



UNIVERSITY *of* NORTH TEXAS

*DEPARTMENT of HOSPITALITY and TOURISM MANAGEMENT*

HMGT 2480.001 Hospitality Accounting 2 – Managerial  
Spring 2017

**COURSE INFORMATION**

**Hospitality Accounting 2 – Managerial**

**HMGT 2480.001 – 3 credit hours**

**Monday & Wednesday 2:00 pm – 3:20 pm**

**Terrill Hall #121**

**Prerequisite:**

**HMGT 2280 Hospitality Accounting 1 – Financial (or approved equivalent)**

**Instructor Contact Information:**

Instructor: Harold S. Lee, Ph.D.  
Office Location: Gateway Center 064 & Chilton Hall 359G  
Office Phone: 940.565.3182 (GATE)  
Office Hours: Mon & Wed 10:00 am – 12:00 pm @ GATE 064 or  
Tue & Thu 2:00 pm – 4:00 pm @ CHIL 359G or by appointment  
Email: Harold.Lee@unt.edu

**Required Software and Hardware:**

Knowledge of personal computer operation is essential for successfully completing this course. Students taking the course should be proficient in the following software as well:

- Microsoft Excel
- Microsoft Word

The acquisition of these skills is the responsibility of the student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs will be assisted in mastering the skills needed for the coursework.

Blackboard is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing.

In addition, upon starting this or any HMGT course using Blackboard, students should review the “Check Browser” link in Blackboard and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

**Text and other Required Materials**

Dopson, L. & Hayes, D. (2009). *Managerial Accounting for the Hospitality Industry*. Hoboken, NJ: John Wiley & Sons, Inc.

Dopson, L. & Hayes, D. (2009). *Managerial Accounting for the Hospitality Industry, Study Guide (Paperback)*. Hoboken, NJ: John Wiley & Sons, Inc.

**Calculator – *Texas Instruments BAII PLUS Financial Calculator is required***

**Course Description:**

Catalog Description: Comprehensive application of accounting principles to the hospitality industry: managerial accounting approach to accounting practices, financial statements, and operating activities. Problem solving methods applied to managerial decisions for the hospitality industry. This course applies toward hospitality pre-major requirements.

This course offers you the opportunity to master managerial accounting, which is used by managers in the hospitality industry to consider and apply accounting information about their operations. The material is presented in a fun and challenging manner in the textbook and the class presentations. Successful completion of the class will provide you with an invaluable asset in the pursuit of your career in hospitality management.

You will review basic accounting fundamentals and learn to apply them to the hospitality industry; you will learn a managerial accounting approach to accounting practices, financial statements and operating activities; and you will master problem solving methods and apply them to managerial decisions for the hospitality industry.

**Learning Objectives/Course Objectives:**

After completing this course, you should be able to:

- ✓ Explain the primary purpose of accounting and each of the five branches of accounting; explain why managerial accounting in the hospitality industry is different from managerial accounting used in other industries; recognize the Uniform Systems of Accounts appropriate for the hospitality business you manage; and recognize your ethical responsibilities as a managerial accountant in the hospitality industry.
- ✓ Explain the basic accounting formula and how it is modified using debits and credits; identify generally accepted accounting principles and state why they exist; and describe how accounting is used in the hospitality business cycle.
- ✓ State the purpose of regularly preparing an income statement for a hospitality business; explain the way managers and accountants actually prepare an income statement; and analyze an income statement to improve the operation of your own business.
- ✓ State the purpose of regularly preparing a balance sheet for a hospitality business; explain the way managers and accountants actually prepare a balance sheet; and analyze a balance sheet to better understand the financial condition of your own business.

