DEPARTMENT OF INFORMATION SCIENCE
College of Information

UNT®

STUDENT HANDBOOK

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Welcome – Message from the Chair

Dear students,

Welcome to the Department of Information Science (DIS) at the University of North Texas!

The Department of Information Science offers programs at the undergraduate, master's, and doctoral levels. Our programs are nationally recognized. The Master of Science in Library Science and Information Science programs are accredited by the American Library Association. We also offer the nation's largest interdisciplinary PhD program in Information Science. Our vision is to become globally recognized leaders in preparing leading information and data professionals, advancing knowledge, and serving the data and information profession and communities.

The department is part of the College of Information, which was formed in October 2008 and became a member of the iSchools organization in 2009 and a member of the iCaucus in 2015.

This is the second version of our student handbook, which aims to provide guidance and a list of support resources that the University, the College, and the Department offer to current DIS students. This handbook will be continually updated with your needs in mind.

We would like to work with you to improve our service to students. Please feel free to contact LIS-Chair@unt.edu if you find mistakes or out-of-date information in this handbook.

Thank you for being part of our department!

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1. General Information

This chapter will briefly introduce the Department of Information Science at the University of North Texas. Information about programs, faculty, and research is presented.

1.1 About the Department of Information Science

The Department of Information Science is a leader in preparing data and information professionals to meet the needs of the global information society. Our graduates serve as intermediaries between information and information users, as well as play crucial roles in a wide variety of settings with increasingly sophisticated technological tools. Our diverse faculty contributes individual strengths in teaching, research, and service that distinguish the department as a center of excellence.

The Department of Information Science offers programs in Data Science, Information Science, and Library Science at the undergraduate and master's levels. We offer a doctoral program in Information Science. Our programs are nationally recognized and ranked. The Master of Science programs with majors in Library Science or Information Science are accredited by the American Library Association and are ranked 20th in the nation by U.S. News and World Report. The Health Informatics program is ranked 6th in the nation. We also offer the nation's largest interdisciplinary Ph.D. program in Information Science.

The Department of Information Science is constantly evolving to meet the ever-changing needs of the information and knowledge professions. We are dedicated to providing a challenging and nurturing environment for our students. Our commitment to quality education and community outreach are some of the guiding principles of our approach to educating and preparing thoughtful and effective leaders.

1.2 Programs

The department has 7 degree programs and 11 Graduate Academic Certificate programs. Information about the programs can be found at: https://informationscience.unt.edu/programs.

1.2.1 Undergraduate Programs

Bachelor of Science in Information Science

The Bachelor of Science in Information Science (BS-IS) at UNT is designed to equip graduates with the knowledge needed to build competencies in important and emerging areas, such as information organization, information architecture, information seeking and use, health informatics, knowledge management, digital content and digital curation, and information systems.

The bachelor's degree, emphasizing general educational preparation, represents a first step in preparing students for careers as information professionals. By combining a major in Information Science with an area of special interest in the context of new information technologies, students may be qualified for a variety of positions in information centers, bibliographic utilities and networks, information industry companies, and specialized publishing, abstracting, and indexing services. The BS in Information Science is also available partially online.

The Bachelor of Science with a major in Information Science is a flexible program offering a wide range of concentrations, which makes our graduates more competitive in the job market. Concentrations or minors chosen by students in this program often become an area of specialization for graduate study.

Bachelor of Science in Data Science

The Bachelor of Science in Data Science (BS-DS) is designed to meet the rising demand for professionals in data management, big data, and data analytics fields. The program prepares students for careers in data science with a broad knowledge of the tools, techniques, and methods needed to analyze and work with data and information to help drive effective decisions and strategies in organizations.

Through relevant coursework, students gain knowledge in key areas, including data management, data modeling, big data, data analytics, data and information visualization, internet applications development, and game design and technology. Students will acquire the types of skills, critical thinking, and competencies needed in data science and digital data management. The program will educate a new generation of information professionals, particularly those students with an interest and background in science who are intent upon pursuing an analytics-related field.

1.2.2 Master's Degree Programs

Master of Science in Information Science or Library Science

The Master of Science with a major in Library Science or Information Science (MS-IS or MS-LS) is designed to provide students with the knowledge and skills needed to function as information professionals. The Library Science master's degree prepares students for work in a variety of libraries, including public libraries, academic libraries, and special libraries maintained by government agencies, corporations, law firms, medical centers, and museums. The Information Science major prepares students for working in a variety of information agencies, including internet service providers, web search portals, information processing services, and electronic publishing.

The Master of Science with a major in Information Science is designed to provide students with the knowledge and skills needed to function as information professionals in a variety of information agencies, including internet service providers, web search portals, information processing services, or electronic publishing.

