

## MDSE 4750.403 Managing Diverse Workforce

Spring 2026 16 Week, 100% Online

**Name:** Dr. Jiyoung Kim

**Office Location:** Chilton Hall 331D

**Office Hours:** Contact me to schedule an appointment for a Zoom or in-person meeting.

**Email:** Please send your class-related email through [Canvas message](#). If you have personal concerns or other matters you would like to communicate with me, send an email to [jiyoung.kim@unt.edu](mailto:jiyoung.kim@unt.edu).

### In this class, we will cover...

Workforce diversity provides strength in the current global business environment. This course investigates the concepts, policies, and practices facing professionals in the global workplace. Effective workplace interactions result when personnel hold a global perspective that incorporates an appreciation and understanding of human diversity. Personnel who perceive themselves as global employees are a critical element in business success. Managing a diverse workforce requires working effectively with people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics. This diverse workforce may be employed in one locale, region, or nation, or it may span several countries or the world. CMHT 4750 Managing a Diverse Workforce is a core course for students in the College of Merchandising, Hospitality and Tourism Management.

### After taking this class, you will be able to...

1. Analyze global implications for human relations and workforce productivity (PLO3)
2. Increase understanding of multicultural issues (PLO3)
3. Analyze the differences in communication techniques, work styles, and positive methods of motivation between the different generations in the workplace (PLO5)
4. Assess workplace diversity as it relates to working effectively with people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics (PLO3)
5. Develop an understanding of privilege and its effect on the workplace (PLO3)
6. Practice employee problem-solving skills that are appropriate in a diverse workforce (PLO3)
7. Develop methods for recognizing and reducing prejudice and stereotyping (PLO3)
8. Recognize gender/family issues such as dual careers, childcare, elder care, flexible schedules, time management, and stereotypes (PLO1)
9. Develop an awareness of sexual harassment issues in the workplace and demonstrate managerial techniques for creating a work environment free from harassment (PLO3)
10. Develop techniques for conflict resolution (PLO5)
11. Create a corporate culture that values workforce diversity (PLO3)
12. Recognize the importance of religion and culture in today's workplace (PLO3)

### Materials

This course is 100% online. Modules will open weekly on Monday at 12:01am and will need to be completed within the timeframe given.

### Course Assignment

Assignment	Points Possible	Details
Course Photo Album	10 pts	<ul style="list-style-type: none"> <li>• See Canvas for details</li> </ul>
Pre-class survey	10pts	<ul style="list-style-type: none"> <li>• See Canvas for details</li> </ul>
Weekly Module and Assignment	50 pts each	<ul style="list-style-type: none"> <li>• Every week, you need to complete a module and an assignment. Module and Assignment open at 12:01 every Monday. Assignments are due 11:59 every Sunday</li> <li>• The format of the Assignment varies- it can be a written essay, a video diary, or a group discussion depending on the week. Check the Weekly Assignment under the “Module” on Canvas for detailed instruction each week.</li> <li>• Open the Module and Assignment early in the week to make sure you have enough time to complete it.</li> </ul>
Insight Check	10 pts each	<ul style="list-style-type: none"> <li>• Insight Checks will be embedded within the module for content reflection and engagement.</li> <li>• The format varies- it can be a short survey, discussion post, or a quiz.</li> <li>• Number of Insight Checks differ for each Module. Read the module thoroughly to complete all of them.</li> </ul>
Extra Credit Opportunities	Varies	<ul style="list-style-type: none"> <li>• Extra credit opportunities will be provided throughout the semester.</li> <li>• The opportunities will either be embedded within the module to reflect your engagement or announced in advance.</li> </ul>
Case Research Project	100	<ul style="list-style-type: none"> <li>• Case Research Project is the final project for the class.</li> <li>• Detailed instruction will be posted on Canvas on Week 5, after we cover the foundational knowledge in Module 1-4</li> <li>• Case Research Project is due 5/5 Tuesday at 11:59pm</li> </ul>

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%

### Course Policies

#### Course Announcement and Materials

- Weekly announcements (e.g., assignments, schedule changes) will be posted highlighting important information. It is an individual student’s responsibility to check and comply with all announcements that are made on the course Announcements.
- Weekly assigned modules and assignments will be available every Mondays 12:01 AM under Modules.

