
University of North Texas
College of Merchandising, Hospitality and Tourism Management
CMHT 4750 – MANAGING A DIVERSE WORKFORCE

Spring 2022

(Contents of Syllabus can be subjected to change)

<u>Course Instructor:</u>	Harold S. Lee, Ph.D.
<u>Office:</u>	Chilton Hall 355C
<u>Office Hours:</u>	Mon & Wed 10:30 – 11:30 am or by appointment (In-person or Virtual)
<u>E-Mail:</u>	harold.lee@unt.edu (The best way to contact your instructor)
<u>Office:</u>	940.369.6640
<u>Mobile:</u>	702.812.1208 (texting preferred)
<u>Class Meetings:</u>	CMHT 4750 is 100% Online – all course interaction will occur through Canvas.
<u>Textbook (Required):</u>	Harvey, C. & Allard, M.J. (2015) Understanding and managing diversity: readings, cases, and exercises. <i>Sixth Edition</i> , Upper Saddle River: Pearson. <u>MAKE SURE YOU GET THIS EDITION OF THE TEXTBOOK!!</u>



Mission Statement:

The merchandising and hospitality management programs represent high growth global industries with growing demands for highly skilled, technologically oriented employees. The mission of the College of Merchandising, Hospitality and Tourism Management is to provide excellence in educational programs and research that result in national recognition as a leader in preparing professionals for careers in the fashion, hospitality, tourism, and home furnishings industries.

Course Description:

Workforce diversity provides strength in the current global business environment. This course investigates the concepts, policies, and practices facing professionals in the global workplace. Effective workplace interactions result when personnel hold a global perspective that incorporates an appreciation and understanding of human diversity. Personnel who perceive themselves as global employees are a critical element in business success. Managing a diverse workforce requires working effectively with people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics. This diverse workforce may be employed in one locale, region, or nation, or it may span several countries or the world. CMHT 4750 Managing a Diverse Workforce is a core course for students in the College of Merchandising, Hospitality and Tourism Management.

Hospitality & Tourism Management (HTM)
Mission, Vision, and Program Learning Outcomes
(Only for HTM Students):

HTM Mission

We educate the next generation of hospitality and tourism leaders who strive for excellence and embrace our diversity in a caring, innovative, and empowering community.

HTM Vision

To be world class in advancing innovative education, creating collaborative knowledge, and transforming future hospitality and tourism leaders.

HTM Program Learning Outcomes

PLO1: Students will develop appropriate strategies for reaching their career goals in the global hospitality and tourism fields.

PLO2: Students will develop analytical and quantitative skills enhanced by information technology to support smart business decisions in the Hospitality and Tourism Industry.

PLO3: Students will integrate hospitality and tourism business principles and current trends to lead in diverse, collaborative, and global environments.

PLO4: Students will apply innovative and imaginative methods to Hospitality and Tourism businesses utilizing ethical and sustainable practices.

PLO5: Students will demonstrate effective and efficient communication skills in all settings.

Course Objectives:

The objectives of this course are to:

- Analyze global implications for human relations and workforce productivity (PLO3)
- Increase understanding of multicultural issues (PLO3)
- Analyze the differences in communication techniques, work styles, and positive methods of motivation between the different generations in the workplace (PLO5)
- Assess workplace diversity as it relates to working effectively with people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics (PLO3)
- Develop an understanding of privilege and its effect on the workplace (PLO3)

- Practice employee problem-solving skills that are appropriate in a diverse workforce (PLO3)
- Develop methods for recognizing and reducing prejudice and stereotyping (PLO3)
- Recognize gender/family issues such as dual careers, childcare, elder care, flexible schedules, time management, and stereotypes (PLO1)
- Develop an awareness of sexual harassment issues in the workplace and demonstrate managerial techniques for creating a work environment free from harassment (PLO3)
- Develop techniques for conflict resolution (PLO5)
- Create a corporate culture that values workforce diversity (PLO3)
- Recognize the importance of religion and culture in today's workplace (PLO3)

Course Procedures:

The biggest challenge for 100% online course is to meet the deadline. Do Not wait until last minute and do your best to work ahead of time!