Master of Science in Library and Information Science with School Librarian Certification

The general program of study is intended to prepare graduates to succeed in a wide range of library and information science positions. In addition to the three core courses, students pursuing the Master of Science in Library or Information Science with School Librarian Certification must also take one elective course and the School Librarian Certificate courses to complete 36 credit hours of coursework. To become a school librarian, you must complete our approved Educator Preparation Program (EPP). Other requirements for the School Librarian Certificate are found on the certification pages; please see the School Librarian Certificate page for more information.

These master's degrees provide the basic graduate preparation required for the first professional degree. The Master of Science program has been continuously accredited by the American Library Association since 1965 and received its most recent Continued Accreditation in June 2020. The degree is offered in two options:

- Completely Online
- On the UNT campus in Denton

Master of Science in Data Science

[The Master of Science in Data Science (MS-DS)](#) program at UNT is designed to address the current market needs for highly skilled data science and data analytics professionals. The program is designed to help graduates gain skills and experience in designing, implementing, and transforming data sets into actionable knowledge. It provides students with the skills and knowledge needed to develop competencies in managing data science and analytics projects and working with data analytics tools and technologies. The program aims to educate a new generation of information professionals capable of taking leadership roles and using data to support strategic initiatives within organizations.

The program focuses on relevant areas, including statistical analysis, natural language processing, computational linguistics, information retrieval, information visualization, social network analysis, text analytics, and data mining.

Master of Science in Health Informatics

[The Master of Science in Health Informatics (MS-HI)](#) program at UNT is designed to educate leaders in health informatics who can apply data science and information management methods and techniques to improve the delivery of healthcare with a patient-centered focus in diversified environments.

Courses are taught by faculty with professional expertise and experience in the healthcare industry and research productivity in global health challenges. The program has an interdisciplinary approach to the curriculum and research endeavors that brings together faculty and students from a variety of backgrounds, including healthcare, information science, data science, and information technology.

1.2.3 Doctoral Program

Ph.D. in Information Science

[The Doctor of Philosophy, Ph.D](#). is a research degree. It is awarded in recognition of original scholarship and the generation of new knowledge by immersion in a topic, analysis, synthesis, and creativity. When a Ph.D. is awarded, the degree carries and bestows certain rights and responsibilities that relate in large measures to serving society by exploring, shedding light upon, and resolving fundamental problems.

The Doctor of Philosophy degree is said to be fundamentally interdisciplinary. All those who pursue the degree, in one sense or another, seek to clarify some portion of our best possible image

of the world. Each of those who pursue the Ph.D. seeks to provide the most robust understanding and appropriate tools for enabling each member of society to live well, to make the best life decisions—to become most fully human. Doctoral pursuits follow many paths, use different toolsets, invoke different mindsets, and continue testing assumptions by different means. Over the centuries, many of these paths have clustered into discrete departments or schools. An interdisciplinary program attempts to return to an era of broader assumptions, linking paths, and cross-fertilizing research. Such an approach provides resources across boundaries.

The Information Science Ph.D. Program offers several concentrations:

- Cybersecurity
- Consumer Behavior and Experience Management
- Data Science
- Health Informatics
- Geospatial Information Science
- Journalism
- Linguistics

DIS Ph.D. students should read their own handbook at the Department's Information Science Ph.D. Program website: https://informationscience.unt.edu/information-science-phd-program.

1.2.4 Non-degree Certificate Programs

School Librarian Certification

School Librarian Certification requirements vary from state to state, but completion of our required sequence of courses has been able to meet the course requirements, generally, in all states.

In Texas, the requirements to work as a school librarian are as follows:

- Two years as an early childhood–12th-grade classroom teacher in a public or accredited private school.
- A master's degree—in most of any area.
- Completion of a state-approved program in librarianship. Certain courses must be no more than five years old when an application is made for the school librarian certificate.
- A passing score on the TExES School Librarian Certification exam administered by the State of Texas.

Graduate Academic Certificates

The Graduate Academic Certificate (GAC) program is intended for two groups:

1. Library and Information Science Professionals: library and information science professionals with master's degrees who want to develop expertise in management in libraries or other information agencies by taking additional graduate-level courses to receive an academic credential.

2. Other Professionals: individuals with bachelor's or master's degrees who want to develop or enhance their knowledge of management in libraries or other information agencies by taking graduate-level courses to receive an academic credential.

Graduate Academic Certificate programs offered:

- Advanced Management in Libraries and Information Agencies
- Archival Management
- Big Data and Intelligent Systems
- Children's and Young Adult Library and Community Services
- Data Science
- Digital Content Management
- Digital Curation and Data Management
- Health Data Science
- Health Information
- Rural Library Management
- Storytelling

If you are a current master's or doctoral student, and you are applying for a Graduate Academic Certificate, please complete the Application for Concurrent Graduate Academic Certificate Programs (EUID and UNT password login required) so that your academic certificate program will show up on your transcript. If you do not complete the form before your graduating semester, the Toulouse Graduate School will not accept your request for the certificate.

