Data Analytics MS Program Handbook

Welcome

It is my pleasure to welcome you to our graduate program in Data Analytics. This graduate program will equip you with all the technical skills that are needed to make data driven discoveries and predictions. This M.S. degree is an interdisciplinary program among the College of Engineering, Sciences, Liberal Arts, Hospitality, School of Public Health, Lee Business School and housed within the Graduate College

Dr. Kazem Taghva,
Data Analytics, Director

Purpose

The purpose of this Handbook is to state requirements for M.S. in Data Analytics. This handbook also contains the list of the graduate faculty in specific disciplines associated with the program.

In addition to academic requirements as stated in this document, students are responsible for understanding and following the policies and procedures delineated in the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or gradassociatedean@unlv.edu.

For additional information, please contact the program's graduate coordinator by emailing dataanalytics.gradcoord@unlv.edu or calling (702) 895-3681.

Program Graduate Faculty

The following is a list of the graduate faculty in the Data Analytics.

Kazem Taghva, Professor, Department of Computer Science

Fatma Nasoz, Associate Professor, Department of Computer Science

Mingon Kang, Assistant Professor, Department of Computer Science

Jorge Fonseca, Assistant Professor, Department of Computer Science

Hen-fen Hu, Professor, Department of Management, Entrepreneurship, and Technology Greg

Moody, Professor, Department of Management, Entrepreneurship, and Technology Andrew Hardin,

Associate Professor, Department of Management, Entrepreneurship, and Technology Michael Lee,

Assistant Professor, Department of Management, Entrepreneurship, and Technology Ashok Singh,

Professor, Department of Resort Gaming and Golf Management

Jay Shen, Professor, School of Public

Kaushik Ghosh, Associate Professor, Department of Mathematical Science,

Biostatistics Farhad Shokoohi, Assistant Professor, Department of Mathematical

Science, Statistics Chris Jensen, Associate Professor, Department of Political Science

Miguel Fudolig, Assistant Professor, School of Public Health

Yonsu Kim, Assistant Professor, School of Public Health

Guogen Shan, Associate Professor, School of Public Health

Program Information

M.S. in Data Analytics

Contact Information

Program Director
Kazem Taghva, TBE-A 213, Kazem.taghva@unlv.edu

Graduate Coordinator
Kazem Taghva, TBE-A 213, dataanalytics.gradcoord@unlv.edu

Department Main Office
TBE-A, Mario.Martin@unlv.edu, (702)895-3681

Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

Advisory Committee Guidelines

The director of the program serves as the first advisor for the incoming graduate students. Students are expected to identify an academic advisor based on specific discipline of interest. The academic advisor will oversee the student progress and help student in identifying topic for culminating experience course (DA 790). The student must prepare a report on his or her culminating experience course to be submitted to the advisor upon which the committee will decide on satisfactory grade.

Program Timeline

The program is designed to be completed within two years but can be extended to four years. If the degree requirements are not completed within four years, student must request extension in writing to the program director. This extension may or may not be granted

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Mandatory Individual Development Plan and Procedures

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner.

Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

How are IDPs Routed?

STUDENT IDP STEP: Every graduate student will receive an email with this year's IDP (annual evaluation) information and a link to complete the form in Qualtrics. These links are individualized as the

forms are programmed specifically for each individual student. Upon submission, students will be invited to answer 3 more questions in a separate anonymous Qualtrics survey; these responses will be anonymous and aggregated to give a campus-wide picture of student satisfaction and likelihood to complete their degree at UNLV. Finally, students will receive a simple DocuSign form to complete their IDP submission.

DOCUSIGN STEP: When students complete the Qualtrics form, they are asked to name and provide a UNLV email for their advisor/chair or graduate coordinator. This is the person who will review their IDP. After completing the form, a DocuSign form [**Individual Development Plan (IDP) Response Form**] will be routed to the student approximately one hour after their Qualtrics submission. The DocuSign will ask

students to upload their current vita and an unofficial transcript, and it requests their signature of completion. There is also the option for students to upload an additional document (such as a departmental form -- that is at the program's discretion) at this step. Uploaded forms may be in Word or PDF format.

PRIMARY FACULTY ADVISOR DOCUSIGN STEP: When students submit their signed DocuSign, the IDP Response DocuSign form (with their completed response and attachments) will be automatically routed to their primary faculty advisor, if applicable. The faculty advisor will be able to review, provide brief feedback on the students' performance and then rate the progress of the students in completing their program. Once the faculty advisor has completed and signed the IDP form, it will be automatically to the graduate coordinator. If there is no primary faculty advisor, the form will be routed to the graduate coordinator for review, feedback, rating, and signature. The graduate coordinator will serve in lieu of the advisor at this step.

GRAD COORDINATOR DOCUSIGN STEP: At the graduate coordinator step, the IDP Response DocuSign form will allow the graduate coordinator to review students' documents as well as the primary faculty advisor, if applicable. At this step, the graduate coordinator may opt to provide additional comments (but it is not required) before providing a signature. After providing a signature, a copy of the IDP Response DocuSign form will be sent to the student, advisor, and graduate coordinator for everyone's records. There is no Graduate College approval step for the IDP process. The Graduate College will, however, track student completion of their IDP through the Qualtrics submission and we will continue to send reminders to complete this process to graduate students. Please note that the data provided by students is used as part of our annual mandatory campus and NSHE reporting vis-a-vis top tier metrics.

University Resources

The Graduate Academy: Innovative Leadership, Professional, and Career Development

The goal of the Graduate Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Alumni Engagement

With an alumni base 150,000+ strong, the UNLV Alumni Engagement offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team.

Institutional Engagement and Experience

The vision of the Institutional Engagement and Experience is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission is to provide leadership and support for UNLV's engagement mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office is housed under the Division of Human Resources and also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of

the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Graduate Appeals and Issue Resolution

The Office of Graduate Student Services at the Graduate College assists graduate and professional students with addressing concerns and overcoming personal, academic, or financial challenges that might hinder their ability to be successful in their program. The office also provides information and student-centered issue-resolution services and offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information they need to solve problems. Please see website for more information: https://www.unlv.edu/graduatecollege/appeals-issue-resolution

UNLV Global and the Office of International Student and Scholar Compliance

International Student and Scholar Compliance (ISSC) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

The Care Center

The Care Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility is a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Rights and Responsibilities

The Office of Student Rights & Responsibilities is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;

- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active-duty service members, National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures

In addition, the Graduate College website contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

Program Handbook

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
March 29, 2024	Dr. Taghva	12/0/3 (11/16/2023)	Created the Program Handbook