- **Syllabus:** This syllabus is **YOUR MAIN SOURCE** for due dates, teaching modules, textbook readings, and assignments. Any changes to the syllabus will be made through Canvas on the Homepage and/or in an announcement. Due dates can be found on course outline (page 7 ~ 10). Place alerts on your smart phone to remind you of due dates.
- **Policy on Written Work:**
 - Set your phones, computers/calendars to alert you of all due dates. There is no excuse for missing a due date with today's technology – so use it!
 - **Assignments are due as assigned, and *something is due Sunday, Monday and Friday.***
 - Assignments must be thorough. Remember, this is a senior-level, core course and you will be graded on that basis.
 - All grading of work will be influenced by neatness, spelling, grammar, form, and your level of professionalism. These skills are very important in today's workforce.
- **Getting Started Quiz:** You must complete this quiz in Canvas before being allowed to proceed to the first learning module. It is worth 25 points.
- **Assignments:**
 - All assignments/discussion boards MUST be submitted through Canvas.
 - Turnitin will ALWAYS give you a receipt when you have successfully submitted an assignment. This receipt is the only acceptable proof that you submitted the assignment. Save your receipt - without it you will not be allowed to submit any late work. No exceptions!

- All assignments/discussion boards are due by 11:59 pm on the designated due date.
- All assignments and discussion boards are available from early in the semester to allow you to work ahead of time. Please take advantage of this opportunity.
- **Late assignments/discussion boards will NOT be accepted except in emergencies.** In order to successfully complete this class with a passing grade (A, B, or C), please make every effort to complete work on time. All assignments and discussion boards will be available ahead of time. There are two exceptions to this policy on late submissions:
 1. COVID-19 Case or any other illness with doctor's release, or
 2. Death of immediate family member with verification (grandparent, parent, sibling, child, spouse, etc.)

COVID-19 impact on attendance (This is 100% Online Class)

- It is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact your instructor, COVID@unt.edu and careteam@unt.edu if you are unable to participate or submit your work because you are ill due to a related issue regarding COVID-19. It is important that you must communicate with your instructor, COVID@unt.edu, and careteam@unt.edu as soon as possible. Your instructor will make a decision about accommodating your request to extend the due date(s). [UNT Care Team](mailto:UNT_Care_Team) (940-565-4373; careteam@unt.edu), [UNT COVID Team](mailto:UNT_COVID_Team) (COVID@unt.edu)
- If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Discussion Boards – There will be five Discussion Boards. You will submit an initial post and then you will respond to Discussion Board (DB) postings by your classmates. You may pick any **two** classmates with whom to respond.

- Regular, timely participation in all Discussion Board sessions is required. Your instructor will know if you waited to post until the very last minute. The stronger your posts, the better your score will be.
- Submit your initial post early, so that your classmates will have sufficient time to respond. **Your initial post must be at least 300 words and is due no later than 11:59 pm on the designated due date.**
- A total of at least **two responses** to your classmates' posts are necessary for each DB. **Each response post must be at least 150 words. Two response posts are due by 11:59 pm on the designated due date.** Late posts will not be accepted. Late is late!
- A maximum of six points will be deducted if you do not respond to your classmates' posts (Discussion Board)
- Answers should demonstrate critical, thoughtful analysis and reflection, as well as professional writing skills. Remember, this is a senior-level core course and you will be graded on that basis.

- The use of scholarly sources, as well as current newspapers and magazines containing diversity-related issues should be incorporated into your discussions and analysis.
 - Be creative in your posts. Ask questions, give personal examples, cite sources other than your textbook, and be insightful in your reflections.
 - Your instructor will determine your final DB score.
 - Remember, grammar and spelling will influence your grade, as you are a senior and these skills are very important.
- **Module Exams:** These end-of-module exams will cover all material presented in online readings, class activities, assignments, Discussion Boards, Power Point presentations, textbook reading assignments, websites, films, online games, and other indicated sources. The exams are timed (60 minutes). You will not be allowed to revisit questions (“back-tracking”). Make sure you save each answer as it is completed. Check your syllabus for dates and times for the Module Exams and note them on your calendar – each opens on a Friday and closes on a Sunday.
 - **Final Exam:** The Final Exam will cover the last module of the course (Module 5). The Final Exam will be open from 12:00 AM December 4th until 11:59 PM December 8th. Please plan your schedule ahead of time, as the Final Exam will not be reopened for any reason. Place an alert on your phone now – **note that the Final Exam is the only one that opens on Saturday and closes on Wednesday!!!**
 - **Watch the movie: *Lee Daniels’ The Butler* (2013)** - As soon as possible, watch this movie about racism and discrimination. Please do not wait until the last minute to view this film. It will take time to watch the movie and thoroughly complete the assignment. To watch it, click the link below by **Chrome** and login with your EUID and password. Safari platform does not support it.
- Butler’s Movie Link:**
<https://libproxy.library.unt.edu/login?url=https://digitalcampus.swankmp.net/unt302806#/play/108243>
- **Course decorum:** It is important that you remain professional and polite in all communications with your instructor and classmates. Please do not send messages or emails to the entire class – this will bog down the system and delay the instructor’s response. Rude or inappropriate messages or other contacts or commentary have no place in the professional environment, and may be forwarded to the Department Chair, appropriate Dean, and/or the Dean of Students.

