



UNIVERSITY *of* NORTH TEXAS

DEPARTMENT of HOSPITALITY and TOURISM MANAGEMENT

HMGT 2480.002 Hospitality Accounting 2 – Managerial
Spring 2020

COURSE INFORMATION

Hospitality Accounting 2 – Managerial

HMGT 2480.002 – 3 credit hours

Tuesday & Thursday 12:30 pm – 1:50 pm

Gateway Center 137

Prerequisite:

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

Instructor Contact Information:

Instructor: Harold S. Lee, Ph.D.
Office Location: Chilton Hall 355C
Office Hours: Mon, Wed & Thu 10:00 – 11:00 am; Tue 3:00 – 4:00 pm; By appointment
Email: Harold.Lee@unt.edu (**Email is the best method to reach out to me!**)
Phone: 940.565.3182

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.

Canvas 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 Canvas, students should review the “Check Browser” link in Canvas 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. (2017). *Managerial Accounting for the Hospitality Industry, 2nd Edition*. Hoboken, NJ: Wiley. (Required)

Dopson, L. & Hayes, D. (2009). *Managerial Accounting for the Hospitality Industry, Study Guide (Paperback)*. Hoboken, NJ: John Wiley & Sons, Inc. (Not Required)

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.
- ✓ 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.

CANVAS ACCESS & NAVIGATION

Access and Login Information

This course is supported by the University of North Texas' Learning Management System, Canvas. To access Canvas, please go to: <https://unt.instructure.com/login/ldap>

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 Helpdesk Support

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

Email: helpdesk@unt.edu

Phone: 940.565.2324

In Person: Sage Hall #233

COURSE REQUIREMENTS and CLASSROOM BEHAVIOR

1. Financial and quantitative in nature, HMG 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 Canvas 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

Class attendance will be taken at the random time of each class session through the use of an attendance sheet. It is also the responsibility of each student to sign the attendance sheet before leaving each class session. Failure to sign the attendance sheet on the day of attendance will result in a recorded absence for the day. Class attendance will not be considered on days for a student who (a) arrives to class five (5) minutes or later into the class meeting time or (b) leaves class prior to the designated ending time. Signing the attendance sheet for another student will result in disciplinary action to be determined by the instructor of record. 60 points of your total grade for this course will be based upon your attendance in this class. The points for attendance is further broken down as follows:

- 0 – 2 absences = 60 pts
- 3 absences = 30 pts
- 4 absences = 0 pts
- On the 5th unexcused absence you will lose 1 letter grade automatically for this course (ex: if you earned a B you will get a C in this course). On the 6th unexcused absence you will lose 2 letter grades (ex: if you earned a B you will get a D in this course). On the 7th absence you will receive an F.

Illness – Official written evidence of your excuse is required the FIRST DAY BACK in class after the absence. A doctor's excuse with signature or a dated slip from Student Health Services with signature can be used.

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 180 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 Canvas Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding Canvas issues will be made by the instructor on an individual basis based on the documentation.

Guest Speaker Summary

There will be one session for guest speaker during the semester. After students attended the session, students must write a summary and reflection. The summary must be at least 250 words and reflection must be at least 200 words. In addition, please provide one question in terms of the summary and reflection. **This assignment must be submitted via Canvas due by 2:00 pm on April 14** and will be worth 30 points. Required format: 1 inch margins, 12 point Times New Roman font, and double-spacing.

Quizzes

Quizzes will be unannounced and **no** makeup opportunities will be offered. Students will take 9 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:

- **Career Expo (3/18;** Union Ballroom 10 am – 2 pm): 5 pts (Write one page report of your impression by 3/24)
- **Tourism Symposium (4/22;** Gateway Ballroom 10 am – 12 pm): 5pts (Write one page report of your impression by 4/28; Must swipe student ID before and after the event!)
- SPOT evaluation: 5 pts
- Scrappy Quizzes (TBA): 5 pts each

COURSE EVALUATION**OUTCOMES ASSESSMENT:**

Syllabus Agreement Form	5 pts
Student Introduction (Discussion)	5 pts
Attendance	60 pts
Guest Speaker Summary	30 pts
Quizzes	90 pts
Homework Assignments	180 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

RESOURCES

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

UNT Canvas access: <https://unt.instructure.com/login/ldap>

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/>

ACADEMIC CALENDAR/COURSE DESIGN

COURSE SCHEDULE (subject to change):

Week	Date	Topic	Chapter	HW Due by 12:30 pm
Week 1	1/14	Class Introduction	1	
	1/16	Excel & Homework / Hospitality Industry Accounting		
Week 2	1/21	Hospitality Industry Accounting	1	Ch 1
	1/23	Accounting Fundamentals Review	2	
Week 3	1/28	Accounting Fundamentals Review	2	Ch 2
	1/30	The Income Statement	3	
Week 4	2/4	The Income Statement	3	Ch 3
	2/6	The Balance Sheet	4	
Week 5	2/11	The Balance Sheet	4	Ch 4
	2/13	Review for Exam 1		
Week 6	2/18	Exam 1 (Chapters 1-4)		
	2/20	The Statement of Cash Flow	5	
Week 7	2/25	The Statement of Cash Flows	5	
	2/27	The Statement of Cash Flows	5	
Week 8	3/3	Ratio Analysis	6	Ch 5
	3/5	Ratio Analysis	6	
Week 9	3/10 3/12	Spring Break (No classes)		
Week 10	3/17	Ratio Analysis	6	Ch 6
	3/19	Food and Beverage Pricing	7	
Week 11	3/24	Food and Beverage Pricing	7	
	3/26	Food and Beverage Pricing	7	
Week 12	3/31	Review for Exam 2		Ch 7
	4/2	Exam 2 (Chapter 5-7)		
Week 13	4/7	Guest Speaker (TBA)	9	
	4/9	Managerial Accounting for Costs		
Week 14	4/14	Managerial Accounting for Costs	9	Guest Speaker Summary 4/14
	4/16	Managerial Accounting for Costs / Budgeting	9 & 11	
Week 15	4/21	Budgeting	11	Ch 9
	4/23	All students must attend Tourism Symposium on April 22 (10am – 12pm) at Gateway Ballroom!		
Week 16	4/28	Budgeting	11	Ch 11
	4/30	Review for Final Exam		
Week 17	5/7	Final Exam (Chapters 9 & 11) Thursday, May 7, 10:30 am – 12:30 pm		

