guidelines page contains a list of things that you should keep in mind when we meet online using Zoom or any other platform.
7. **Contacting the Instructional Team.** In addition to the above guidelines, we also expect that all course questions be posted to the course Discussion forum so everyone in the class can benefit from the reply. Feel free to post your own responses to questions on the Discussion forum; you do not have to wait for one of the Instructional Team to respond. If a question or concern is something of a personal and private nature, you should send a private message to me at [nanjjar@uncc.edu](mailto:nanjjar@uncc.edu). Always include your UNCC Student ID in all communications. While we try to answer questions quickly, sometimes it may take up to 24 hours during the week or longer over the weekend for a response. Multiple emails will not speed the response.
8. **Use of English.** Students for whom English is not a primary language are encouraged to contact me if they experience any difficulty understanding lecture material or textbooks. As long as they do not include definitions, we permit the use of word-for-word correspondence electronic dictionaries when taking tests. If you feel the need to use one, please see me before using one during a test or other graded activity.
9. **E-Mail Account.** Per University policy, you must have and use your official University e-mail account. It is to this account that we will direct all e-mail communications. Due to privacy concerns and FERPA restrictions, we will not send e-mail to other than your official University address. You may forward to a personal account if you like but you are still responsible for anything, we send to your University account, even if the forward fails.
10. **Disability Accommodation.** If you are one of the many students facing challenges, regardless of whether you choose to formally register, please do not hesitate to contact me. We will do everything we can to assist you in completing the course successfully. However, students with disabilities should contact the Office of Disability Services if an official accommodation is sought for the course. For more information see the Accessibility section below.
11. **Sequenced Knowledge.** This is a very important point, please make sure you follow it. The material in this course is carefully sequenced and each new topic depends heavily on what has come before. Solutions you develop in an early activity might be used in later ones so keep track of your documents and any software you develop! The best advice we can give you is "Do not get behind!". This is not the kind of course where you can delay preparing until just before a test or a few days before a programming assignment is due. You must watch the videos, read the textbook and complete any assigned interactive activities before each week's Tuesday workshop starts. The course is designed in way that will help you assess how well you are understanding the concepts and where you need to focus more of your efforts to learn the material. Everyone learns at their own pace so if you are struggling with the homework, it just means that you need to seek help from me, one of the TAs, the college tutoring center, or your peers, so that we can help you learn the material. Because of the sequencing, you may not do well on later activates if you do not take action to seek help on course work that you do not understand. The expectation is that you will show up to our meetings prepared. The path to success begins with you doing the work before class and utilizing the resources we have provided. If you are unsure of how to study this kind of material, please let me know. We will be happy to help you develop strategies so you can succeed. Please remember, we will guide you to the material and learning it is your responsibility but I'm here to help you. Please don't feel like you have to do this all on your own. But also remember that if we don't hear from you about problems you're having then we can't help you. Learning is your responsibility as is asking for help whenever you need it.

### Attendance

The typical expectation for attendance in a college course is that students show up to a classroom at their scheduled meeting time. Our course is not any different. There are no specific points for attendance because we would prefer not to treat this aspect of the course as punitive. The reason for that is that we believe students who are motivated to learn will come to class to engage and collaborate with others about the course topics. These meetings are a great way to reinforce your learning, get answers to any questions you might have and improve your programming skills. Although we do not assign a specific grade for attendance we reserve the right to use your consistent lack of attendance as a factor in determining your final grade. For the most part, your final grade will be determined by the activities you complete. But keep in mind that there are some activities that are completed during class meetings (e.g. interactive polls, workshop activities) and if you aren't present you can't complete those activities. We understand that occasionally life circumstances get in the way and you are sometimes faced with unpleasant choices. When this happens please reach out so we can discuss possible alternatives.

Please keep in mind that face-to-face interactions will have to follow COVID-19 safety guidelines by maintaining social distancing and wearing a face covering. See the COVID-19 Policy section below.