Class Participation:

Due to the interactive nature of this course, virtual participation and attendance is critical to the success of each student. Therefore, your virtual attendance will be regularly monitored throughout the semester through the Canvas Tracking System (Performance Dashboard). Active participation in online class discussions and activities are expected in order to demonstrate achievement of course objectives. Students are responsible for all information, announcements, changes in schedules, etc. which are covered in the course.

Netiquette:

All work, including messages, assignments, and Discussion Boards must abide by “netiquette” rules.

Professional and appropriate language, grammar, spelling and syntax must be used in all communications. Be respectful to your classmates and instructor. **Do not use “texting-style” writing at ANYTIME (such as not capitalizing proper nouns).** Some of you may choose to do some of your work on a Smart Phone or iPad. The same stringent standards apply, so make sure you check and recheck your work before hitting the “Send” button.

ADA Statement:

If you have a disability for which you will require accommodation under the terms of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, please

- discuss your needs with the instructor during the virtual office hours, or
- present your request in a document as provided by UNT’s Office of Disability

Accommodation (go to <https://disability.unt.edu/> for further information).

The College of Merchandising, Hospitality and Tourism Management cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have not registered with the ODA, we encourage you to do so. Please present your written Accommodation Request to the instructor on or before the 5th class day.

Academic Dishonesty – DO NOT BE A CHEATER!

Cheating, in any form, will result in an automatic grade of “F” for this course, the removal of the student from the course, and a full report sent to the Office of the Dean of Students. Copying of tests or assignments as well as plagiarism of material from notes, books, Internet sources, and research articles is cheating, and will not be tolerated. Anyone practicing scholastic dishonesty will receive a grade of zero for the test/assignment and will be subject to University of North Texas disciplinary procedures.

Academic Dishonesty includes:

- The use of notes during an examination, looking at another student’s examination answers, copying online exam questions, working with another student to take an online quiz or exam, allowing another student to look at your own examination answers, or requesting or passing of information during an examination.
- Plagiarism in all forms (to take and use another person’s writings or ideas or inventions as one’s own), including the internet. *Turnitin* will be used for written assignments to identify use of plagiarism.
- Copying of projects, papers, or assignments.
- Using a project or assignment from a previous or current class toward fulfilling the requirements of this course.

Please do not cheat! This **zero-tolerance policy** is intended to protect the honest student from unfair competition with any unscrupulous individual who might attempt to gain an advantage through cheating. Students who become aware of suspicious activities on the part of others are asked to promptly notify the instructor so that immediate corrective action can be taken.

Concluding Remarks:

This document by no means addresses all details applicable to this course and will be modified via Canvas Announcements or a banner on the Homepage. If you have unanswered questions, please ask. The instructor reserves the right to revise the syllabus, class schedule, and list of course requirements when they will benefit the achievement of course goals and objectives.

