HMGT 4300.401 – Survey of Beverages in the Hospitality Industry

Instructor Information

Dr. Han Wen

Department of Hospitality, Event, & Tourism Management

Office: Chilton Hall 359G

Online office hours: Thursday 1:00pm – 2:00pm (or by appointment)

Email: han.wen@unt.edu

Course Description, Structure, and Objectives

COURSE DESCRIPTION

A study of social beverages commonly used in the hospitality industry. The primary emphasis is on history, language, product identification and production and merchandising techniques for wines, beers, distilled spirits and non-alcoholic beverages. **Prerequisite: Students must be 21 years of age or older.**

The 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.

The 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 (PLOS)

- 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

1. To discuss the history of wines, beers, and distilled spirits. (PLO 3)
2. To define and explain commonly used terms associated with wines, beers, and distilled spirits. (PLO 3)
3. To examine and differentiate between the production techniques for wines, beers, and distilled spirits. (PLO3)
4. To compare and contrast different characteristics of wines, beers, and distilled spirits. (PLO 3)
5. To identify the types of alcoholic and non-alcoholic beverages available in today's hospitality management market and to examine current trends in beverage sales and consumption. (PLO 3)
6. To explain the legal issues related to serving alcoholic beverages within the hospitality industry. (PLO 4)
7. To recognize and practice responsible drinking. (PLO 4)
8. To examine the implications of alcoholism on personal and professional life. (PLO 4)

How to Succeed in this Course

COMMUNICATIONS:

Communication should be conducted through email. You may also meet me online during my posted office hours, but an appointment is strongly suggested to ensure that you will not have to wait.

Supporting Your Success and Creating an Inclusive Learning Environment

ADA accommodation:

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable 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 reasonable 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, refer to the Office of Disability Access https://studentaffairs.unt.edu/office-disability-accessLinks to an external site.. You may also contact ODA by phone at (940) 565-4323.

Academic success resources

*UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to unt.edu/success*Links to an external site. *and explore unt.edu/wellness*Links to an external site.. *To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.edu*Links to an external site..

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement and I also encourage you to review UNT's student code of conduct so that we

can all start with the same baseline civility understanding (Code of Student Conduct) (https://policy.unt.edu/policy/07-012).

F-1 Visa regulations:

Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for F-1 Visa (DOC) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

Recommended Materials

RECOMMENDED READING

- Gibson, M. (2010). The Sommelier Prep Course: An Introduction to the Wines, Beers, and Spirits of the World. Wiley.
- Available online at UNT Library: https://iii.library.unt.edu/search/?searcharg=The+Sommelier+Prep+Course%3A+An+Introduction+to+the+Wines%2C+Beers%2C+and+Spirits+of+the+World.&searchtype=X&searchscope=12Links to an external site.
- Blue, A. D. (2004). The complete book of spirits: A guide to their history, production, and enjoyment. Harper Collins.
- Alworth, J. (2015). The Beer Bible. Workman Publishing.

Course Requirements/Schedule

Class Schedule*

Course Schedule

Week	**Date**	**Topic**	**Assignments**
1	June 22	Module 1. Introduction to Wine	Quiz 1 (Due: June 29)

1	June 23	Module 2. Factors Affecting Wine Style and Quality	
1	June 24	Module 2. Factors Affecting Wine Style and Quality	Quiz 2 (Due: June 29)
1	June 25	Module 3. Food & Wine Pairing; Alcoholism	
2	June 29	Module 4&5. Wines of France	Quiz 3 (Due: July 6)
2	June 30	Module 4&5. Wines of France (2)	Quiz 4 (Due: July 6)
2	July 1	Module 6. Wines of Italy	
2	July 2	**Exam I**	**(Due: July 6)**
3	July 6	Module 7. Wines of Germany & Spain	Quiz 5 (Due: July 13)
3	July 7	Module 8&9. Wines of the United States	
3	July 8	Module 8&9. Wines of the United States	Quiz 6 (Due: July 13)
3	July 9	Napa Valley Case Study (Due: July 20)	
4	July 13	Module 10. Wines of Other Countries	Quiz 7 (Due: July 20)
4	July 14	Module 11. Fortified and Sweet Wines	

4	July 15	Module 12. Sparkling Wines	Quiz 8 (Due: July 20)
4	July 16	Module 13. Beer; the Brewing Process	Quiz 9 (Due: July 20)
5	July 20	Module 14. The Distillation Process; Brandies	Quiz 10 (Due: July 22)
5	July 21	Module 15. Whisky; Rum	
5	July 22	Module 16. Tequila; Vodka; Gin	
5	July 23	**Exam II**	**(Due: July 23)**

Students will be notified by Eagle Alert if there is a campus closing that will impact a class and that the calendar is subject to change, citing the Campus Closures Policy https://policy.unt.edu/policy/15-006Links to an external site..

REVISIONS

The instructor reserves the right to revise this syllabus, class schedule, and/or 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.

Assessing Your Work

EVALUATION CRITERIA

Coursework will be evaluated on the following basis:

Evaluation Criteria

Evaluation Criteria	**Points**
Napa Valley Case Study	50 points
Beverage Profile Assignment	50 points
Exam I	50 points
Exam II	50 points
Quizzes	100 points
Total	**300 points**

Exams and quizzes will be posted on Canvas; there will be no make-up allowed. Make-up exams and quizzes will be allowed **only** for serious reasons, i.e.:

1. Illness (confirmed by a physician)
2. Schedule conflicts, official school excuse, (and then only if the faculty member in charge of the course is notified prior to the scheduled exam time).