- ✓ State the reason cash flows are critical to the operation of a successful business; identify sources and uses of funds to assist in the creation of a statement of cash flows; create a statement of cash flows using an income statement and two balance sheets; and analyze a statement of cash flows to better manage the cash flows of your own business.
- ✓ State the purpose and value of calculating and using ratios to analyze the health a hospitality business; distinguish between liquidity, solvency, activity, profitability, investor, and hospitality specific ratios; and compute and analyze the most common ratios used in the hospitality industry.
- ✓ Utilize alternative methods when establishing a hotel's room rate structure; apply revenue management and analysis techniques to the administration of a hotel's room rate structure; and recognize the importance to a hotel of properly managing and controlling its non-room revenue.
- ✓ Identify the concept of a business cost; differentiate between the different types of business costs; and perform (when costs are known) a cost/volume/profit (CVP) analysis.
- ✓ Identify the purposes for the various types of budgets used in the hospitality industry; create an operations budget and monitor its effectiveness; create a cash budget; and identify the characteristics of a successful internal control program.

### Teaching Philosophy

Your success as a student depends primarily on your willingness to accept responsibility for your own learning. I can provide you with the opportunity to learn (in the classroom), motivation to learn (your grade), and support for your learning experience (through feedback and individual assistance); I will be happy to assist you as you tackle the challenges you will face in this class. BUT, your responsibility is to attend all class sessions, to complete each and every assignment (both in and out of class), and to make the personal effort to master the concepts presented.

### BLACKBOARD ACCESS & NAVIGATION

#### Access and Login Information

This course is supported by the University of North Texas' Learning Management System, Blackboard Vista. To access Blackboard, please go to: <http://learn.unt.edu>.

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

#### Student Resources

As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard's [On Demand Learning Center for Students](#). It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.

**Student Support**

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The Student Help Desk may be reached at:

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940.565.2324

In Person: Sage Hall, Rm. 130

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

**COURSE REQUIREMENTS and CLASSROOM BEHAVIOR**

1. Financial and quantitative in nature, HMGT 2480 is a challenging course. It calls for your time and devotion. You are expected to attend all classes, and to arrive on time. Exams will be lecture- and class discussion-oriented. Therefore, attending class is critical to your success in the course.
2. You are expected to be prepared for class – this means being prepared to discuss chapter materials, attempting homework problems in advance, and being actively involved in class discussions. Eating, reading unrelated materials, excessive talking with your neighbor, any type of cell phone use and inappropriate behavior are not conducive to learning. None are acceptable in the classroom. You are advised to take the attendance issue very seriously. Multiple excused and unexcused absences, tardiness and early or late class departures/arrivals will be noted.
3. There will be an Excel-supported homework assignment for each chapter of the textbook covered in class. Each of these assignments is to be submitted through Blackboard using the Assignment tab in Course Tools by the posted submission deadline date and time. All due dates will be listed on the Calendar tool and complete instructions will be made available to you.
4. In-class quizzes will be given. These will be unannounced, and no makeup opportunities will be offered.
5. Exams and quizzes 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 students are to take special notice of the exam dates stated on this syllabus. **No make-up exams will be given EXCEPT IN EMERGENCIES.** Emergencies only include a medical emergency involving yourself or a death in your immediate family. Regular medical appointments, “Check-ups” and/ or “Family gatherings” do not constitute emergency situations and do not meet the aforementioned requirement. **Travel plans are not emergencies.** Additionally, excuses related to employment (working during the exam or sleeping late because of work the night before) do not meet the requirement for a make-up exam. I strongly advise you to contact your employer as soon as possible so that you can coordinate your work schedule with your academic/ exam schedule.

Once an exam is taken, *ex post facto* excuses for performance will not be considered. Additionally, extra credit projects will not be given to make up for poor exam performance. I cannot offer one student a project that I do not also offer the entire class.

## COMMUNICATION PARAMETERS

Students should contact me via UNT or personal Email. I will attempt to respond to student message at least once each day.

Please be aware that I will not be able to respond to “last minute” requests for assignment clarification, and you may encounter unforeseen problems with your Internet provider, software, or hardware. You must allow sufficient time to deal with these problems in order to make your submissions by the deadline.

When you are communicating online in this or any other class you must remember two things:

1. The person you are communicating with deserves to be treated with respect and consideration
2. Your email is preserved for all time in the class record

With this in mind, I will expect that your communications to me and to others will be in the proper format, including a greeting and a signature, and will use correct spelling and grammar. For further information on this, please follow this link: [netiquette for the course](#).