Course Outlines (Due Dates):**Coursework will be evaluated on the following criteria:****(Please note all times are Central Standard, or Central Daylight, as appropriate.)**

Course Requirement	Due Date	Point Value	Points Earned
Getting Started Quiz	Due Sunday, Jan. 30 th by 11:59 PM	25	
Student Introductions	Due Sunday, Jan. 30 th by 11:59 PM	15	
Exam #1 (Covers Module 1)	Open from Friday, Feb. 4 th at Noon until Monday, Feb. 7 th at 11:59 PM	100	
Exam #2 (Covers Module 2)	Open from Friday, Feb. 18 th at Noon until Monday, Feb. 21 st at 11:59 PM	100	
Exam #3 (Covers Module 3)	Open from Friday, March 4 th at Noon until Monday, March 7 th at 11:59 PM	100	
Exam #4 (Covers Module 4)	Open from Friday, April 8 th at Noon until Monday, April 11 th at 11:59 PM	100	
Final Exam (Covers Module 5)	Open from Monday, May 2 nd at 12:00 AM until Monday, May 9 th at 11:59 PM The Final Exam will not be reopened. No exceptions will be made.	100	
5 Discussion Boards (20 points each)	As scheduled in Syllabus (See next page)	100	
5 Assignments (40 points each)	As scheduled in Syllabus (See next page)	200	
TOTAL POINTS		840	
Extra Credits		TBA	

Note change in days and times for FINAL EXAM!!!!

Final Course Grade:

A = 756-840

B = 755-672

C = 671-588

D = 587-504

F = Less than 504

Important! CMHT majors must earn a grade of C or above in each Merchandising, Hospitality and Tourism Management (CMHT) course completed in residence or transferred to UNT. All prerequisite courses must have an earned grade of C before progressing to the next level.

There is a great deal of reading in this course, so please keep up! In order to do well on the Module Exams, read each textbook chapters and take careful notes, do all chapter activities and answer chapter questions, review the Discussion Boards, and review any PowerPoint slides and videos which may be available.

Tentative Course Schedule

DATE	COURSE OBJECTIVES	TOPICS	ASSIGNMENTS
Jan. 18 – Jan. 30		GETTING STARTED QUIZ	Getting Started Quiz Due: Jan. 30th Student Introductions Due: Jan. 30th
MODULE 1 – UNDERSTANDING INDIVIDUAL PERSPECTIVES OF DIVERSITY			
Jan. 18 – Feb. 7	1, 2, 11	<ul style="list-style-type: none"> • Increasing Multicultural Understanding: Uncovering Stereotypes • Are You Privileged? • White Privilege and Male Privilege: A Personal Account of Coming to See Correspondences Through Work in Women's Studies • The Emotional Connection of Distinguishing Differences and Conflict • Exploring Diversity in Your Organization • The Pitney Bowes Case: A Legacy of Diversity Management • Integrative Questions for Section I 	Read pages 1-55 ASSIGNMENT #1: Differences and Conflict Due Friday, Feb. 4th DISCUSSION BOARD #1: Nacirema <ul style="list-style-type: none"> • Initial post Due Monday, Jan. 31st • Responses Due Friday, Feb. 4th
Feb. 7 th		EXAM #1 (Covers Module 1)	Open from Friday, Feb. 4th at Noon until Monday, Feb. 7th at 11:59 PM
MODULE 2 – UNDERSTANDING THE PRIMARY DIMENSIONS OF DIVERSITY: RACE AND ETHNICITY			
Feb. 8 – Feb. 21	3, 5	<ul style="list-style-type: none"> • Introduction • Being an Only: A Field Assignment • Thriving in a Multicultural Classroom • Since We Elected An African American President Twice, Is Racism Still an Issue in America? • Immigration Patterns: The Transition Process • The Coca-Cola Company: Then and Now • Jane Elliott study – “The Eye of the Storm” (Video on Blackboard) • Deborah Tannen’s video – “He said, She Said” 	Read pages 56-107 ASSIGNMENT #2: Jane Elliott’s “Eye of the Storm” video Due Friday, Feb. 18th DISCUSSION BOARD #2: Is Racism Still an Issue in America? <ul style="list-style-type: none"> • Initial post Due Monday, Feb. 14th • Responses Due Feb. 18th
Feb. 21		EXAM #2 (Covers Module 2)	Open from Friday, Feb. 18th at Noon until Monday, Feb. 21st at 11:59 PM