Once you complete your coursework, please submit the Request for Graduate Academic Certificate of Completion form to receive your certificate.

1.3 Faculty & Staff

The Department has 39 full-time faculty members, 48 adjunct faculty members, and 8 staff members.

Full-time faculty contact information:

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Maurice Wheeler   Discovery Park E296N   Maurice.Wheeler@unt.edu
Stephen Wheeler   Discovery Park E292D   Stephen.Wheeler@unt.edu
Ting Xiao   Discovery Park E295N   Ting.Xiao@unt.edu
Oksana Zavalina   Discovery Park E298G   Oksana.Zavalina@unt.edu

Full-time staff contact information:

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Solomon Kaboutari	Discovery Park E292BA	Solomon.Kaboutari@unt.edu
Stephen Lancaster	Discovery Park E236C	Stephen.Lancaster@unt.edu
Penny Light	Discovery Park E292BA	Penny.Light@unt.edu
Jade Moran	Discovery Park E297C	Jade.Moran@unt.edu

1.4 Faculty Research & Research Meetings

Faculty and graduate students pursue research in diverse areas of data science, library science, and information science. Below lists some of the research interests of our faculty members:

- Information Retrieval, Information Organization, and Digital Libraries
- Information behavior theories and practice
- Data Analytics for Information Problems
- Information Security and Cybersecuity
- Data Analytics and Data Science
- Machine learning and applications
- Natural Language Processing and applications

- Medical Informatics and Medical Sciences
- Knowledge Management
- Information Literacy, Data Literacy, and Information Ethics

More information about full-time faculty research interests, lectures, and publications can be found on the following website: https://informationscience.unt.edu/faculty.

The Department of Information Science research meetings, a.k.a Brown Bag meetings, primarily focus on improving the quality of scholarly work in the department. They are meant to support faculty and Ph.D. students in their research careers. Therefore, they are open to all faculty and students who wish to share their ideas in the fields of Information Science, Library Science, or Data Science.

Generally, the Brown Bag meetings will be held online on Fridays from 12:00 - 1:00 p.m. (CT) via Zoom. A facilitator(s) will open the meeting with a presentation, followed by a discussion. These meetings are designed to teach and encourage discussion. The schedule can be found at: https://informationscience.unt.edu/research-meetings.

1.5 Contact Information

Our Contact information page for the Department of Information Science provides email addresses, telephone numbers, and addresses to use for contacting us about a variety of questions, etc.

Need Information about…	Address Email to…
School Librarian Certificate	CI-Advising@unt.edu
School Library Mentor	LIS-K12Mentor@unt.edu
Houston Program	LIS-Houston@unt.edu
Health Informatics Program	LIS-HealthInfo@unt.edu
Medical and Non-Medical Practicum/Internships	LIS- ClevelandInterns@unt.edu
Capstone Experience	LIS- Capstone@unt.edu
General Practicum	LIS- Practicum@unt.edu
Information Science Website	LIS- WebAdmin@unt.edu
Information Science Department Chair	LIS- Chair@unt.edu
Information Science PhD Program	CI-IISPhD@unt.edu
Information Science Student Advising	CI- Advising@unt.edu
Graduate Admissions	CI-Admissions@unt.edu

Follow us on social media: Facebook, Twitter, Instagram and Flickr.

2. Academics

This chapter will provide you with information related to academic affairs, including the departmental catalog, UNT catalog, course rotation, course registration, and course withdrawal. Links to various forms you may need to use are attached at the end.

2.1 Academic Catalog

The [academic catalog](#) of the Department of Information Science contains information about our degree programs and courses. The university catalog, found at http://catalog.unt.edu, is the official bulletin of the University of North Texas and is intended to provide general information, including the annual academic calendar. It includes policies, procedures, and fees in effect at the time of release. UNT reserves the right to make changes at any time to reflect current UNT System Board of Regents, university policies and procedures, changes in federal or state law, and fee changes. Information provided in this catalog is subject to change without notice and does not constitute a contract between the University of North Texas and a student, an applicant for admission, or other individuals. Updated policies and procedures can be found on departmental or university websites.

The university catalog does not include all university policies and procedures for which students are responsible. In addition to reading the catalog carefully, students should consult other publications, such as the Student Handbook, the Code of Student Conduct, Parking Regulations, Housing Handbook, and specific contracts. This catalog becomes effective on the first day of each fall semester.

If you have questions about catalog content or how to use the catalog, contact the Office of Catalog and Curriculum Support at catalog@unt.edu.