## ASSESSMENT & GRADING

### Attendance

Successful completion of this course requires regular attendance of classes. Roll is taken each class at a random time. 60 points of your total grade for this course will be based upon your attendance in this class. Students are expected to attend all classes and to arrive on time. The points for attendance is further broken down as follows:

- 0 – 2 absences = 60 pts
- 3 absences = 30 pts
- 4 absences = 0 pts
- 5 or more absences = One letter grade automatically down (ex: if you earned a B you will get a C in this course)

### Homework Assignments

There is a homework assignment for each chapter of the textbook covered in the class. Each assignment consists of four problems (see *Test Your Skills* at the end of each chapter). Excel workbooks will be provided containing a template for each question; you should open the appropriate workbook, complete each problem using applicable information and formulas, and save the document as an Excel file. You will then submit your document according to the Homework Instructions provided. Homework assignments will be worth 200 points of your total course grade; late work will be accepted within prescribed parameters but will be penalized. Be sure to keep electronic copies of your homework submissions on your personal computer or on a flash drive.

You will have sufficient time to complete all homework assignments. Reasons for not completing work such as Internet failure, computer hardware or software failure or incompatibility, inaccessibility to a computer with Internet connections, etc., will not be excuses for late or missing submissions. You are

strongly encouraged to complete all assignments at least 24 hours before the deadline, thus giving you time to make other arrangements if there are technical difficulties or you do not have access to an Internet connection. If you experience any issues while submitting an assignment, you must contact the Blackboard Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding Blackboard issues will be made by the instructor on an individual basis based on the documentation.

### Quizzes

Quizzes will be unannounced and **no** makeup opportunities will be offered. Students will take 10 quizzes during the semester and each quiz will be worth 10 points.

### Exams

Three exams will be given, on the dates posted on the Calendar. The final exam is not cumulative.

### Extra Credits

Extra credit opportunities will be unannounced and randomly given during the semester. Here are some assigned extra credit opportunities:

- Perfect attendance: 5 pts
- SPOT evaluation: 5 pts
- Executive In Residence Lecture featuring Todd Graves, CEO and Founder of Raising Cane's Chicken Fingers (2/7; 10am – 12pm @Gateway Ballroom): 5 pts (Write a brief two page report on their impressions of the event by 2/15)
- [Career Expo \(3/22 @Union Ballroom\)](#): 5 pts (Write a brief two page report on their impressions of the event by 3/29)

## COURSE EVALUATION

### OUTCOMES ASSESSMENT:

|                         |                |
|-------------------------|----------------|
| Syllabus Agreement Form | 10 pts         |
| Attendance              | 60 pts         |
| Homework Assignments    | 200 pts        |
| Quizzes                 | 100 pts        |
| Exam #1                 | 210 pts        |
| Exam #2                 | 210 pts        |
| Final Exam              | <u>210 pts</u> |
| Total                   | 1000 pts       |

### *Course Evaluation Scale*

A = 1000 - 900   B = 899 - 800   C = 799 – 700   D = 699 - 600   F = 599 or below