DATE	COURSE OBJECTIVES	TOPICS	ASSIGNMENTS
MODULE 3 – UNDERSTANDING THE PRIMARY DIMENSIONS OF DIVERSITY: AGE, GENDER, SEXUAL ORIENTATION, AND PHYSICAL AND MENTAL CHALLENGES			
Feb. 22 – March 7		<ul style="list-style-type: none"> • Introduction • How Old Should You Be to Drive a Bus?: Exploring Ageism • Generational Diversity in the Workplace • ADA Act • Exploring the Gender Gap: What are the Issues? • When Women Do Lead: Gender Bias 2013 Style • The Paradox of Male Privilege: Toward a Gender Democracy & Democratic Manhood • Sorting Through Lesbian, Gay, Bisexual, and Transgender Issues in the American Workplace • Is this Sexual Harassment? • Musical Chairs • Professor on Wheels: A Case of Disability and Diversity • The Cracker Barrel Restaurants • Cracker Barrel Old Country Stores: Postscript 	<p>Read pages 108-176</p> <p>ASSIGNMENT #3: Generational Differences Due Friday, March 4th</p> <p>DISCUSSION BOARD #3: Is this sexual harassment?</p> <ul style="list-style-type: none"> • Initial post Due Monday, Feb. 28th • Responses Due Friday, March 4th
March 7		EXAM #3 (Covers Module 3)	Open from Friday, March 4 th at Noon until Monday, March 7 th at 11:59 PM
MODULE 4 – MANAGING DIVERSITY IN TERMS OF THE ETHICAL, LEGAL, MEDIA, AND MARKETING ISSUES			
March 21 – April 11	3, 4, 8	<ul style="list-style-type: none"> • Introduction • The Ethics of Workplace Diversity • Ethics and Diversity: Legal Application in the Workplace • How Canada Promotes Workplace Diversity • A Report in the Current Health of the Media • Exercises in the Media Diversity • New Business Opportunities: Changing Consumer Markets • Points of Law: The Bar Exam • Chick-fil-A and the Media • Watch the movie “The Butler” – (2013) 	<p>Read pages 259-323</p> <p>ASSIGNMENT #4: “The Butler” movie Due Friday, April 8th</p> <p>DISCUSSION BOARD #4: Chick-fil-A and the Media.</p> <ul style="list-style-type: none"> • Initial post Due Monday, April 4th • Responses Due Friday, April 8th
April 11		EXAM #4 (Covers Module 4)	Open from Friday, April 8 th at Noon until Monday, April 11 th at 11:59 PM

DATE	COURSE OBJECTIVES	TOPICS	ASSIGNMENTS
MODULE 5 – MANAGING ORGANIZATIONAL CHANGE AND DIVERSITY: CURRENT ISSUES			
April 12 – April 29		<ul style="list-style-type: none"> • Introduction • What Do Organizations Do to Manage Diversity? Examining Corporate Leadership, Training, Mentoring, Employee Resource Groups, and Social Responsibility Programs • Work-Life Balance Issues: Changing When and How the Work Gets Done • The Six Sigma Case: Promotion at the Western Company • Diversity and Inclusion Awards: A Critical Examination • One Workplace Bully is One Too Many: The Four Faces of Bullying • A Case of Harassment, Discrimination, or Bullying: You Decide.... • The Path to Inclusion: The Business Case for Diversity at Ocean Spray 	<p>Read pages 324-389</p> <p>ASSIGNMENT #5: Aging and the Workforce Due Friday, April 29th</p> <p>DISCUSSION BOARD #5: Work-Life Balances Issues</p> <ul style="list-style-type: none"> • Initial post Due Monday, April 25th • Responses Due Friday, April 29th
May 2 – May 9		FINAL EXAM (Covers Module 5)	<p>Final Exam open from Monday, May 2nd at 12:00 AM until Monday, May 9th at 11:59 PM</p> <p><u>*No retakes or exceptions will be granted. Set an alert on your phone!</u></p>
<p align="center">Grades will not be curved.</p> <p align="center">Please do not ask for special provisions, as they will not be granted.</p> <p align="center">Complete the extra credits for earning more points.</p>			

College of Merchandising, Hospitality & Tourism
Syllabus Statements
Spring, 2022

COVID-19

Official Information: As the situation with the virus continues to evolve, students are required to keep abreast of guidelines via official communication (usually via email) from UNT official announcements.

Face Coverings: UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, as recommended by current CDC guidelines.

Vaccinations: UNT strongly encourages all students, faculty and staff to get vaccinated. Free on-campus COVID testing will be available through [Curative located in the Union](#) and the [Student Health and Wellness Center](#).