2.2 Academic Advising and Advisors

For general information, contact the Toulouse Graduate School at GraduateSchool@unt.edu. For specific requirements for our graduate programs, contact the College of Information Advising office at ci-advising@unt.edu or the appropriate academic advisor in the Department of Information Science. Additional information about Department of Information Science programs and courses is available through the College of Information Advising office, Discovery Park, Room C232; 940-565-2445; ci-advising@unt.edu.

All students should have an approved degree plan on file as early as possible. Out-of-state students must contact the College of Information Advising office for advising clearance before registering for classes. Calls and visits by prospective students are welcomed from 8 a.m. to 5 p.m. Monday through Friday.

The College of Information Advising office supports bachelor's and master's students in the Department of Information Science. Doctoral students should consult the department's [Ph.D. program page](#) for advising information.

2.2.1 Undergraduate Advising

Advising for students in the undergraduate programs is handled by the College of Information Advising office. The College of Information Advising office is located at UNT Discovery Park, Room C232. Advisors can help you design your career path and find the academic program that is right for you. Contact your advisor for any questions you have about enrollment, financial aid and scholarships, courses, admissions requirements, and registration.

Contact Information & Appointment Scheduling:

- Appointments can be made online through the [UNT Appointment Manager](#), or by sending an email to ci-advising@unt.edu.
- In Person Appointments are by request only. To request an in-person appointment, please email: ci-advising@unt.edu. All appointments must be requested at least 72 hours in advance.
- Prospective students should email: ci-advising@unt.edu for either a virtual or in person appointment.

Please refer to the [Admissions and Advising page](#) for more information.

2.2.2 Graduate Advising

Advising for students enrolled in the Master of Science programs is handled by the College of Information Advising office. Contact your advisor for questions about enrollment, financial aid and scholarships, courses, admissions requirements, and registration.

Contact Information & Appointment Scheduling:

- Appointments can be made online through the [UNT Appointment Manager](#), or by sending an email to ci-advising@unt.edu.
- In Person Appointments are by request only. To request an in-person appointment, please email: ci-advising@unt.edu. All appointments must be requested at least 72 hours in advance.
- Prospective students should email: ci-advising@unt.edu for either a virtual or in person appointment.

Please refer to the [Admissions and Advising page](#) for more information.

2.2.3 Ph.D. Advising

Each semester, doctoral students should plan to consult with their major professor for advising and to update their degree plans. During this meeting, you and your advisor will decide what courses you want and need to take according to the general areas of emphasis or specialized concentration you have chosen, as well as for Core, Research Methods, and Electives, and update your degree plan.

After deciding what courses to take and completing/updating the degree plan form with the agreed-upon courses, an Advising Memo must be submitted. Once submitted, the advising memo form

will be automatically forwarded to the IS PhD Program Office. Upon approval of your advising memo, the Program Coordinator will send you the codes necessary for you to register.

- Appointments can be made by contacting your major professor of the IS PhD Program Office at CI-IISPhD@unt.edu.
- In Person Appointments are by request only. To request an in-person appointment, please email: CI-IISPhD@unt.edu.
- Prospective students should email: CI-IISPhD@unt.edu for either a virtual or in person appointment.

2.3 Course Rotation and Class Search

This course rotation represents the regular course offerings by the Department of Information Science. All undergraduate-level courses and graduate-level courses offered by the Department of Information Science are included.

For more information about the UNT schedule of classes, visit the Office of the Registrar site: https://registrar.unt.edu/registration/schedule-of-classes.

You can find classes using the MyUNT online class search. A public online class search is available here.

2.4 Course Registration and Withdrawal

Master's Students

For course registration, out of state students must contact the college advising office for advising clearance before registering for classes. The Course Registration Form needs to be completed and submitted. Students can register after the course registration form is approved by the department.

For dropping a class, students can use my.unt.edu or catalog.unt.edu to determine which procedure to follow. More information can be found through the Office of the Registrar.

Doctoral Students

For course registration, all doctoral students must contact the Information Science Ph.D. Program Office for advising clearance before registering for classes. The Advising Memo needs to be completed and submitted. Students can register after the course registration form is approved by the Information Science Ph.D. Program Office.

2.5 Degree Plan

The Master's degree planning worksheet is designed to give you more explicit guidance in the form of course recommendations and sequences. If you work through the courses in order, you can be confident you are fulfilling graduation requirements and gaining an academic foundation before signing up for more advanced courses.

Doctoral students will attend advising with their major professors to update their degree plans and discuss their course selections as they pertain to their careers and fulfill graduation requirements.

