

**University of North Carolina at Charlotte**  
**College of Computing and Informatics**  
**School of Data Science**  
**Fall 2024**

**Course Number & Title:** DTSC 3400 Data Science Practicum  
**Credit Hours:** 3 credit hours  
**Prerequisites:** None  
**Meeting Days & Times:** Online, asynchronous  
**Class Location:** Belk 025J

**Instructor:** Abbey Thomas, PhD, ATC  
**Office:** Belk 231  
**Email:** afenwick@charlotte.edu  
**Office Hours:** By appointment  
**Textbook:** None

**Course Description:** An experiential learning course which involves direct involvement on one or more data science projects with a community or industry partner.

**Instructional Method:** Online, asynchronous

**Grading Assessment and Scale:** The student's final grade will be based on the cumulative total number of points from each of the following evaluation techniques.

Item	Points
Intro video	50
Reflection posts on Canvas (9)	90
Discussion board posts (3)	150
Meeting attendance (4)	100
Final reflection	100
Final presentation	110
Supervisor evaluation	150
<b>TOTAL</b>	<b>750</b>

>90%: A      80-89%: B      70-79%: C      60-69%: D      <60%: F

**Reflection posts:** Regular reflection prompts will be posted on Canvas for completion by 11:59pm on the due date listed on the syllabus and Canvas. Responses to the reflection prompts should be typed and uploaded as a PDF. Responses are expected to be thoughtful and are intended to be a forum for you to provide feedback, seek guidance, and make sure you are accomplishing your goals for the semester. Limit each reflection response to 2 pages, single-spaced. Specific directions for each reflection response can be found on Canvas. **Late assignments will not be accepted.**

**Discussion board posts:** Students will complete 3 discussion board posts + replies to peers throughout the semester. Posts and replies are due by 11:59pm on the due date listed on the syllabus and Canvas. **Late posts and responses will not be accepted.** Discussion boards are intended to be a forum for sharing what you are learning with your peers.

**Meeting attendance:** Students will sign up for monthly meetings with the instructor. Meeting attendance is mandatory. Students will be provided with a list of items for discussion at these meetings and it is my expectation that students come prepared to discuss these items at the meeting. Meetings may be held virtually on Zoom or in person in the instructor’s office. Group meetings will be encouraged for students who are at the same internship site, especially if the internship tasks are shared.

**Final presentation:** Students will complete a presentation highlighting their work throughout the semester to SDS faculty, staff, and students. The format and date are to be determined and more information will be provided on Canvas and via Canvas announcement as soon as possible.

**Supervisor evaluation:** All students will be evaluated throughout the semester by their coaching staff and internship coordinator. A formal document detailing the results of this evaluation will be completed by the student’s direct supervisor and submitted to the instructor for grading. It is the student’s responsibility to get the evaluation form from Canvas, bring it to the supervisor, and ensure they complete it. Students must then upload it to Canvas in order to receive their grade. A rubric for this evaluation can be found on Canvas.

**Schedule:**

Week	Task	Due Date
1	Introduction video assignment on Canvas	8/23
2	Sign up for September meeting	8/30
3	Reflection post	9/6
4	Reflection post	9/13
5	Discussion board + Reflection post	9/20
6	Sign up for October meeting	9/27
7	Reflection post	10/4
8	Reflection post	10/11
9	Discussion board + Reflection post	10/18
10	Sign up for November meeting	10/25
11	Reflection post	11/1
12	Reflection post	11/8
13	Discussion board + Reflection post	11/15
14	Sign up for Final meeting	11/22
15	Final Meetings	12/4
16	Final Presentation + Reflection post	TBD

**Syllabus Subject to Change:** The instructor reserves the right to alter this syllabus based on best practices that fit changing circumstances.

**UNIVERSITY, COLLEGE AND DEPARTMENTAL POLICIES**

**University Policies:**

**Code of Student Responsibility:** “The *UNC Charlotte Code of Student Responsibility* (the Code) sets forth certain rights and responsibilities in matters of student discipline. The Code defines these responsibilities and guarantees you certain rights that ensure your protection from

unjust imposition of disciplinary penalties. You should familiarize yourself with the provisions and procedures of the Code” (Introductory statement from the UNC Charlotte brochure about the Code of Student Responsibility). The entire document may be found at this Internet address: <https://legal.charlotte.edu/policies/up-406>.

**Academic Integrity Violations Including Plagiarism:** All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: <https://legal.charlotte.edu/policies/up-407>.

*Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.*

There is a zero-tolerance policy for cheating in this course. Academic integrity violations will result in a zero on the assignment in question and may lead to failure of the course. **You may not upload any course material to Generative AI platforms, including, but not limited to, ChatGPT.**

**AI use:** The following materials, equipment, websites, or tools are prohibited for completing course assignments, quizzes or examinations, or other academic exercises unless I explicitly permit such use for legitimate pedagogical purposes: ChatGPT or other generative artificial intelligence tools, online course material suppliers like CourseHero or Chegg, etc.

**[Office of Civil Rights and Title IX Reporting Obligations Regarding Incidents of Sexual Harassment, sexual assault, dating violence, domestic violence, or stalking:](#)**

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 civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected 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, I am expected to [report the information to the Title IX Coordinator](#). Although I am expected to 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 the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([counselingcenter.charlotte.edu](https://counselingcenter.charlotte.edu), 7-0311); or (2) Student Health Center ([studenthealth.charlotte.edu](https://studenthealth.charlotte.edu), 7-7400). Additional information about your options is also available at [titleix.charlotte.edu](https://titleix.charlotte.edu) under the “Students” tab.

**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](#).

**Course Credit Workload:** This 3-credit course requires a maximum of 10 hours per week spent at your internship site. Additionally, students are expected to complete tasks as assigned by their site supervisor and faculty member. These tasks may include attending games and practices, breaking down game film, tracking data, working on remote projects, etc. for the coaching staff. For class, students are expected to post reflection documents, discussion boards, and attend meetings as outline in this syllabus.

**Course Content Recording or Sharing Is Prohibited:** Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, ANY distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

All students are prohibited from copying and sharing old exams, course notes, tests, lecture slides, assignments, or online content on any other website, device, student groups, etc., as this infringes on the professor's rights and is a copyright infringement. Sharing any content without explicit permission of the instructor will result in an Academic Integrity Violation.

**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. 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.)

**Class Attendance Policy:** Students are expected to attend regularly attend their practicum hours as agreed upon with the coaching staff and not to exceed 10 hours per week. An absence, excused or unexcused, does not relieve a student of any work required by the internship position. Regular attendance is a student's obligation.

**Class Absence(s):** The authority to excuse a student's absence(s) and to grant a student an academic accommodation (turn in a late assignment(s), provide extra time on an assignment, reschedule an exam(s) etc.) sits with the individual instructor. Students are encouraged to work directly with their instructors regarding their absence(s). Note: The Office of Student Support and Assistance (SASS) can assist faculty members in the verification a student's absence(s) for documented situation related to medical, psychological, personal crisis, or military absences.

**Disability Accommodations:** UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at [704-687-0040](tel:704-687-0040) or visit their office in Fretwell 230.

All students are required to abide by the [UNC Charlotte Sexual Harassment Policy](#) and the policy on [Standard for Responsible Use](#) of University Computing and Electronic Communication Resources. 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.

**Religious Accommodation:** It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester <http://legal.uncc.edu/policies/up-409>. The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte's Academic Calendar (<http://registrar.uncc.edu/calendars/calendar.htm>)

**Preferred Gender Pronoun:** This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

**Campus Emergencies:** UNC Charlotte and your instructor have a primary responsibility for ensuring student safety. Students are notified of impending or imminent threats via the [NinerAlert](#) system. In the event of an imminent emergency, please follow all university and/or instructor guidelines.

Disruptions to university operations are communicated via the [NinerNotice](#) system. All students are automatically enrolled in NinerNotice to receive important texts and other UNC Charlotte communications.

## **ADDITIONAL POLICIES**

**Grade grievance policy:** Grades for each assignment will be posted on Canvas in a timely manner. It is your responsibility to keep track of grades throughout the semester. Inquiries about grades should be discussed on an individual basis during office hours or another appointment and not immediately before or after class. Grade inquiries may not be made for 24 hours after the grade is posted and must be completed within 7 days after the grade is posted. After that time, all grades are permanent.

**Email communication:** Students are expected to use their UNC Charlotte email to receive updates and communicate with the instructor. During the week (Monday-Friday; 8am-7pm), every effort will be made to return your email in a timely manner. Each email should be written clearly and professionally with proper spelling and grammar. Email should include a subject line, greeting, and closing. **Email that does not meet these criteria will not be answered.** For tips on email etiquette, please see:

<http://uca.e.uncc.edu/sites/uca.e.uncc.edu/files/fields/handouts/pdf/Email%20Etiquette.pdf>