This syllabus is subject to change when the instructor deems it necessary to achieve course objectives.

### Online Class Attendance

- Online class attendance will be checked by Weekly Assignments and Insight Checks.
- A student failing to check and comply with an announcement will be considered as not attending the online course for one week. No late assignment will be accepted. Please send me an image of your favorite animal to my Canvas email copying our TA Clancy Owoo, for 5 points before 1/18 Sunday. This is to prove that you read the syllabus.

### Assignment Policy

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

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](mailto: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.

### AI Policy

- 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.
- **Limited Use:** In this course, the use of GenAI tools is limited to grammar checks and flow improvement. Students are prohibited to generate their writing using GenAI since this class focuses on critical thinking and thought development as a leader. Train your brain. Not AI.
- If you used AI in any of the writing for grammar checks and flow improvement, you must indicate it at the bottom of your submission- what tool you used and in what paragraph. It is important to save your original writing (i.e., the rough draft that you fed to GenAI and the prompt you used to improve it), in case the instructor questions. Again, do not generate content using GenAI and submit it as your work.
- Instructors will monitor GenAI use and will check student work for ethical use according to their policies.
- If the assignment was found to have violated the GenAI policy for this course, the assignment may result in a 0 point or failure in the course depending upon the magnitude of the academic misconduct.
- To protect student data privacy, students are prohibited from the submission of personally identifying information to Generative AI systems.

### Instructor Feedback

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

### Late Work

All assignments' due dates/times are specified in the assignment guideline. Late assignments will not be accepted unless it meets 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.

### Communication

Send your class-related email through Canvas message. If you have personal concerns or other matters you would like to communicate with me, send an email to [jyoung.kim@unt.edu](mailto:jyoung.kim@unt.edu).

You will receive a reply within 48 hours. When sending e-mails, be sure to put “CMHT 4750” 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. Instead of an image of your favorite animal, send me an image of your favorite movie star for 10 points before 1/18 Sunday to my Canvas email copying our TA Clancy Owoo. If you only send me an animal image, you will receive 5 points. If you send me movie star image, you will receive 10 points. If you send me both, you will receive 15! This is to prove that you read the syllabus.

### 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.
- 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.
- Keep in mind that online posts can be permanent, so think first before you type.

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

This syllabus is subject to change when the instructor deems it necessary to achieve course objectives.

### Course Evaluation

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

### Course Technology & Skills

#### Minimum Technology Requirements

- Computer
- Microsoft Office Suite (Word and power point)
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

#### Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course:

- Using Canvas
- Using email with attachments
- Using presentation and graphics programs

Module		Assignment Due dates
1	1/12-1/18	Module 1 Introduction Assignment 1
2	1/19-1/25	Module 2 Understanding Workplace Diversity Course Photo Album Pre Class Survey Assignment 2
3	1/26-2/1	Module 3 Social Identity Assignment 3
4	2/2-2/8	Module 4 A Class Divided Assignment 4
5	2/9-2/15	Module 5 Distinguishing Differences and Conflict Case Research Project guideline opens Assignment 5
6	2/16-2/22	Module 6 Legal Framework Assignment 6
7	2/23-3/1	Module 7 Multicultural Awareness Assignment 7
8	3/2-3/8	Module 8 Global Workforce Assignment 8
	3/9-3/15	<b>Spring Break</b> <b>Nothing due!</b>
9	3/16-3/22	Module 9 Understanding the Gap Assignment 9
10	3/23-3/29	Module 10 Accessibility Assignment 10
11	3/30-4/5	Module 11 The Invisibles Assignment 11
12	4/6-4/12	Module 12 Attracting Talent Assignment 12
13	4/13-4/19	Module 13 Being an Only Assignment 13
14	4/20-4/26	Module 14 Effective Communication Assignment 14
15	4/27-5/3	Module 15 Leadership Assignment 15
16	5/4-5/8	Final Exam Week Case Research Project due 5/5 Tuesday at 11:59pm

**College of Merchandising, Hospitality & Tourism**  
**Syllabus Statements**  
**Spring 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](https://appointments.unt.edu)**
- **Email: [cmhtadvising@unt.edu](mailto:cmhtadvising@unt.edu)**

**Prerequisites**

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed (a grade of C or better) before enrollment in another course. All prerequisites are included in 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 12<sup>th</sup> class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- ***Students cannot be reinstated for any reason after the 12<sup>th</sup> class day regardless of 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.