2.6 Information Science Forms

[Many forms](https://informationscience.unt.edu/information-science-forms) provided by the Department of Information Science can be found on the department website (https://informationscience.unt.edu/information-science-forms), including:

- Advising
- Degree Plan Worksheets
- Financial
- General Student Forms
- Graduate Academic Certificates
- Health Informatics Field Experience Forms
- Non-Medical Informatics Field Experience Forms
- Practicum
- School Librarian Certification

IS PhD Program Forms can be found in the IS PhD Program Handbook located at the end of the Program page: https://informationscience.unt.edu/information-science-phd-program.

3. Resources and Services for Students

This chapter will briefly introduce the various services that our university, college, and schools provide to students, including scholarships, libraries, and careers.

3.1 Financial Assistance

A scholarship is a financial award given to a student on the basis of academic achievement and promise. Many scholarships are awarded based on merit. However, some also take into account financial needs. UNT students can apply for different types of scholarships, including University Scholarships, Departmental Scholarships, and External Scholarships.

3.1.1 Support from UNT

To apply for a UNT General Scholarship, sign in with your EUID and password to the [general scholarship application page.](#) Once you have signed in, please complete the short General Application. After the General Application is submitted, you are automatically matched to scholarship opportunities for which you immediately qualify. No further action is required for these auto-matched scholarships. However, you may be prompted to answer additional questions and/or may be eligible to compete for additional scholarship opportunities if you provide additional information. To maximize your scholarship eligibility, please review each scholarship opportunity and submit the additional required information or documents. Please be mindful of the applicable deadlines for each scholarship opportunity.

If you have questions or need assistance, please contact scholarships@unt.edu. More information can be found at: https://financialaid.unt.edu/.

3.1.2 Support from the Department of Information Science

The Department of Information Science provides and connects students to various scholarships and funding opportunities. These opportunities may be available whether students are undergraduates or graduates, entering or continuing, transferring to UNT, or international students. For specific information and application forms, contact the departmental administrative assistant or visit the web page: http://informationscience.unt.edu/scholarships-and-awards.

The IS Excellence and Endowed scholarships are competitive two-semester scholarships based on merit; they require the submission of an IS scholarship application. These scholarships are available to all students in the IS program.

All applications must include a letter of application, 2 references (letters of recommendation), and any specified information or documentation. Incomplete applications will not be considered. Please read the application criteria and apply only for those scholarships for which you qualify. The eligibility criteria for each of the endowed scholarships are available on the Criteria and Eligibility page.

For the "Letter of Application" text box, write or paste an essay of up to 1250 words detailing who you are, at what point you are in the program, your direction of study, and why you are applying for the scholarship(s). Do not provide a resume. Include a brief description of your current employment situation and statement of need, your current GPA, a brief description of your library/information/data science-related work history, your level of study, anticipated graduation date, direction in the profession, program of study, and any professional activities.

Solicit two letters of recommendation from current or past faculty members or employers. These do not have to be IS faculty. Ask your faculty members to compose a brief letter of recommendation as to why the scholarship is suited to you. The letter should indicate clearly whether the author is a faculty member, employer, etc. Direct your solicitee to the Faculty/Employer Reference form. They may fill out their letter of recommendation directly on that form. You may not submit letters on their behalf. Doing so will disqualify your application. In your solicitation to your faculty/employer, tell them what scholarship(s) you are applying for. Faculty/employers will not be able to complete letters without this information. Letters of recommendation must include your name.

If you have any questions, please contact CI-Scholarships@unt.edu. Full information about application process and general guidelines can be found at:
https://informationscience.unt.edu/scholarship-application-procedures.

3.2 UNT Libraries

A wide range of student- and faculty-centered services are the cornerstone of the UNT Libraries' integral role in the UNT community. As the most-used service on campus and an essential component of education and research at UNT, the Libraries offer access to more than 6 million items (print and digital) along with expert personnel to assist patrons in achieving their academic and scholarly goals. The Digital Collections archive and provide searchable online access to digitized text, images, sound, and video curated and selected from the Libraries, the University,

and our partners around the state. The Digital Collections feature more than 250 collections that you can find at: https://digital.library.unt.edu/.

There are 4 libraries in the UNT library system: Willis Library, Eagle Common Library, Media Library, and Discovery Park Library. These libraries provide various services, including borrowing and delivering materials, printing and scanning, checking out laptops, course reserves, interlibrary loans, and dozens of other services. More information can be found at: https://library.unt.edu/services/.

The Willis Library is located on the Library Mall in the center of the Denton Campus. It contains a wide range of study spaces, 24-hour computing, and houses collections that support the Arts and Sciences.

The Sycamore Library is home to several physical collections, including maps and posters, juvenile materials, government documents, and business, political science, geography, and law materials. Our public spaces offer student computing services as well as group and individual study spaces, including two study rooms. Our dedicated full-time staff members and student assistants are available to provide access services and research assistance to patrons from UNT and beyond.