**ACADEMIC CALENDAR/COURSE DESIGN****COURSE SCHEDULE (subject to change):**

| Week           | Date        | Topic  | Chapter | HW Due<br>by 2:00 pm |
|----------------|-------------|--|---------|----------------------|
| Week 1         | 1/16        | <b>MLK Day (No Class)</b>                    |         |                      |
|                | 1/18        | Class Introduction / Excel and your Homework |         |                      |
| Week 2         | 1/23        | Hospitality Industry Accounting              | 1       |                      |
|                | 1/25        | Accounting Fundamentals Review               | 2       | Ch 1                 |
| Week 3         | 1/30        | Accounting Fundamentals Review               | 2       |                      |
|                | 2/1         | The Income Statement                         | 3       | Ch 2                 |
| Week 4         | 2/6         | The Income Statement                         | 3       |                      |
|                | 2/8         | The Balance Sheet                            | 4       | Ch 3                 |
| Week 5         | 2/13        | The Balance Sheet                            | 4       |                      |
|                | 2/15        | Review for Exam 1                            |         | Ch 4                 |
| <b>Week 6</b>  | <b>2/20</b> | <b>Exam 1 (Chapters 1-4)</b>                 |         |                      |
|                | 2/22        | The Statement of Cash Flows                  | 5       |                      |
| Week 7         | 2/27        | The Statement of Cash Flows                  | 5       |                      |
|                | 3/1         | Ratio Analysis                               | 6       | Ch 5                 |
| Week 8         | 3/6         | Ratio Analysis                               | 6       |                      |
|                | 3/8         | Ratio Analysis Practice                      | 6       |                      |
| <b>Week 9</b>  | <b>3/13</b> | <b>Spring Break (No Class)</b>               |         |                      |
|                | <b>3/15</b> |  |         |                      |
| Week 10        | 3/20        | Food and Beverage Pricing                    | 7       | Ch 6                 |
|                | 3/22        | Food and Beverage Pricing                    | 7       |                      |
| Week 11        | 3/27        | Revenue Management for Hotels                | 8       | Ch 7                 |
|                | 3/29        | Revenue Management for Hotels                | 8       |                      |
| Week 12        | 4/3         | Revenue Management for Hotels                | 8       | Ch 8                 |
|                | 4/5         | Review for Exam 2                            |         |                      |
| <b>Week 13</b> | <b>4/10</b> | <b>Exam 2 (Chapters 5-8)</b>                 |         |                      |
|                | 4/12        | Managerial Accounting for Costs              | 9       |                      |
| Week 14        | 4/17        | Managerial Accounting for Costs              | 9       | Ch 9                 |
|                | 4/19        | Budgeting and Internal Controls              | 11      |                      |
| Week 15        | 4/24        | Budgeting and Internal Controls              | 11      |                      |
|                | 4/26        | Budgeting and Internal Controls              | 11      |                      |
| <b>Week 16</b> | 5/1         | Review for Final Exam                        |         | Ch 11                |
|                | 5/3         | <b>Pre-final Day (No Class)</b>              |         |                      |
| <b>Week 17</b> | <b>5/8</b>  | <b>Final Exam (Chapters 9 &amp; 11)</b>      |         |                      |

**Final Exam: Monday, May 8, 1:30 pm – 3:30 pm (Chapters 9 & 11)**

**\*Revisions:** A syllabus is a tool to help you plan your time. Every effort is made to make the syllabus as complete as possible, but there may be occasions when changes are required. I will announce any deviations from this syllabus and schedule through Blackboard Message and class announcements.

## RESOURCES

UNT Portal: <http://my.unt.edu>

UNT Blackboard Student Resources: Technical Support:  
[https://ecampussupport.unt.edu/index.cfm?M=Student\\_Resources](https://ecampussupport.unt.edu/index.cfm?M=Student_Resources)

UNT Library Information for Off-Campus Users:  
<http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users>

UNT Computing and Information Technology Center:  
<http://citc.unt.edu/services-solutions/students>

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: <http://www.gacl.unt.edu/>



**DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT (HTM)****Vision of the Hospitality & Tourism Management Program**

To be a global leader in advancing education, creating knowledge, and shaping the hospitality and tourism professionals of the future.

**Mission of the Hospitality & Tourism Management Program**

Educating students for leadership in the global hospitality and tourism industries and advancing the profession through excellence in teaching, research, and service.

**Program Learning Outcomes**

Upon graduating with a Bachelor of Science in Hospitality and Tourism Management, students will be able to:

1. Demonstrate basic knowledge of theoretical constructs pertaining to the hospitality and industries.
2. Apply the basic principles of critical thinking and problem solving when examining hospitality and tourism management issues.
3. Apply technical aspects of the hospitality and tourism industry.
4. Demonstrate professional demeanor, attitude, and leadership needed for managerial positions in the hospitality industry.

**Academic Requirements**

Beginning Fall 2013, students entering UNT who wish to pursue the Bachelor of Science with a major in Hospitality Management enter as pre-majors. To declare a major in hospitality management, a student must have completed at least 45 hours of college course work, including HMGT 1420, HMGT 1470, HMGT 1500, HMGT 2280, HMGT 2480, HMGT 2790 and HMGT 2860, have a cumulative UNT GPA of at least 2.5, and have completed at least 100 documented work hours in the hospitality industry. A grade of C or above must be earned in each merchandising and hospitality management course completed in residence or transferred to UNT. This includes all courses with prefixes CMHT, MDSE, HFMD, DRTL and HMGT.