### Deadlines

Meeting all course expectations and task deadlines is your responsibility. If you are sick or have some other valid reason for not being active in the class, you should send me a message as soon as you are able to. The Dean of Students Office can assist faculty members in the verification a student's class absence(s) for documented situation related to medical, psychological, personal crisis, or military absences. If an emergency situation arises that interferes with your ability to meet the course expectations for an extended

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period of time, please immediately go through the Office of the Dean of Students. Such emergencies often will impact more than one class and the Office of the Dean of Students will advocate on your behalf to request accommodations for any affected classes.

### Extra Credit

We expect you to reach out immediately to any member of the Instructional Team via the communication channels used for this course if you run into difficulties with the course so that we can help you be successful. We will not be able to help if you wait until the end of the semester and have earned a lower score than you wanted or needed! Towards the end of the semester when you ask if there is anything you can do to improve your course grade the answer will be, "No." We do not give extra credit to compensate for prior work performed poorly or skipped entirely. However, We are willing to make reasonable accommodations to help you through situations beyond your control (see Make-up Policy below).

### COVID-19 Policy

It is the policy of UNC Charlotte for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students must properly wear CDC-compliant face coverings while in buildings including in classrooms and labs. Students are permitted to remove face coverings in classroom settings only when the Instructional Team explicitly grants permission to do so (such as while asking a question, participating in class discussion, or giving a presentation) and while at an appropriate physical distance from others. Failure to comply with this policy in the classroom may result in dismissal from the current class session. If the student refuses to leave the classroom after being dismissed, the student will be referred to the Office of Student Conduct and Academic Integrity for charges under the Code of Student Responsibility. The official UNC Charlotte policy is here: <https://scai.charlotte.edu/student-health-and-safety-expectations-during-covid-19>.

Students are encouraged to work directly with the Instructional Team regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- Do not come to class if you are sick. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- If you are sick: If you test positive or are evaluated by a healthcare provider for [symptoms of COVID-19](#), complete [this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.
- If you have been exposed to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, complete [this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

To return to class after being absent due to a COVID-19 diagnosis or due to a period of self-quarantine, students should submit an [online request form](#) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, the Instructional Team is committed to help you continue to make progress in the course such as accepting late work, consolidating assignments to make up for missed time, tutoring sessions to help get you caught up and ensure that asynchronous learning options are available. Communicating as much as possible with the Instructional Team can help reduce the impact on your progress and success in this course. Keep in mind that the final decision for approval of all absences and missed work is determined by me.

### Last Date of Attendance

The United States Department of Education requires UNC Charlotte's Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course. Because we may not be able to take regular attendance for this course, the date we will report as your last date of attendance will be the latest of the following:

- The date you last participated in an online discussion or activity;
- The date you last submitted an assignment/project/test/tutorial/quiz; or
- The date you last initiated contact with me to ask a question about the course or course content.

If you earn an F or U grade, your last date of attendance will be reported to the United States Department of Education. This may require you to pay back any financial aid funds received for this course.

For additional information, see [Last Date of Attendance FAQs](#) on the Registrar's website.

### Inclusivity

This course affirms people of all categories. If you prefer to be called a different name than what is indicated on the class roster, please let me know and we will change all the course content over which we have control. Although memorizing everyone's preferred pronoun might not be possible, feel free to correct me if I use the wrong one(s) and we do our best to use the one(s) you prefer. We're all unique and as we expect you to respect my beliefs, we will respect yours. Whoever you are as a person won't have the slightest impact on you being successful in this course. Feel free to be you.

Our job is to guide you through learning topics related to prediction techniques and analysis, at least for most of you, that's a part of your degree program. We will not countenance any behavior that gets in the way of our accomplishing that goal. You may be under the misapprehension that you have free will inside the classroom. You don't. As a public university, UNCC is legally permitted to place reasonable time, place, and manner restrictions on speech activities. This is way too complex to argue over so let's limit our in-class discussions to the elements of predictive analytics and their impacts. Outside of class if you want to advocate for causes important to you then have a ball.

**Non-Discrimination:** All students and the Instructional Team are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct for possible conduct action or the Title IX Office. Based on such referral, the Director or designee will determine whether a Formal Charge(s) shall be pursued and whether the Formal Charge(s) constitutes a Minor Violation or a Serious Violation, based on the Student's prior record or facts and circumstances related to the case.

