

University of North Texas  
College of Merchandising, Hospitality and Tourism  
Spring 2022  
HMGT 3260.001  
Resort and Club Management

Greetings from Dr. Harold Lee

Welcome to Spring 2022 and HMGT 3260.001. I am delighted and honored to have the opportunity to serve as your online instructor for this class. Please do not hesitate to contact me at any time that you may have concerns or questions. Your success is my success!

**Instructor Contact**

**Name:** Harold S. Lee, Ph.D.

**Office Location:** Chilton Hall 355C

**Office Phone:** 940.369.6640

**Mobile:** 702.812.1208 (**prefer texting**)

**Office Hours:** Mon & Wed 10:30 – 11:30 am or by appointment

**Email:** harold.lee@unt.edu

**Communication Expectations:** If you have any question about the course or assignments, please contact me via Canvas email, harold.lee@unt.edu, or texting to my mobile number. For your information, **sending any inquires to UNT Email is the best way to contact me.**

**Welcome to UNT!**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

**Course Description**

This course provides an introduction to Managing Resorts and Private Clubs, with emphasis on needs assessment, membership, planning, marketing, hiring, staff evaluation and management, legal issues, financial management, and leadership.

**Course Structure**

**This class will be taught 100% online in the semester and to that end, there are no required class meetings.** Please note that the delivery of this course will require frequent log in to Canvas and significant effort to ensure student success. The class is designed as an online textbook, so a book does not have to be purchased. Before beginning the course, you might find it helpful to check your browser version and computer settings.

## Course Prerequisites or Other Restrictions

None.

## 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

By the end of this course, students will be able to:

1. Have acquired knowledge pertaining to the private club and resort components of the hospitality industry
2. Comprehend the unique challenges inherent to private club and resort management (PLO2)
3. Develop an understanding of the relationship between marketing, customer satisfaction, operation, and financial results (PLO3)
4. Understand the job opportunities in this field, their requirements, and the exciting longer term career possibilities (PLO1)

## Materials

**There is no required textbook for this course.** All the reading materials required for the course will be posted in Canvas.

## Teaching Philosophy

I strongly subscribe to and practice the principles of learner centered teaching methodology. Simply stated, I believe it is critical to student success that all lesson plans, lectures, and activities are designed and delivered in a manner that is appropriate to the intended audience. It is my belief that the teacher and student have to partner in the learning process. I discuss this concept with students during the first-class period and explain our respective responsibilities.

## Course Technology & Skills

### Minimum Technology Requirements

Each student is required to have the following minimum technology requirements:

- Computer
- Reliable internet access
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supportedtechnologies/canvas/requirements) (<https://clear.unt.edu/supportedtechnologies/canvas/requirements>)

### Computer Skills & Digital Literacy

In order to succeed in this course, each student must possess the following technical skills:

- Using Canvas
- Using email with attachments
- Downloading and installing software

### Technical Assistance

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](mailto: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>)

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis 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 will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.

- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## Course Requirements

Course work will be evaluated on the following basis:

<u>Activity</u>	<u>Points</u>
Introduce Yourself	50
Business Links Article/Private Clubs Paper	75
Article Review/Accident	75
Discussion Board Postings (2 @ 50 pts each)	100
Content Quizzes (20 @ 5 pts each)	100
Exam 1	100
Exam 2	100
Exam 3	100
<b>Total Points</b>	<b>700</b>

## Grading

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

## Course Policies

### Attendance Policy

The time spent logged on to Canvas will be monitored. Students are expected to log on to the class at

least twice a week as there will be frequent messages from the instructor or fellow students. In addition, the teacher reserves the right to drop students who are not contributing regularly within the online venue.

### COVID-19 Impact on Attendance

While attendance is expected as outlined above, 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 me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

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](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

### Statement on Face Covering

Consistent with CDC Guidelines and state policy, individuals are not required to wear face coverings on UNT's campuses. While non-vaccinated individuals are encouraged to wear a face covering, all students and faculty are welcome to wear one in class or on campus if they desire.

### Late Work

**Late assignments/discussion boards will NOT be accepted!** There are two exceptions to this policy on late submissions: Illness with doctor's release, or Death of immediate family member with verification.

### Academic Dishonesty

**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.

### Assignment Policy

Assignments must be submitted via Canvas. Assignments will NOT be accepted after the submission date, and subsequently a score of "0" points will be recorded for the missed assignment. **All assignments/discussion boards are due by 11:59 pm on the designated due date.**

### Assignment Guidelines:

- All papers must be submitted in MS Word only. **Word Perfect and Lotus formats cannot be graded and will not be accepted for a grade.**
- All papers should include a title page with:
  - Student's name
  - Title of the paper
  - Course name and number
  - Instructor's name
  - Date

- Double space
- ***Written in essay format. Points will be taken off for "bulleted" or list type papers.***
- Grammar and spelling will be considered in all papers.
- Group discussions must be completed within the scheduled time frame. Students have an obligation to their groups to not only meet deadlines but also to cooperate fully and make sure that input is of the highest quality. **Late discussion postings will not receive credit.**

### Discussion Boards

**There will be two Discussion Boards** (except the student introduction). You will submit an initial post and then you will respond to Discussion Board 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 100 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 discussion board. Each response post must be at least 100 words in length. Final response posts are due by 11:59 pm on the designated due date.** Late posts will not be accepted.