Testing: As of Jan. 1, 2022, all students, faculty and staff reporting their own positive COVID-19 status to UNT's Contact Tracing team at COVID@unt.edu and will need to [upload their results](#) unless they tested on campus in order to have an excused absence (on-campus testing results are automatically shared with UNT). UNT will continue random COVID testing during the spring semester. Testing programs will be announced through official UNT communications.

Attendance: Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor prior to being absent, so you, the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction: Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone, and any other materials deemed essential by your faculty for specific courses, to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

Advising and Degree Progression

Advising

ALL students are expected to meet with their Academic Advisor **each semester** to update your degree plan and to stay on track for a timely graduation.

- **Advising Contact Information (Chilton Hall 385 – 940.565.4635)**
- **SCHEDULE APPOINTMENTS HERE: appointments.unt.edu**
- **Email: cmhtadvising@unt.edu**

Prerequisites

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed (a grade of C or better) before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain in the course.

Transfer Courses

Any transfer course(s) from another institution must receive *prior approval* from your CMHT Academic Advisor to ensure that the course(s) will be applicable to your degree plan at UNT.

Dropped for Non-payment

- Students will be dropped for nonpayment for enrolled courses, parking fees, schedule change fees, etc. Please check your account daily through the 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- ***Students cannot be reinstated for any reason after the 12th class day regardless of situation.***

Dropping a Course

- **A decision to drop a course may affect your current and future financial aid eligibility.** Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course are the student's responsibility.
- **There are different procedures for dropping a class depending on the time of semester.** Please see the instructions for dropping a class here:
<https://registrar.unt.edu/regISTRATION/dropping-class>

Financial Aid Requirements

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility. Visit <https://financialaid.unt.edu/sap> for more information about financial aid Satisfactory Academic Progress.

What if You Are In Distress?

The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas law. Some resources you might consult are:

UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans Center	940-369-8021
Denton County Friends of the Family	940-387-5131
National Suicide Hotline	1-800-273-TALK

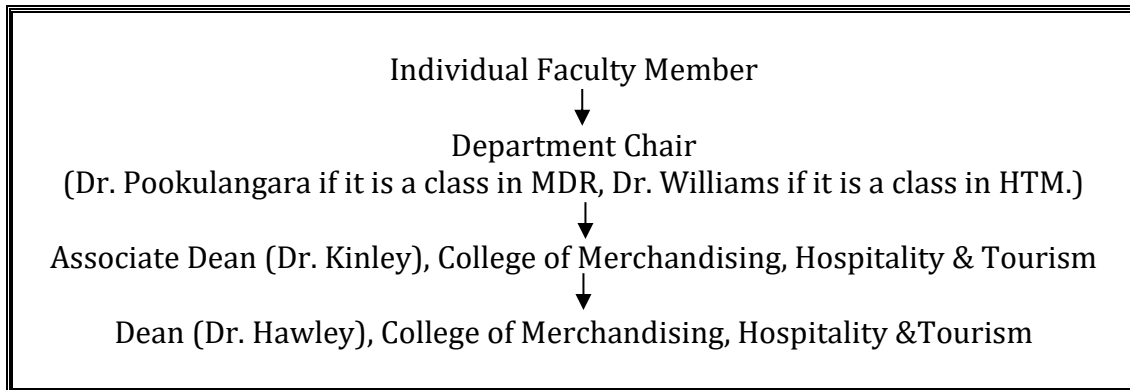
Dates and Deadlines

January 18	First day of class
January 21	Last day to add a class.
	Census date –Students cannot be added to a course for any reason after this date.
March 14-18	Spring Break – No Classes
April 8	Last day for a student to drop a course and receive a W. Also last day to withdraw from the semester.
May 4-5	Pre-final days
May 5	Last regular class day
May 6	Reading day (no classes)
May 7-13	Final exams (Exams begin on Saturday) For your specific final exams, see this website: https://registrar.unt.edu/exams/final-exam-schedule

Grade and Class Concerns

Do you know who to contact for a course-related issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the steps outlined below:



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students

who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Do you know the Academic Integrity Policy?

Academic Integrity Standards and Consequences, UNT Policy 06.003.

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.

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action, which may include expulsion from the university. This is explained in the UNT Student Handbook. Your teacher should have a syllabus policy describing penalties for academic dishonesty.