All quizzes are assignment quizzes posted on Canvas. Due dates are specified on Canvas; please mark your calendar accordingly to avoid missing quizzes and exams. The quizzes are open-book and open-note, and you'll have 30 minutes to complete each of them. Exams are open-book and open-note, and you will have 90 minutes to complete each exam.

Late submission of assignments: 10% late submission penalty of an assignment/project will apply per calendar day (e.g., 20% off for two calendar days, 100% off for ten calendar days).

The final grade for the course will be calculated on the following basis:

Final Grades

GRADE	**POINTS**

A=	270 – 300 points
B=	240 – 269 points
C=	210 – 239 points
D=	180 – 209 points
F=	179 and below

EXAMS

Exams will cover material presented in lecture modules and other indicated sources. Make-up exams are allowed only in the case of documented medical emergencies and documented UNT school activities.

College of Merchandising, Hospitality & Tourism

Syllabus Statements

Summer 2026 (All Sessions)

Advising and Degree Progression

Undergraduate 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: unt.edu***Links to an external site.Links to an external site.
- ***Email: cmhtadvising@unt.edu***

Prerequisites

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

Dropping a Course

- Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course. A decision to drop a course may affect your current and future financial aid eligibility.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course is the student's responsibility.

- Please see the instructions for dropping a class here: https://registrar.unt.edu/registration/dropping-classLinks to an external site.Links to an external site.There are different procedures for dropping a class depending on the time of semester.

Graduate Advising

- Graduate students should work on their degree plan and discuss their progress with their assigned academic advisor. If you do not know who your academic advisor is, contact your graduate program coordinator.

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/sapLinks to an external site.Links to an external site. 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:

Contact Information

Contact Information

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

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:

Communication Line

Communication Line

Individual Faculty Member

Department Chair

(Dr. Pookulangara if it is a class in MDR, Dr. Traynor if it is a class in HETM.)

Academic Associate Dean

(Dr. Kim, College of Merchandising, Hospitality & Tourism)

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.

Academic Integrity Guidance on GenAI

According to UNT guidelines, "Generative Artificial Intelligence (GenAI) refers to software systems and platforms that create new content, such as text, images, audio or video using generative models. These models identify patterns from large datasets, enabling them to generate data in response to specific prompts, which in many ways can resemble

human-created content." Read the course syllabus carefully to determine the course policy on GenAI use on class assignments, and the consequences of violating such policies.

Class Recordings

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 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-studentsLinks to an external site.Links to an external site..

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 damage 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).

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 Access (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 discuss the accommodation early in the semester 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 Access website at https://studentaffairs.unt.edu/office-disability-accessLinks to an external site.Links to an external site.. 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.

Career Resources

CMHT Career Coach

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

Career Center

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

Online Job Board and Social Media Sites

- CMHT Careers Group page on LinkedIn.

https://www.linkedin.com/groups/14137002/Links to an external site.Links to an external site.. This is a private group that current CMHT students and alumni can request to join.

- Facebook CMHT Careers Group - https://www.facebook.com/groups/CMHTCareers/Links to an external site.Links to an external site.
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - @untcmhtLinks to an external site.Links to an external site.
- UNT Handshake- https://careercenter.unt.edu/handshake.htmlLinks to an external site.Links to an external site.. Handshake provides students access to employment opportunities (FT, PT, Internships, and On Campus student employment), as well as career fairs and other career and professional development events on and off campus.

CMHT Career Expo

The next CMHT Career Expo will be Tuesday, September 22, 10am-1pm in Union 314. The link for students to view information in Handshake is at https://app.joinhandshake.com/career_fairs/a166cfe5-26c4-4cbc-8388-432011ad55b3/student_previewLinks to an external site.Links to an external site..

If you need to borrow professional clothing to wear, please go to the Diamond Eagle Clothing Closet on the first floor of Crumley Hall. The closet is available by appointment at https://studentaffairs.unt.edu/desresources/programs/clothing-closet.htmlLinks to an external site.Links to an external site. under the "Using the Closet" tab. For any questions, please contact the Diamond Eagle Student Resource Center at DESresources@unt.edu.

CMHT-IT Resources

CMHT-IT Services Student Laptop Checkout Information

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

Monday: 7:30AM – 9:00PM

Tuesday: 7:30AM – 9:00PM

Wednesday: 7:30AM – 9:00PM

Thursday: 7:30AM – 9:00PM

Friday: 7:30AM – 5:00PM

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 give us a call at (940) 565-4227.

UNT Citrix Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the UNT Citrix Virtual Lab. 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://academictechnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-optionsLinks to an external site.Links to an external site..

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

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 siteLinks to an external site.Links to an external site. (http://www.unt.edu/helpdesk/index.htm)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability:

- Saturday-Sunday: 11am-3pm
- Monday-Thursday: 8am-9pm
- Friday: 8am-5pm

UNT Libraries Laptop Checkout: https://library.unt.edu/services/laptop-checkout/Links to an external site.Links to an external site.

For additional support, visit Canvas Technical Help https://community.canvaslms.com/docs/DOC-10554-4212710328Links to an external site.Links to an external site. ()

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 websiteLinks to an external site.Links to an external site. (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Code of Conduct

According to the Code of Student Conduct,Links to an external site.Links to an external site. "The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development, as well as to hold students accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community."

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 jiyoung.kim@unt.edu and request that your name and image not be shared. Dr. Kim 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. You can find the Final Exam Schedule here: https://registrar.unt.edu/exams/final-exam-scheduleLinks to an external site.Links to an external site.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.eduLinks to an external site.Links to an external site. 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/eagleconnectLinks to an external site.Links to an external site..

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.eduLinks to an external site.Links to an external site..

- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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

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

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.