The Media Library contains the UNT Libraries' non-print, audiovisual, tabletop games, and video game collections. The Media Library also has The Nest, which is an e-sports and game design space. The mission of the UNT Media Library is to support the instructional and research needs of UNT faculty, staff, and students by collecting, maintaining, and providing access to media materials that represent all academic disciplines and all genres of film.

The Discovery Park Library provides the Colleges of Information and Engineering with high-quality services and resources, including a circulating book collection, physical and virtual reference, laptop checkout, public computers, and student study areas. The space houses a satellite of the Nest containing VR-ready gaming PCs and a tabletop gaming collection. Additional services include retrieval of items for patrons using a reservation form allowing them to hold items for a convenient pick up time. The library also loans out batteries, calculators, math tools, headphones, phone chargers, and laptop chargers. All services and resources are located in B112.

The main Libraries office is located at University Libraries, 1155 Union Circle #305190, Denton, TX, 76203. If you have any questions, please call 940-565-2413 or email AskUs@unt.edu.

3.3 MYUNT

MyUNT is the academic and business gateway for the University of North Texas. More information can be found at: https://it.unt.edu/helpdesk-accountmanagement.

3.4 Student Organizations of Department of Information Science

Students in the Department of Information Science (DIS) are encouraged to join and participate in student organizations and activities to add value to their overall experience while at UNT. Becoming involved with student organizations offers the opportunity to connect with other students, faculty, and industry experts, develops leadership and networking skills, and helps to promote a sense of community.

There are [three main student organizations](#) within the College of Information geared toward students in the Department of Information Science:

- The UNT Library & Information Sciences Student Association (UNT LISSA): The Library and Information Sciences Student Association is a Department of Information Science sponsored student organization constituted for the purpose of enhancing the academic and professional careers of all its members. The LISSA group is very active and hosts several informative and fun activities each semester. The Association is open to all students in the Library Science, Information Science, and Data Science programs.
- The UNT Data Science Organization: The UNT Data Science Organization promotes interest in the emerging field of Data Science and represents student needs regarding events, computational resources, facilities, and other support. The organization provides a competitive scientific and technical environment that encourages students and researchers to leverage the data science skills, knowledge, and qualifications required by both the industry and academics. Additionally, this association assists students in finding suitable Data Science related careers by hosting relevant events that can connect students with potential employers.
- The UNT Association for Information Science and Technology (UNT ASIS&T): The UNT ASIS&T Student Chapter provides UNT students access to ASIS&T programs and conferences. Furthermore, it connects students with a professional information science community at large that promotes the advancement of information science within academic curricula. The ASIS&T student chapter allows UNT students to participate in ASIS&T student activities and to contribute to personal growth and career development.

3.5 Student Computer Labs

The College of Information Student Computer Lab at Discovery Park is part of the [University of North Texas Student Computer Lab System.](#) It is located in Room B205. Computing resources available, include: Microsoft Office 2019, Adobe Suite 2019, SPSS, MatLab, and more, Dell all-in-one PCs with the latest version of Windows, black/white and color printing, and scanners.

- Fall & Spring Hours:
  Monday - Thursday: 8:00 a.m. - 8:00 p.m.
  Friday: 8:00 a.m. - 5:00 p.m.
  Saturday and Sunday: Closed
- Summer Hours:
  Monday - Friday: 8:00 a.m. - 5:00 p.m. Posted times are subject to change without notice. Please check the lab hours posted on the front door of the lab for the most current and accurate times available, including any scheduled closings, such as for Spring Break.

If you have any questions, please contact the chairperson of the Student Computer Lab management team: SCL-Chair@unt.edu.

There is also a COI Doctoral Student Room located at Discovery Park in Room D208B. This room is available to our doctoral students any time the Discovery Park building is open. It is a first-come, first-serve space that is equipped with computers that contain helpful software.

Doctoral students may access the room by using the last 4 digits of their UNT student ID number as the code. Please contact CI-IISPhD@unt.edu should there be any access issues.

3.6 Career Service

The UNT Career Center provides a full range of services to support students and alumni at all points along their career path, from their freshman year to post-graduation. Career Coaches and Internship Specialists are assigned to specific populations and are available for personalized career advisement. They can help you discover your path, explore majors and careers, gain experience, and achieve your goals.

The Career Center offers career planning workshops, job shadowing opportunities, resume writing assistance, mock interviews, and help with job search strategies. Special events such as career fairs and industry receptions provide the opportunity to interact with employers and network with professionals. Handshake, UNT's online job posting system, provides access to part-time and full-time employment opportunities.

The Career Center office is located at Sage Hall, Suite 202, 1167 Union Circle, Denton, TX, 76203. If you have any questions, please call 940-565-2105 or email career.center@unt.edu.