Pre-majors who have completed these requirements and who have a cumulative GPA of at least 2.5 may file a formal application for major status. Approved majors may then enroll in those advanced courses designated "hospitality majors/minors only."

- Continuing students majoring in Hospitality and Tourism Management are required to have a minimum grade point average of at least 2.5 on all courses completed at UNT.
- A grade of C or above must be earned in each merchandising, digital retailing, and hospitality and tourism management course completed in residence or transferred to UNT.

Academic requirements for graduation with a BS from the College of Merchandising, Hospitality and Tourism include:

- A minimum of a 2.5 grade point average in the professional field, with minimum grades of C required in all CMHT, MDSE, HFMD, DRTL and HMGT courses.
- A minimum of a 2.5 grade point average in all courses completed at UNT.

**For additional information regarding requirements and policies, refer to the 2015-2016 UNT Undergraduate Catalog.**

### Tutoring Services

UNT offers free tutoring services through the Learning Center. Please go to the Learning Center website to sign up (<http://learningcenter.unt.edu/tutoring>). In addition, as their service project, Eta Sigma Delta (ESD) International Hospitality Management Honor Society members have offered their time to tutor Hospitality and Tourism Management students. If you need tutoring, please contact [hospitalitytutoring@yahoo.com](mailto:hospitalitytutoring@yahoo.com). Place the following message in the Subject line of the e-mail: **URGENT!!! Need Tutoring.** In the body of the message, include your cell phone number and the number and name of the class with which you need help. The Tutoring Coordinator of ESD or another ESD member will then contact you directly to help you identify a tutor. Please remember that this is a VOLUNTEER service. The ESD students will make every effort to meet your needs, but they may be unable to accommodate your schedule or the specific topic with which you need help.

### Financial Aid Satisfactory Academic Progress (SAP) Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a 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.

**If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility.** Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your CMHT academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

### Academic Advising

All pre-majors are required to meet with their Academic Advisor and receive an advising code to register for classes *each semester*. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

### Advising Contact Information (Chilton Hall 385 – 940.565.4635):

Director of Advising (Home Furnishings & Digital Retailing)  
Hospitality Academic Advisor A-K  
Hospitality Academic Advisor L-Z  
Merchandising and Retailing A-L  
Merchandising and Retailing M-Z

Kelly Ayers, M.Ed.  
Jaymi Wenzel  
Philip Aguinaga, M.Ed.  
Amanda Johnson  
Brittany Barrett, MSIS

**Important for Timely Graduation**

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. It is very important that you work with your advisor to be sure you are sequencing courses correctly (rather than taking courses scheduled at a convenient time) to avoid delayed graduation. Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

**Payment Deadline**

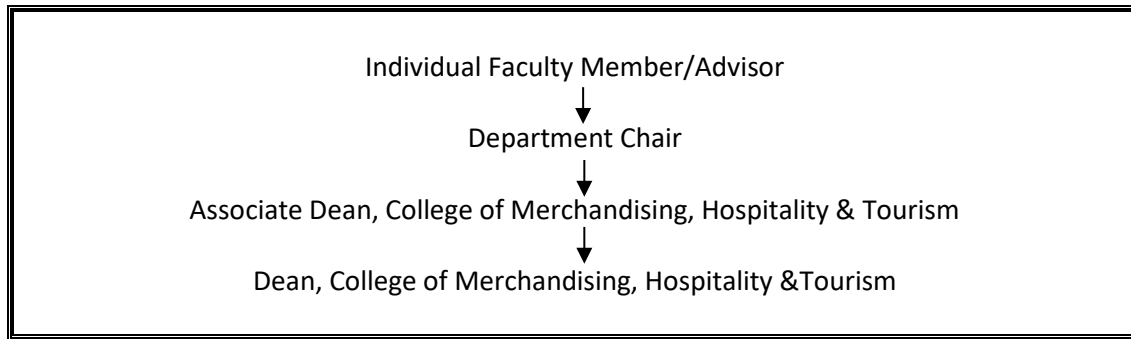
It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the 12<sup>th</sup> class day (January 30, 2017) to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. CMHT will not be able to reinstate students for any reason after the 12<sup>th</sup> class day regardless of situation. It is the student's responsibility to ensure all payments have been made.