### Quizzes

There are two different types of quizzes: **Practice Self-Test** and **Graded Quiz** in this course. **The Practice Self-Tests are not included the course grades and students are allowed multiple attempts for the Practice Self-Test. Only Graded Quizzes are included the course grade and students have one attempt for the Grade Quizzes. There is no time limit for the graded quizzes.** Please note that the main purpose of Practice Self-Tests is the preparation for the graded quizzes and exams. Lastly, students who experience any problems while taking a quiz should immediately email the course instructor or contact UNT Helpdesk for any technical issues.

### Exam Policy

Exams may include objective and subjective questions. Examples of objective items include multiple choice, true/false, fill in the blank, and problems. Examples of subjective questions include short answer, essay, and case study analysis. All exams are administered online. All exams will cover all material presented in online course contents, practice self-tests, graded quizzes, paper assignments, Discussion Boards, and other indicated sources. Make-ups for exams and the final exam are given only in unforeseeable and well-documented scenarios:

- A. Sickness (confirmed by physician)
- B. Schedule conflicts, official school excuse, (and then only if the faculty member in charge of the course is notified prior to scheduled exam time).

**Each exam will be timed, and grades made available after the deadline. Please note that all exams close at 11:59 pm on the designated due dates.** Students who experience issues while taking the exam must contact the UNT helpdesk immediately to ensure the issue is documented with a helpdesk ticket number. Consideration regarding exam issues will be made by the instructor on an individual basis. Once a student begins an exam, he/she cannot close it out and go back in later to finish it. Exams must

be completed in one sitting. In addition, wireless connection is not recommended for test-taking, and the use of a supported web browser on a computer or laptop is preferred to using an iPad. If an iPad is used, the Chrome browser is strongly recommended.

Lastly, the University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Instructor Responsibilities and Feedback

- Helping students grow and learn
- Providing clear instructions for projects and assessments
- Answering questions about assignments
- Identifying additional resources as necessary
- Providing grading rubrics
- Reviewing and updating course content
- Responding to students' emails and providing assignment feedback in a timely manner

### Syllabus Change Policy

The instructor reserves the right to revise this syllabus, class schedule, and list of course requirements when he/she deems such revisions will benefit the achievement of course goals and objectives. Changes will be announced on Canvas.

## Assignments at a Glance: Due Dates Overview

<b>Schedule for Spring 2022</b>  <b>Each week begins on Tuesday at 12:00 am and closes on Monday at 11:59 pm</b>	<b>Outline of Weekly Activities and Assignments</b> <ul style="list-style-type: none"> <li>➤ All assignments (Quizzes, Discussions, &amp; Papers) are due by 11:59 pm on the designated due dates.</li> <li>➤ All exams close by 11:59 pm on the designated due dates.</li> <li>➤ All initial discussion posting should be at least 100 words in length.</li> <li>➤ Two response postings are required for each discussion and each response posting should be at least 100 words in length.</li> <li>➤ <u>Lesson A, B, C, &amp; D will be available from January 18</u></li> </ul>
<b>Week 1</b> Tuesday, 1/18 - Monday, 1/24	<ul style="list-style-type: none"> <li>➤ Introduce Yourself (Due by on Monday, 1/24 at 11:59 pm)</li> <li>➤ Lessons A, B, C, &amp; D open</li> <li>➤ Quizzes opened for Lessons B, C, &amp; D (<u>There is no quiz for lesson A</u>)</li> </ul>
<b>Week 2</b> Tuesday, 1/25 – Monday, 1/31	<ul style="list-style-type: none"> <li>➤ Graded quizzes for lessons B, C, &amp; D due on Monday, 1/31 at 11:59 pm</li> </ul>
<b>Week 3</b> Tuesday, 2/1 – Monday, 2/7	<ul style="list-style-type: none"> <li>➤ Exam 1 (lessons A, B, C, &amp; D) opens on Tuesday, 2/1 at 12:00 am and closes on Monday, 2/7 at 11:59 pm</li> <li>➤ Front nine lessons open Tuesday, 2/1 at 12:00 pm</li> </ul>
<b>Week 4</b> Tuesday, 2/8 – Monday, 2/14	<ul style="list-style-type: none"> <li>➤ Discussion 1 opens on Tuesday, 2/8 and your first posting due on Monday, 2/14 at 11:59 pm</li> <li>➤ Front nine quizzes open Tuesday, 2/8 (9 graded quizzes)</li> </ul>
<b>Week 5</b> Tuesday, 2/15 – Monday, 2/21	<ul style="list-style-type: none"> <li>➤ Graded quizzes for module 1 &amp; 2 due on Monday, 2/21 at 11:59 pm</li> <li>➤ Response posting for discussion 1 due on Monday, 2/21 at 11:59 pm</li> </ul>
<b>Week 6</b> Tuesday, 2/22 - Monday, 2/28	<ul style="list-style-type: none"> <li>➤ Graded quizzes for module 3 &amp; 4 due on Monday, 2/28 at 11:59 pm</li> <li>➤ Private Clubs paper opens on Tuesday, 2/22</li> </ul>
<b>Week 7</b> Tuesday, 3/1 - Monday, 3/7	<ul style="list-style-type: none"> <li>➤ Graded quizzes for module 5, 6, &amp; 7 due on Monday, 3/7 at 11:59 pm</li> <li>➤ Private Clubs paper due by Monday, 3/7 at 11:59pm</li> </ul>
<b>Week 8</b> Tuesday, 3/8 – Monday, 3/14	<ul style="list-style-type: none"> <li>➤ Discussion 2 opens on Tuesday, 3/8 and your first posting due on Monday, 3/14 at 11:59 pm</li> </ul>