Your instructor may decide to record lectures and/or class content for students enrolled in this class section to refer to throughout the semester. **Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this 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.**

Do you meet ALL expectations for being enrolled in a course?

- CMHT students are expected to meet all prerequisites for the courses in which they are registered.
- Students are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.

- UNTs 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>.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

Career Resources

CMHT Career Coach

For one-on-one help with your resume, cover letter, LinkedIn profile, interview tips/practice or other internship and job-search skills, Mrs. Dee Wilson (Dee.Wilson@unt.edu) is our Career Center Coach. Contact her for an appointment through navigate.unt.edu or drop by her office in Chilton 333.

Career Center

The Career Center is currently located in Sage Hall. They provide *free* business cards, professional portraits, etc. They also host several recruiters throughout the year in various events/information sessions and career fairs. Learn more about their services here: <https://careercenter.unt.edu/>.

Internship / Career Industry Contact Opportunities

- Watch for information about the **Executive in Residence (EIR) Lecture**. This is an opportunity to hear about innovative industries and network with CMHT Board members and speakers.
- The **CMHT Career Expo (March 2 & 3)**, which provides opportunities to talk with recruiters and maybe schedule an interview on the spot! **Register on Handshake to attend.**
- **CMHT Student organizations** bring industry opportunities to campus in their monthly or bi-monthly meetings. Join them and participate!
- We sometimes have an **Industry Partner of the Day** set up in the hallway near the advising offices when we are on campus, and available via Zoom when we are not. These events may be publicized in your classes and on the CMHT social media sites.

Online Job Board and Social Media Sites

- <https://cmht.unt.edu/jobs>
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- LinkedIn - <https://www.linkedin.com/in/unt-cmht-2023b8173/>

- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - @untcmht

CMHT-IT Resources

CMHT-IT Services Student Laptop Checkout Information

The CMHT-IT Services desk located on the 3rd floor of Chilton Hall outside room **386** will have Dell laptops available for checkout for all CMHT students. These laptops and the CMHT-IT Services desk will be available during the following hours:

Monday: 8:00AM – 9:00PM
 Tuesday: 8:00AM – 9:00PM
 Wednesday: 8:00AM – 9:00PM
 Thursday: 8:00AM – 9:00PM
 Friday: 8:00AM – 1:00PM

These Dell laptops can be checked out at any point during the above hours and must be returned on the same business day to the CMHT-IT Services personnel. These laptops must remain on campus and will **not** save your data. So be sure to use a USB or email yourself to save your work!

For more information, please stop by the CMHT-IT Services desk in Chilton Hall 386 or visit us on Zoom helpdesk at unt.zoom.us/j/268838628 or give us a call at (940) 565-4227.

CMHT Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: <https://cmht.unt.edu/vmware-virtual-lab>.

The CMHT-IT Services desk can assist you with installing the VMware client on your personal machine. Please see above hours of operation for our IT services desk.

UNT IT Resources

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Additional Information

Are You An F-1 Visa Holder?

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](http://www.ecfr.gov/) (<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 on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line 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 on-line or distance education classes may be considered to count toward a student's full course of study requirement.

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 this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

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 this 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.

Feedback and Communications

Image Release

The College actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the CMHT website and/or social media sites, (1) you should avoid being in group photographs or in photographs taken by your teachers or the IT staff and (2) send an email to TKinley@unt.edu and request that your name and image not be shared. Dr. Kinley will share this information with the IT staff and the faculty who post to social media. Faculty and staff are asked to honor your wishes without question.

If your instructor employs lecture capture technology to record class sessions, students may occasionally appear on video. The recording may be used in future course offerings.

What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on the course. Student feedback is important and is essential as we strive for excellence.

Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. *Please check the calendar early in the semester to avoid any schedule conflicts.* You can find the Final Exam Schedule here:
<https://registrar.unt.edu/exams/final-exam-schedule>

Do you know what you may be missing?

Your access point for ALL business and academic services at UNT occurs within the <https://my.unt.edu> site, and EagleConnect is the official method of communication for UNT. If you do not regularly check EagleConnect or forward it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains EagleConnect and how to forward your email is: <https://it.unt.edu/eagleconnect>.

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <https://my.unt.edu>.
- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

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.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Retention of Student Records

Student records pertaining to this course 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. Course work 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 record; 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 and 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.