

CMHT 4001 Global Discovery (Farm Food Fashion)

On campus meetings: Friday, 11:10-12:10, Chilton 160B

For the local and remote trip schedules see Page 4. For updates, check Canvas Module- Schedule regularly

Name: Dr. Jiyoung Kim

Pronouns: she, her, hers

Office Location: Chilton Hall 331D

Office Hours: Mon 1-3pm. Contact me to schedule an appointment! Scheduling your appointment ahead of time always helps to reduce the line out my door. Zoom meetings can be scheduled as well.

Email: Please send your class-related email to jiyoung.kim@unt.edu.

In this class, we will

Experience fashion, home furnishings, and hospitality industries through visits to manufacturing facilities, retail establishments, museums, historical structures, hotels, restaurants and industry supported organizations. Specific topics include resilient food and fiber supply chain and innovative production and agriculture. Pre-trip and post-trip classes required.

After taking this class, you will be able to

1. Identify diverse agricultural practices in the food and fiber industries.
2. Understand the principles behind sustainable production systems in the food and fiber industries.
3. Analyze the environmental, social and economic impacts associated with different stages of the supply chain.
4. Engage with sustainable communities.
5. Evaluate challenges, success and opportunities in implementing sustainable practices.
6. Develop and propose strategies for improvement in the industry.

Materials

Lectures: Posted on Canvas

Weekly readings and Assignments: Posted on Canvas.

Course Assignment

Detailed guidelines for each assignment are in separate documents posted on Canvas.

Assignment	Due dates	Points Possible
Pre-class Assignment	Due Thursday 11:59pm	30 each
Post-class Assignment	Due Wednesday the week after at 11:59pm	30 each
Online Assignment	Due Wednesday the week after at 11:59pm	30 each
Attendance		30 each
Case Study	Paper Due 12/6 (Sun) at 11:59pm	50
	Presentation Due 12/9 (Tues) at 11:59am	50

A = 90% and up

B = 80% or greater, and less than 90%

C = 70% or greater, and less than 80%

D = 60% or greater, and less than 70%

F = Less than 60%

Pre-class Assignment (30 pts each)

- Before each class period, either it be remote trip, local trip or guest lecture, students will complete the Pre- class assignment to research and prepare for the discussion.
- Pre-class assignment guideline will be published the previous week on Thursday 11:59pm. It is due every week on Thursday 11:59pm.
- Details of the assignment requirement changes every week depending on what is scheduled. The content of the assignment is linked to the trip or guest lecture we are having in class. There is no page requirement, but usually final papers range from 2-3 pages, double space

Post-class Assignment (30 pts each)

- After each class period, students will submit the Post- class assignment to reflect on the learning.
- Post-class assignment is due the week after on Wednesday 11:59pm.
- There is no page requirement, but usually final papers range from 2-4 pages, double space.
- Include in Word doc (you can convert to pdf if it's too large to submit):
 - o A description of the company or organization and/or the person met including the position.
 - o What you have learned: provide 3 major points. Explain details of what you learned and link it to the Pre-trip research you have done.
 - o Questions you asked and the response

o The picture of the notes you have taken: you will need to take notepads to the meetings. For guest lectures, rather than typing on the laptop, engage in the discussion and take notes. Collect business cards, pamphlets, photos, ads, and any other relevant information to document your experience.

Case study (100 pts)

Case study is the final project of the class. Students will select one case study from the Case Study Guideline to write a paper on and present in class. Specific guideline for this project will be published before during the first week of October, after major portions of the visits are done.

Course Policies

Communication

Send your class-related email to jiyoung.kim@unt.edu. I will also ask for your cell phone numbers and emergency contact information as there might be situations when you need to reach me over the phone while we are on a trip.

You will receive a reply within 48 hours. When sending e-mails, be sure to put “CMHT 4001 (or 5000)” and a brief reason why you are emailing in the Subject line. Check Online Communication Tips (<https://clear.unt.edu/online-communication-tips>), a very brief guideline for you to follow when you are emailing me

Attendance Policy

Participation during the trips and meetings is extremely important. We represent School of Merchandising and Hospitality Management, G. Brint Ryan College of Business and University of North Texas when we meet with the guest speakers or go on a trip. Punctuality, alertness, and participation in discussion will influence the grade received.