3.7 Student Health and Wellness Center

The Student Health and Wellness Center is the on-campus medical clinic for UNT students. The clinic offers treatment for injuries, illnesses, and other medical issues with convenient access to on-site laboratory testing, x-rays, and pharmacy services. The Center also offers health education services to keep UNT students healthy, in class, and on the path to graduation and professional success.

Medical services include are not limited to:

- ADD/ADHD Medication Management
- Allergy Injections
- Annual Wellness Exams
- Covid-19 Information
- Dietitian
- Gynecological Care
- Immunization
- International Student (Tuberculosis Screening)
- Lab Specials
- LGBTQIA+ Health
- Primary Care
- Psychiatry
- Travel Medicine
- Walk-In STD Testing

The main office is located at 1800 Chestnut Street, Chestnut Hall - 2nd Floor. If you have any questions, please call 940-565-2333 or email askSHWC@unt.edu.

3.8 International Office

The Division of International Affairs is a guide and champion for internationalization at the University of North Texas. The division supports international teaching, research, and service and provides cultural events and opportunities to UNT's community.

For detailed information about office hours, services, scheduling an appointment, and other services, visit the Division of International Affairs website: https://international.unt.edu.

The main office is located at Marquis Hall 223, University of North Texas, 1155 Union Circle #311067, Denton, TX, 76203. If you have any questions, please call 940-565-2195 or email InternationalAdvising@unt.edu.

3.9 Transportation and Parking Services

The Transportation Services department supports the UNT community by providing transportation and parking options each day.

In the Parking section, you will find information on permits, citations, when and where to park, and visitor parking. In the Transportation section, you will find information on campus buses provided by our partners at Denton County Transportation Authority and other methods of transportation on campus.

The Transportation Services department office is located at Highland Street Garage, 620 Central Avenue, Denton. The departmental lobby faces Avenue A. If you have questions, email transportation.services@unt.edu or call 940-565-3020.

4. Student Policies and Guidelines

The following are important statements that have been prepared by UNT as student policies and guidelines. More information about policies can be found at UNT catalog policy. Full policies are often available online at: policy.unt.edu.

4.1 General Policies

4.1.1 University and Departmental Disability Statements

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as Amended in its admissions, accessibility, treatment, and employment of individuals in its programs and activities.

The Department of Information Science, informed by the American Library Association's Library Bill of Rights, recognizes that students, faculty, and staff with disabilities are a large and vibrant part of our university and society. Our department strives to be inclusive of all individuals and to

break down barriers to educational and career access and success. We work with the university to provide accommodations to the students, faculty, and staff that need them.

The university provides reasonable accommodations in the form of academic adjustments and auxiliary aids to qualified students with disabilities and provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. For information, call the Office of Disability Accommodation at 940-565-4323, TDD access at 940-565-2958 or 940-369-8652, the Office of Equal Opportunity at 940-565-2759. TDD access is available through Relay Texas: 800-735-2989 or 940-369-8652.

4.2 Academic Policies

4.2.1 Academic Integrity Policy

Academic Integrity Standards and Consequences. According to *UNT Policy 06.003, Student Academic Integrity*, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

According to the UNT catalog, the term "cheating" includes, but is not limited to: **a.** use of any unauthorized assistance in taking quizzes, tests, or examinations; **b.** dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; **c.** the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; **d.** dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or **e.** any other act designed to give a student an unfair advantage. The term "plagiarism" includes but is not limited to **a.** the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment and **b.** the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

4.2.2 Americans with Disabilities Act Compliance Statement

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

4.2.3 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.

4.2.4 Retention of Student Records

Student records pertaining to courses 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. Coursework 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 records; 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, 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.

4.2.5 Acceptable Student Behavior

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

4.2.6 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, including how to forward email, at: eagleconnect.unt.edu/.

4.2.7 Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to

other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940)-565-2759.

4.2.8 Use of Student Work

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

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

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

4.2.9 Class Recordings & Student Likenesses

Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in the 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.

4.3 Important Notice for F-1 Students Taking Distance Education Courses

4.3.1 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 at 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 online or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to the completion of the class. An online 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 online or

distance education classes may be considered to count toward a student's full course of study requirement.

4.3.2 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 one or more courses, including activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity or other on-campus experiences integral to the completion of the course(s).

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 a 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.