<b>Week 9</b> Tuesday, 3/15 – Monday, 3/21	➤ <b>Spring Break (No assignments due)</b>
<b>Week 10</b> Tuesday, 3/22 – Monday, 3/28	➤ Graded quizzes for module 8 & 9 due on Monday, 3/22 at 11:59 pm ➤ Response posting for discussion 2 due on Tuesday, 3/28 at 11:59 pm
<b>Week 11</b> Tuesday, 3/29 – Monday, 4/4	➤ Exam 2 (lessons 1-9) opens on Tuesday, 3/29 at 12:00 am and closes on Monday, 4/4 at 11:59 pm ➤ Back nine quizzes open (9 graded quizzes)
<b>Week 12</b> Tuesday, 4/5 – Monday, 4/11	➤ Graded quizzes for module 10 & 11 due on Monday, 4/11 at 11:59 pm
<b>Week 13</b> Tuesday, 4/12 – Monday, 4/18	➤ Graded quizzes for module 12 & 13 due on Monday, 4/18 at 11:59 pm ➤ Accidents do Happen Paper opens 4/12
<b>Week 14</b> Tuesday, 4/12 – Monday, 4/18	➤ Graded quizzes for module 14 & 15 due on Sunday, 11/21 at 11:59 pm ➤ Accidents do Happen Paper due by Monday, 4/18 at 11:59 pm
<b>Week 15</b> Tuesday, 4/19 – Monday, 4/25	➤ Graded quizzes for module 16 & 17 ( <u>There is no quiz for module 18</u> ) due on Monday, 4/25 at 11:59 pm
<b>Week 16</b> Tuesday, 4/26 – Monday, 5/2	➤ No assignments due, but good time to post the extra credit assignment and see if there are assignments missing
<b>Week 17</b> Tuesday, 5/3 – Monday, 5/9	➤ Exam 3 (lessons 10-18) opens on Tuesday, 5/3 at 12:00 am and closes on Monday, 5/9 at 11:59 pm

**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](mailto: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](mailto: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](mailto: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](https://appointments.unt.edu)**
- **Email: [cmhtadvising@unt.edu](mailto: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 12<sup>th</sup> 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 12<sup>th</sup> 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

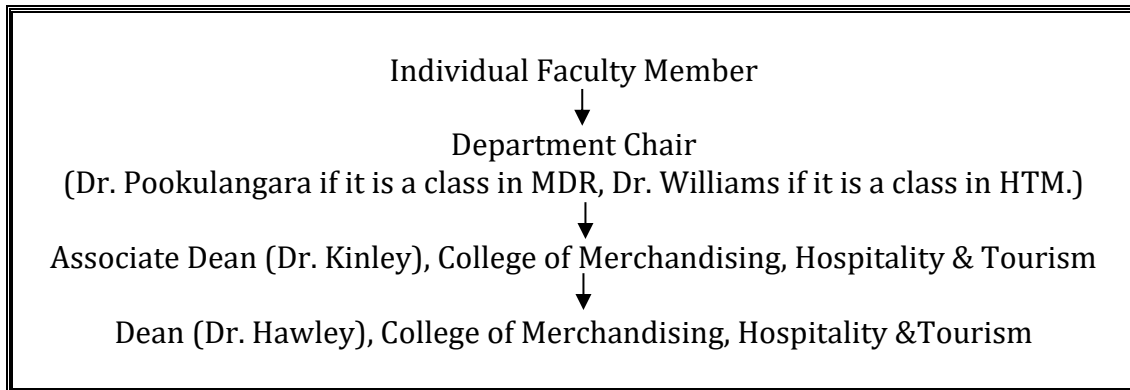
## **Dates and Deadlines**

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 ( <b>Exams begin on Saturday</b> ) <b>For your specific final exams, see this website:</b> <a href="https://registrar.unt.edu/exams/final-exam-schedule">https://registrar.unt.edu/exams/final-exam-schedule</a>

## 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](mailto:Dee.Wilson@unt.edu)) is our Career Center Coach. Contact her for an appointment through [navigate.unt.edu](http://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 3<sup>rd</sup> 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](https://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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.