- Ten points will be deducted for each tardy to a scheduled meeting.
- Your final grade will be docked at one letter grade for missing any scheduled meetings without meeting the conditions 1) the student notifies the instructor within 24 hours of the scheduled meeting time; 2) the circumstances are extenuating; 3) the student presents proof of the circumstances.
- There might be some meetings that you might not be able to make because the trip is outside of the scheduled class time (Fri 11:10-2:00). As soon as you know it conflicts with your class or work, let the instructor know to avoid penalty. The circumstances will be assessed according to the three conditions specified above.
- Students must be alert during scheduled sessions and be prepared to ask insightful and meaningful questions to the presenters.
- Remember to take notes to put in your journal or post- trip assignment at each meeting.
- Take some time looking at your itinerary and research the companies you will be visiting and try to develop questions ahead of time.
- If you are falling asleep or otherwise not paying attention, points will be deducted.

- It is critical that you arrive 5-10 minutes before the meeting times for all off-campus trips. The group will not wait for anyone that is late. Therefore, come dressed appropriately based on the activity. For example, student attire for farm visits would consist of outdoor boots, rain boots or steel toe boots worn with jeans, lightweight shirt and sunscreen.
- **Professionalism:** Students are expected to always conduct themselves as professionals. Any conduct that will bring embarrassment to SMHM, RCOB or the university will not be tolerated whether during organized activities or free time. If a student's behavior is inappropriate or illegal, the instructor reserves the right to send the student home immediately at the expense of the student. In this case, the student will receive an "F" for the course, and their conduct will be reported to the Dean of Student's Office.

Late Work

All assignments' due dates/times are specified in the assignment guideline. Late assignments will not be accepted unless they meet all three conditions; 1) the student notifies the instructor within 24 hours of the scheduled exam time/ or assignment due date; 2) the circumstances are extenuating; 3) the student presents proof of the circumstances.

Assignment Policy

All due dates will be specified on the assignment guideline, syllabus schedule, and on Canvas.

If you are unable to complete your assignment due to technical difficulty or other extenuating circumstances, contact the instructor immediately. For technical difficulties, contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and document the remedy ticket number before contacting me.

- Assignment guidelines will be posted on Canvas.
- Students should submit original work using the assigned concepts.
- Cheating, plagiarism, and facilitating academic dishonesty on the project will result in either a 0 grade for the exam or failure in the course depending upon the magnitude of the academic misconduct.

Turnitin will be used for assignment submission to check plagiarism. It reports the match between the students' work and other sources including online resources, other student work and AI generated content. If the report shows a match of over 30%, your assignment will get an additional review. If the assignment was found to have violated academic integrity, the assignment may result in a 0 point or failure in the course depending upon the magnitude of the academic misconduct.

Gen AI: Limited Use

In this course, the use of GenAI tools is limited as directed by the instructor. Undisclosed AI use is academic misconduct. Submitting work that uses generative AI without required disclosure and documentation misrepresents authorship and the learning process. Generative AI should support learning and not replace your thinking.

1. AI used for grammar check and improving the flow of the writing ONLY. Since this course offers experiential, hands-on learning, writing should reflect your thought and opinion not from AI.
2. In case you use AI for the reasons allowed in #1, provide a statement at the end of the writing that indicates how it was used and the name of the AI tool.
“I used **[tool]** on **[date]** to **[purpose]**. Output was **[accepted/modified/rejected]** and used in **[section(s)]**. I verified accuracy and the final submission reflects my research and reasoning.”
3. Instructor review may include process checks. Instructors may review your work for alignment with course/assignment AI guidelines and may request a brief explanation of your process (e.g., prompts used, drafts, or a short reflection) when questions arise.
4. Depending on the severity of the violation, consequences may range from feedback/revision to grade penalties and/or university academic integrity reporting. No student will receive an automatic penalty based solely on an AI-detection “flag.”
5. AI is not a scholarly source. Do not use AI-generated references/citations. You are responsible for verifying accuracy, checking for hallucinations, bias, and oversimplified or generic content.
6. Privacy and data protection. Do not enter or upload personally identifying, confidential, or sensitive information into generative AI systems.

Instructor Feedback

Grades will be posted within a week from the date the assignment is due. Since this is experience-focused class, I have learned that grading individual work and providing feedback for this class can take longer than some of my other classes that use multiple choice, simple quizzes, or short essays. You are welcome to contact me with any concerns or questions regarding your assignment.

Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals’ experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.

- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.

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

Course Evaluation

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

School of Merchandising and Hospitality Management
Syllabus Statements
Fall 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:** appointments.unt.edu
- **Email:** cmhtadvising@unt.edu

Prerequisites

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed (a grade of C or better) before enrollment in another course. All prerequisites are included in 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 SMHM 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

- 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 is the student's responsibility.
- There are different procedures for dropping a class depending on the time of semester. Please see the instructions for dropping a class here:
<https://registrar.unt.edu/registration/dropping-class>

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.
 - Hospitality, Event and Tourism Management: Dr. Jihye Min
 - Merchandising and Digital Retailing: Dr. Kiseol Yang

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?

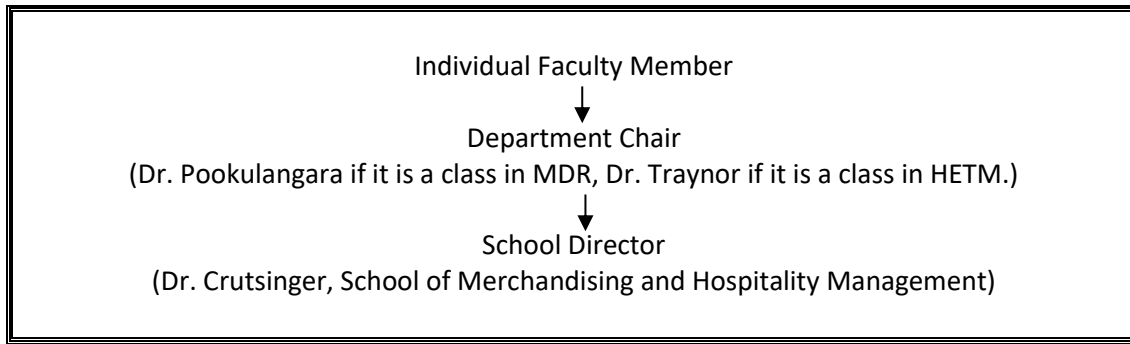
The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas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

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 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, "The "unauthorized" use of any person or technology that assists in a student's assignment, project, or paper is considered cheating under the UNT Student Academic Integrity Policy (UNT Policy 6.003). Unless a professor or instructor gives explicit "authorization," AI cannot be used to complete assignments, projects, or papers. Doing so will result in a "cheating" violation." 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?

- 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 Student Code of Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://studentaffairs.unt.edu/dean-of-students>.

The School of Merchandising and Hospitality Management 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 School of Merchandising and Hospitality Management 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-access>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Career Resources

SMHM 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/>.

Online Job Board and Social Media Sites

- SMHM Careers Group page on LinkedIn. <https://www.linkedin.com/groups/14137002/>. This is a private group that current SMHM students and alumni can request to join.
- Facebook Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - [@untcmht](https://www.instagram.com/untcmht)
- UNT Handshake- <https://careercenter.unt.edu/handshake.html>. 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.

SMHM Career Expo

The next SMHM 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_preview.

If you need to borrow professional clothing to wear, please go to the Diamond Eagle Clothing Closet(former Center for Fraternity and Sorority Life building on Welch St. <https://studentaffairs.unt.edu/desresources/index.html>) The closet is available by appointment at <https://studentaffairs.unt.edu/desresources/programs/clothing-closet.html> under the "Using the Closet" tab. For any questions, please contact the Diamond Eagle Student Resource Center at DESresources@unt.edu.

IT Resources

UNT Citrix Virtual Lab

UNT Students currently enrolled in a SMHM 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-options>.

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

UIT Help Desk

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

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 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/>

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

Additional Information

Are You An F-1 Visa Holder?

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in

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

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

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

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

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

Student Code of Conduct

According to the [Code of Student Conduct](#), "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 School actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the SMHM 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 Thanalakshimi.Arumagam@unt.edu and request that your name and image not be shared. We will share this information with the IT staff and the faculty who post to social media. Faculty and staff are asked to honor your wishes without question.

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

What is SPOT?

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

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

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

Do you know what you may be missing?

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

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

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

Sexual Assault Prevention

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

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

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

Retention of Student Records (Policy 10.10)

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.