4.3.3 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.](#)*
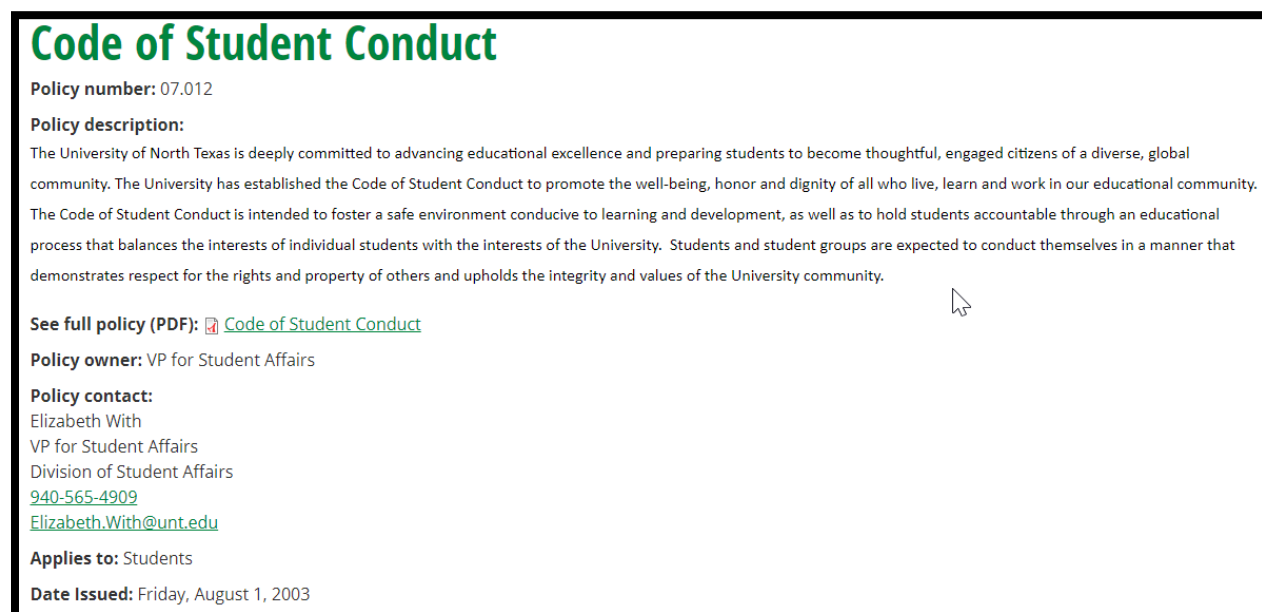
5. Code of Student Conduct

As a student-focused public research university, the University of North Texas has established standards of conduct to foster a safe environment conducive to learning and development. Students and university student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the university community. The standards of conduct outlined in the Code of Student Conduct were developed in consultation with students, faculty, administrators, and staff with specific consideration for the well-being, honor, and dignity of all who live, learn, and work in our educational community. The most up-to-date Code of Student Conduct is available online at deanofstudents.unt.edu or: https://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_.19.format_0_0.pdf.

Both the University and the Department of Information Science understand that students may need assistance in resolving complex personal and academic matters. The UNT Dean of Students office

(https://studentaffairs.unt.edu/dean-of-students) deals with many areas of student conduct and safety. The Department of Information Science takes student behavior and concerns very seriously, whether the conduct at issue occurs on campus or online. The Code of Student Conduct applies to all IS students and to conduct that occurs at departmental or college activities both on-campus and off-campus. The Department of Information Science will decide if conduct unbecoming adversely affects the Department of Information Science or the College of Information. If a student's conduct is called into question at the University level, then the Dean of Students will decide whether the Code will apply to the student's on or off-campus conduct on a case-by-case basis.

Students are responsible for their conduct from the time of application for admission to the University, during course work, and until the awarding of their degree(s). The Code continues to apply if a student withdraws from the University during the conduct process or is not otherwise enrolled. Applicants also are responsible for their conduct prior to admission or re-enrollment.

Code of Student Conduct

Policy number: 07.012

Policy description:

The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development, as well as to hold students accountable through an educational process that balances the interests of individual students with the interests of the University. 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.

See full policy (PDF): Code of Student Conduct

Policy owner: VP for Student Affairs

Policy contact:
Elizabeth With
VP for Student Affairs
Division of Student Affairs
940-565-4909
Elizabeth.With@unt.edu

Applies to: Students

Date Issued: Friday, August 1, 2003

Figure 1. UNT Code of Student Conduct policy website at https://policy.unt.edu/policy/07-012

Department of Information Science students should particularly pay attention to all matters of academic integrity as defined in section 4.2.1 of this handbook. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition to expulsion from the University.

Conduct and Classroom Etiquette

Every student has "[t]he right to pursue an education without undue interference." This right is articulated as #8 of the UNT "Rights of Students," available at: https://studentaffairs.unt.edu/dean-of-students/conduct/rights-of-students

Free of Disruptions: Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process.

Responsibility: Students may not disrupt class or any other University process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind, or other activity which would hinder access to or utilization of academic information).

Students engaging in unacceptable behavior will be **barred from the classroom/course website,** and the instructor may refer the student to the Office of Academic Integrity to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.