

*Instructions & Routing Procedure*

Step 1: Student Setup - The student must complete **Section I** (Student & Registration Information) **first**.

Step 2: Faculty Collaboration - The student must meet with the Faculty Supervisor to collaboratively complete **Sections II, III, IV, and V**.

Note: *Do not fill out the Project Scope, Data Strategy, or Execution Plan without direct input from your supervisor.*

Step 3: Signature Workflow - Once the form is complete, obtain signatures in the following **strict order**:

1- Student (Sign first)

2- Faculty Supervisor

3- Department Chair

4- CI Advisor (Complete this form and submit it to the College of Information advising office at: ci-advising@unt.edu)

() Indicates a required field.*

I. Student & Registration Information

Date [MM/DD/YYYY] *:

Student Name [Last, First, Middle] *:

Student ID (8-Digit ID) *:

Semester/Year (e.g., Fall 2026) *:

Course Number (e.g., DTSC 5902) *:

Credit Hours [1-3] (Note: 1 Credit \approx 50 hours of work) *:

Faculty Supervisor *:

II. Project Scope

Proposed Title *:

Project Type (Select one) *:

☐ Research/Theory

☐ Applied Data Science / Tool Building

☐ Literature Review (Publication Track)

☐ Entrepreneurial / Startup MVP

Project Abstract & Objectives *:

(Briefly describe the problem statement, methodology, and 2-3 specific learning objectives.)

III. Data & Resources

1. Data Source Strategy:

Source *: ☐ Public Repo ☐ Web Scraped ☐ Proprietary ☐ Human Survey

Compliance *: Does this project require **IRB Approval** (Human Subjects) or a **Data Use Agreement**?

☐ No

☐ Yes (If Yes, project cannot begin until approval is attached)

**2. Technical Requirements:**

Does this project require High-Performance Computing (HPC), GPU clusters, or paid API keys *?

☐ No (Personal laptop is sufficient)

☐ Yes (Specify resource provider):

IV. Execution Plan**1. Deliverables (Course Requirements) *:**

(What specific artifacts will be submitted for a grade **?)

☐ Final Technical Report

☐ Codebase / GitHub Repository

☐ Cleaned Dataset

☐ Publication-Ready Manuscript

☐ Working Prototype/App

2. Grading Breakdown (Must total 100%) *: (Edit percentages as agreed upon with supervisor)

Process & Accountability *: % (Includes: Bi-weekly status updates, meeting attendance, and communication)

Milestone 1 (Proposal / Data Acquisition) *: %

Milestone 2 (Preliminary Results / Alpha Draft) *: %

Technical Deliverable (Code / Model / MVP) *: % (Includes: Code quality, documentation, and reproducibility)

Final Written Report / Manuscript *: %

V. Approvals

By signing below, the student agrees to complete the deliverables listed above by the end of the semester.

Student Signature *

Date

Faculty Supervisor Signature *

Date

Department Chair Signature *

Date

CI Advisor Signature *

Date