### Title IX

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware that many UNC Charlotte employees, including all faculty members such as me, are considered [Responsible Employees](#) who are required to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, we must report the information to the [Title IX Coordinator](#) - we have no choice in this matter as a matter of law.** Although we must report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([counselingcenter.uncc.edu](#), 7-0311); (2) Student Health Center ([studenthealth.uncc.edu](#), 7-7400); or (3) Center for Wellness Promotion ([wellness.uncc.edu](#), 7-7407). Additional information about your options is also available at [titleix.uncc.edu](#) under the "Students" tab.

### Student Responsibility and Academic Integrity

You are responsible for reading and understanding the [Code of Student Responsibility](#) and the [Code of Student Academic Integrity](#). Read the overview as well as the specific policies.

The purpose of the Code of Student Responsibility (the Code) is to protect the campus community and to maintain an environment conducive to learning. University rules for student conduct are discussed in detail. All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the policy on [Standards for Responsible Use](#). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards. Submissions that are not appropriate in an academic setting, subject to my discretion, will not be accepted for a grade.

You are expected to comply fully with the university's policy on academic integrity. Among other things, this code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. It is my policy that instances of cheating can expect to be punished, at a minimum, by a failing grade for the course and/or referral to the office of Student Conduct and Academic Integrity at my discretion.

If you are found responsible for dishonesty of any type, at a minimum you can expect to fail the course. But there are other university-level consequences for academic misconduct. The maximum punishment for academic dishonesty is expulsion from the



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University. Please don't be one of those students. If you have any questions about whether something might be prohibited, please ask me before you do it.

### Accessibility

UNC Charlotte is committed to access to education. The [Office of Disability Services](#) works with current undergraduate and graduate students, as well as with prospective students, to ensure equal access to UNC Charlotte's campus and educational programs. If you have a disability and need academic accommodations in this course, please provide a letter of accommodation from Disability Services. For more information on accommodations, contact the Office of Disability Services at [disability@uncc.edu](mailto:disability@uncc.edu), or call 704-687-0040. All services are dependent upon verification of eligibility. Once approved for services, students receive accommodations which are based upon the nature of an individual's disability and documented needs. Students are strongly encouraged to register or check-in for their accommodations with a Disability Services counselor as soon as they have registered for classes. Accommodations are not retroactive and will not begin until the student notifies his or her instructor(s) by providing the Letter of Accommodation.

Students with an accommodation are expected to monitor the time they have available for tests and quizzes and to report to me immediately (even during such an exercise) if they feel the appropriate amount of time has not been provided.

In this course, every effort has been made to use accessible software and materials. Please notify me if you face any issues accessing course requirements or content. More information on the accessibility of the programs frequently used in this course can be found below:

- Canvas: <https://www.canvaslms.com/accessibility>
- Microsoft: <https://www.microsoft.com/enable/microsoft/mission.aspx>
- Adobe: <http://www.adobe.com/accessibility.html>

### Support and Student Services

It is common for college students to experience challenges that may interfere with academic success such as academic stress, sleep problems, prioritizing multiple responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage you to seek support. Helpful, effective resources are available on campus at no additional cost.

If you are struggling academically with this class, please connect with me during office hours or contact me by email at [nanajjar@uncc.edu](mailto:nanajjar@uncc.edu).

Meet with your academic advisor if you are struggling academically in multiple classes, unsure whether you are making the most of your time at UNC Charlotte, or unsure what academic resources are available at UNC Charlotte.

Visit the Counseling and Psychological Services (CAPS) website at [caps.uncc.edu](http://caps.uncc.edu) for information about the broad range of confidential on-campus mental health services, online health assessments, hours, and additional information. Call CAPS at (704) 687-0311 if interested in scheduling an appointment with a counselor. After-hours crisis support is also available through this phone number.

For other help, be sure to take advantage of the wealth of resources and support available at UNC Charlotte. Some of the resources available to you include the [University Writing Resource Center](#), [University Career Center](#), and the [J. Murrey Atkins Library](#). The [Student Services Online Backpack](#) will help connect you to these resources.

### Food and Shelter Insecurity

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact [Student Assistance and Support Services](#) (SASS) under the Dean of Students Office for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources we may have knowledge of.