**Important Spring 2017 Dates**

|                        |  |
|------------------------|--|
| January 16             | MLK Day (university closed)  |
| January 17             | First class day  |
| January 20             | Last day for change of schedule other than a drop. (Last day to add a class)   |
| January 31 – April 4   | Student may drop a course with written consent of instructor.  |
| February 24            | Last day for change in pass/no pass status.  |
| February 24            | Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded. |
| February 25 – April 21 | Instructors may drop students with a grade of WF for nonattendance.  |
| <b>March 13 – 19</b>   | <b>Spring break (no classes)</b>   |
| <b>March 22</b>        | <a href="#"><u>2017 UNT Hospitality &amp; Tourism Career Expo</u></a>  |
| April 17               | Beginning this date, a student who qualifies may request a grade of I, incomplete. (See "Grading system" in the Academics section of this catalog.)              |
| April 21               | Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office.  |
| May 3 – 4              | Pre-finals days  |
| May 4                  | Last class day   |
| May 5                  | Reading day (no classes)   |
| May 6 – 12             | Final exams (Exams begin on Saturday)  |
| May 12                 | End of term  |
| May 12 – 13            | Commencement   |

### Academic Organizational Structure

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



### Office of Disability 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. You may request accommodations at any time, however, 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 <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

### Course Safety Statements

Students in the College of Merchandising, Hospitality and Tourism are urged to use proper safety procedures and guidelines. While working in laboratory 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.

**Academic Dishonesty**

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.

**Expected Student Behavior**

Student behavior is expected to be respectful of both other students and faculty. Student 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 the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's 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 <http://deanofstudents.unt.edu>

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held 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).

**SPOT Evaluation**

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester (April 17 – May 4) to provide students a chance to comment on how this class is taught. Student feedback is important and is essential as we strive for excellence.

**Final Exam Policy**

Final exams will be 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 course calendar early in the semester to avoid any schedule conflicts.

**Access to Information**

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site ([www.my.unt.edu](http://www.my.unt.edu)). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains EagleConnect and how to forward your email: <http://eagleconnect.unt.edu/>

**Courses in a Box**

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

**Important Notice for F-1 Students Taking Distance Education Courses**

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 multiple on-campus lectures, 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 Advising Office. The UNT International Advising Office 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, students should contact the UNT International Advising Office (telephone 940-565-2195 or email [international@unt.edu](mailto:international@unt.edu)) to get clarification before the one-week deadline.**

**Dropping an Online Course**

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course*.

If approved, the instructor will contact the Director of CMHT Advising in Chilton 385, where you may then obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

**Emergency Notification & Procedures**

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 [www.my.unt.edu](http://www.my.unt.edu). Some helpful emergency preparedness actions include:

- 1) ensuring you know the evacuation routes and severe weather shelter areas
- 2) determining how you will contact family and friends if phones are temporarily unavailable, and
- 3) identifying where you will go if you need to evacuate the Denton area suddenly.

In the event of a university closure ***this class will continue according to schedule during the closure period. If UNT is officially closed for emergency reasons during the times scheduled for the final exam, new procedures, times and/or locations will be communicated to you through Blackboard.***

**HMGT 2480.001**  
**Hospitality Accounting 2 – Managerial**

**Spring 2017 Syllabus Agreement Form**

Worth 10 points

Detach this syllabus agreement and submit it (with signature) in class by January 31, 2017. Before signing the agreement, dedicate some time to read the syllabus in detail. If you have any questions, ask them in class or email them.

My signature below indicates that I have read and understand all of the policies of this class. I am aware of the due dates for all assignments as well as the dates and times for the exams, quizzes, and homework in HMGT 2480. I hereby agree to abide by all policies as outlined in this syllabus and understand the penalties for non-compliance.

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_