### 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?

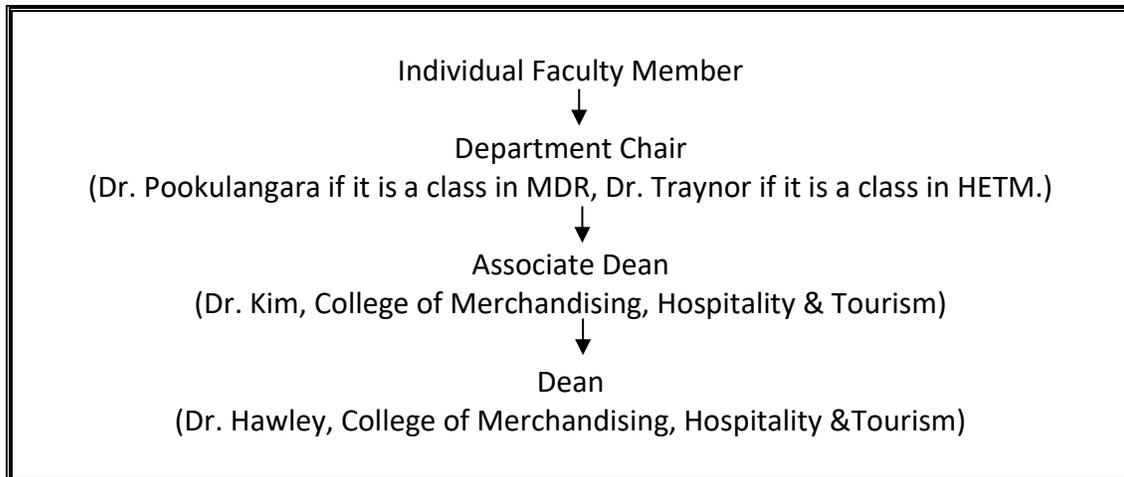
The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas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

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional 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-access>. You may also contact them by phone at 940.565.4323.

### **Are you aware of safety regulations?**

This syllabus is subject to change when the instructor deems it necessary to achieve course objectives.

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](mailto:Dee.Wilson@unt.edu)) is our Career Center Coach. Contact her for an appointment through [navigate.unt.edu](http://navigate.unt.edu) or drop by her office in Chilton 333.

### **Career Center**

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

<https://careercenter.unt.edu/>.

### **Online Job Board and Social Media Sites**

- CMHT Careers Group page on LinkedIn. <https://www.linkedin.com/groups/14137002/>. 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/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - [@untcmht](https://www.instagram.com/untcmht)

### **CMHT Career Expo**

The next CMHT Career Expo will be Wednesday, February 18, 2026, 10am-1pm in Union 314. You can find all information here:

[https://app.joinhandshake.com/career\\_fairs/0453e14d-9c45-48da-8a62-89ab1ccaec24/student\\_preview](https://app.joinhandshake.com/career_fairs/0453e14d-9c45-48da-8a62-89ab1ccaec24/student_preview).

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.html> under the “Using the Closet” tab. For any questions, please contact the Diamond Eagle Student Resource Center at [DESresources@unt.edu](mailto:DESresources@unt.edu).

## CMHT-IT Resources

### CMHT-IT Services Student Laptop Checkout Information

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

Monday: 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://academictchnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-options>.

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 site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

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

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 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/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

### University of North Texas Compliance

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

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

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

### **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 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 [jyoung.kim@unt.edu](mailto:jyoung.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. Please check the calendar early in the semester to avoid any schedule conflicts. You can find the Final Exam Schedule here: <https://registrar.unt.edu/exams/final-exam-schedule>

### **Do you know what you may be missing?**

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

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

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

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and

connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

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

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

### **Retention of Student Records**

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