### Police and Public Safety

Campus security is provided for all students (this includes providing escorts to parking lots). For emergencies call college security at (704) 687-2200. For non-emergencies call 704-687-8300 (Police and Public Safety).

### Make-up Policy

Make-up requests will be evaluated on a case-by-case basis. We will make reasonable accommodations for life events or situations beyond your control, but we expect this privilege not to be abused. Make-up requests may not be granted; therefore, you should

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work on any tasks as soon as they are available. Plus a huge component of our course is work completed during our scheduled meetings.

To protect your privacy, medical and/or other personal documentation (i.e., military obligation, death in the family, etc.) should be sent to the Dean of Students Office ([DSO](#)). The DSO office will contact me if the documentation has been reviewed and validated. Students seeking religious accommodations should review the religious accommodation policy ([Religious Accommodation Policy](#)).

### Incomplete Grade

An incomplete (I) grade may be given only if a substantial amount of the course requirements has been completed and there are mitigating circumstances prohibiting the completion of all requirements prior to the end of the course (review the [Incomplete policy](#)). The incomplete should be resolved within a minimal period but in no case more than one calendar year from the end of the term in which the grade was assigned. After one year the “I” automatically becomes an “F” if not resolved.

### University Policy on Withdrawals

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on [withdrawal](#) allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

### Audit Policy

To audit a course you must comply with the procedures outlined in the university academic policy on [registration](#) (see Auditing A Course). An [audit request form](#) must be submitted and approved by me during the first week of the semester.

### Course Material Use

Lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for their own educational use. However, you may not, nor may you knowingly allow others to reproduce or publicly distribute course materials including, but not limited to, lecture notes, assignments, or tests without the express written consent of the instructor(s). This includes providing materials to commercial course material suppliers such as Course Hero, Chegg, Quizlet, GitHub, or other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility.

### How to Get Course Material Help

- Course Discussion Board – Your first resource for help should be the Course Discussion board. Ask all non-personal questions about the course and content here. To be clear, not understanding a concept or encountering an error you don't know how to correct is not a personal problem. We appreciate that it can be embarrassing to be confused by the material, especially one you have worked to try to understand. But class members can be valuable resources and can often provide you with answers or insights before the TAs or we can. Sometimes you'll ask me a question and we won't know the answer right away myself. So please don't be afraid to admit you need help. And if you see a question on the Discussion board and know the answer, by all means answer it!
- [CCI Tutoring Center](#) - Get free tutoring tailored to CCI courses by scheduling an appointment through Connect.
- For personal issues and concerns:
  - Schedule an appointment with me - for personal questions or concerns
  - Send a message to the TAs via Canvas

### Technology Requirements

To succeed in this course, you will need frequent and regular access to the following hardware and software:

- A desktop or laptop computer with consistent high-speed access to the internet (can be purchased at a discount in [NinerTech](#) store in the Student Union).
- Speakers or headphones for listening to online videos (can be purchased at numerous locations)
- A productivity suite such as Microsoft Office (download for free: <https://ninertech.uncc.edu/office-365>) or Google cloud-based productivity tools
- Adobe Reader (download for free: <https://get.adobe.com/reader/>)
- A web browser such as Google Chrome (download for free: <https://www.google.com/chrome/browser/desktop/index.html>)

## Technology Skills

To succeed in this course, you will need to know how to do the following:

- Navigate our Canvas course site
- Download and install software to your computer
- Copy and paste
- Send email
- Add attachments to emails
- Post and reply in the course Discussion forum
- Write and save documents in word processing software (Word)
- Take a screenshot of a computer window
- Submit documents and assignments to Canvas for grading

## How to Get Technology Help

For Canvas help:

- Canvas 24/7 Support Live Chat
- Canvas 24/7 Support Line: 877-257-9780
- Canvas Help Center
- Canvas Guides
- Canvas Video Guide

For computer help, contact the ITS Help Desk at 704-687-5500

## Syllabus Revisions

We reserve the right to modify the standards and requirements set forth in this syllabus at any time to respond to changing circumstances or new information or to correct errors or inaccuracies. Notice of such changes will be posted to Canvas and usually accompanied an Announcement. It is always your responsibility to be aware of the requirements of this course.