***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 Canvas class announcements.

College of Merchandising, Hospitality & Tourism
Syllabus Statements
Spring, 2020

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)***

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.

- **After the 12th class day, students cannot drop a course online** through your my.UNT Student Portal. 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

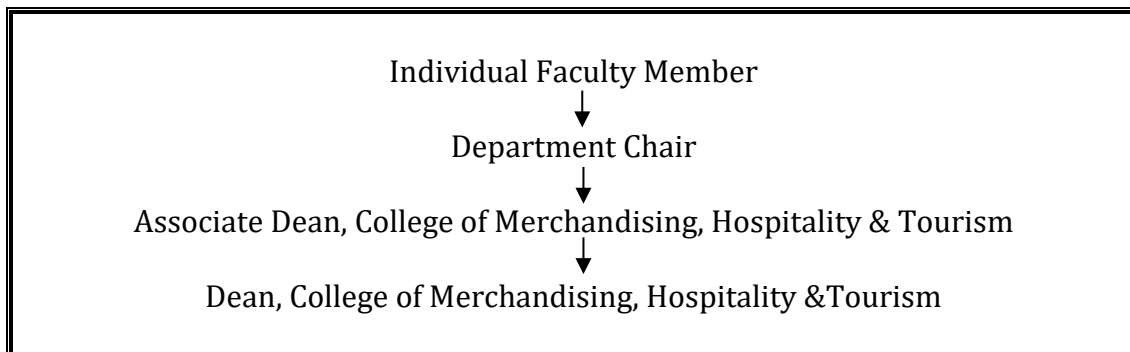
Dates and Deadlines

January 13	First day of class
January 17	Last day for change of schedule other than a drop. (Last day to add a class.)
January 20	MLK Day – No classes; University is closed
January 27	Census date –Students cannot be added to a course for any reason after this date.
March 9-13	Spring Break – No classes; University is closed
March 30	Last day for a student to drop a course and receive a W.
April 29-30	Pre-final days
April 30	Last class day
May 1	Reading day (no classes)
May 2-7	Final exams (Exams begin on Saturday)
May 7-10	Graduation ceremonies

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 <http://www.unt.edu/oda>. 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 penalties of 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.

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.
- Student 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.
- UNT'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 www.deanofstudents.unt.edu.

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).

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.

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.*

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.

Career Resources

Resume Help

For one-on-one help with your resume or other job-search skills, Ms. Janice Lader will have office hours in Chilton 388 on Tuesday and Wednesday afternoons from 2:00 to 4:00. Additional appointments are available in the Career Center if your schedule does not allow you to meet with her during these times.

Career Center

The Career Center is currently located in Chestnut Hall (just across the street from Chilton), and will be moving to Sage Hall sometime this year. They provide *free* help with resumes, interview skills, business cards, professional portraits, etc. They also host several recruiters throughout the year and host job fairs.

Internship / Career Industry Contact Opportunities

- In the fall semester, watch for information about the **Executive in Residence (EIR) Lecture**. This is an opportunity to hear about innovative industry and network with CMHT Board members and speakers.
- Also in fall, look for the **MDR Career Expo**, which provides opportunities to talk with recruiters and maybe interview on the spot! There may also be an opportunity to have lunch with recruiters.
- In the spring semester, watch for information about the **Consumer Experience Symposium**. The format will be similar to the EIR in that it affords you an opportunity to hear directly from industry and network with Board members and speakers.
- Spring semester also brings the **HTM Career Expo**, where our industry recruiters come to campus to visit with you!
- **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. These may be publicized in your classes and are posted on the bulletin board in that Chilton hallway.

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 Site - @UNTCMHT and @UNTHTM
- Instagram - @untcmht

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 UNT students. These laptops and the CMHT-IT Services desk will be available during the following hours:

Monday:	7:30AM – 9:30PM
Tuesday:	7:30AM – 9:30PM
Wednesday:	7:30AM – 9:30PM
Thursday:	7:30AM – 9:30PM
Friday:	7:30AM – 9:30PM

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 or visit us at <https://cmht.unt.edu/cmht-it-services> or give us a call at (940) 565-4227.

CMHT Student Computer Lab

Located on the 3rd floor of Chilton Hall, technology classroom **388** will be open for students as a computer lab Monday, Tuesday, Thursday and Friday between the hours of 1:00 PM – 5:00 PM and on Wednesdays from 8:00 AM to 12:00 PM (noon). In this computer lab, please take advantage of the space for your study time, group projects, tutoring or printing needs.

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.

Additional Information**Are You An F-1 Visa Holder?**

- 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 must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple 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 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) to get clarification before the one-week deadline.

HMGT 2480.002
Hospitality Accounting 2 – Managerial
Spring 2020

Syllabus Agreement Form

Worth 5 points

Detach this syllabus agreement and submit it (with signature) in class by **Tuesday, January 28**. 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: _____