

INTRODUCTION TO PROFESSIONAL FOOD PREPARATION

HMGT 1470

COURSE SYLLABUS, Fall 2013

INSTRUCTOR: Jodi Lee Duryea
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REQUIRED TEXT: Professional Cooking 7th edition, by W. Gisslen, Wiley & Sons 2009.

ONLINE COMPONENT: <http://learn.unt.edu>

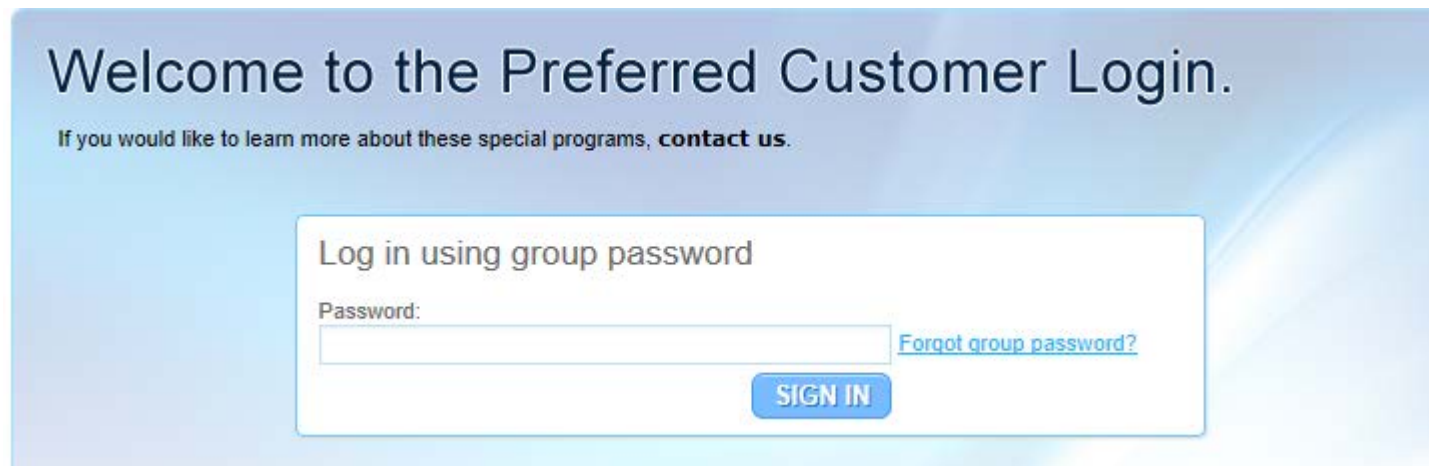
REQUIRED SUPPLIES: Lab Uniform

1. white chef hat***prefer the white skull cap but if it doesn't fit get the classic chef hat.
 2. white chef coat*** with School's logo and your name monogramed or iron-on left side over pocket
 3. checkered or black cook's pants***
- *** These items can purchase online at

<http://www.chefuniformsofdallas.com>

click on Blue LOGIN link... on right hand side at bottom of home page... Company and Department / Group Sales and Preferred Clients TAB

on the log in using group password...see below type in **unt** as your password



Welcome to the Preferred Customer Login.

If you would like to learn more about these special programs, **contact us.**

Log in using group password

Password:

[Forgot group password?](#)

SIGN IN

This will take you to your store.

or Leonard Sloan in Dallas and save shipping must call for appointment!

4. Socks
5. Black rubber soled, closed toe shoes non-slip and oil resistant (No ballet type flats)
6. # 2 pencils for exams and quizzes.
7. Calculator
8. Notebook or note pad

Optional Items: Bibb Apron, neckerchief (the website also offers a tool kit, this is not required or needed but we thought some of you might be interested so we included it)

PREREQUISITE: HMGT 1420 Food Sanitation must have been taken prior to this class or may be taken along with this class.

CLASS MEETINGS: Lecture: Monday 10:00am-11:50am Chilton 345 Tuesday 3:30 - 5:20 pm WH 322 Lab: Wednesday 9:00- 11:50 am CHIL 322 Thursday 9:30am -12:20 CHIL 322 Thursday 2:00- 4:50 pm CHIL 322 Friday 9:00am-11:50 am CHIL 322	OFFICE HOURS: Monday 9:00-10:00 am Tuesday 2:00- 3:00pm Wednesday 1:00- 2:00pm Thursday 1:00- 2:00pm Friday 8:00-8:50 am Or by appointment.
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Learning Outcomes: The student will be able to:
Identify the basic food preparation principles and techniques used in hotels, restaurants, clubs, fast-food franchises and institutional feeding establishments.
Explain the terminology associated with food preparation and service.
Analyze the basic food science principles that affect the outcome of the finished food product.
Identify some of the factors that affect preparation planning.
Identify levels of quality in food products and distinguish differences.
Implement correct sanitation procedures.
Demonstrate correct sanitary and safety procedures when handling food products, utensils and equipment.
Demonstrate correct knife skills.
Demonstrate correct procedures for using utensils and equipment and for basic food preparation techniques.
Develop a professional attitude about the workplace.
Demonstrate socially responsible behavior in the lab.

COURSE ADMINISTRATION:	
ATTENDANCE:	
PARTICIPATION	Participation will be evaluated based on attendance and participation in class discussions. Unexcused absences will result in a loss of participation grade. Students are expected to come to class prepared and will be evaluated on contributions made to class discussions.
LECTURE ATTENDANCE:	Attendance will be taken throughout the semester. This is not a correspondence course. You need to be here. Lectures will often include material beyond the scope of the text. Therefore, attending classes will be the best way to assure learning of all topics discussed. Your participation score is based on your participation in lecture.
LAB ATTENDANCE:	Attendance is required. There will be no make-up for laboratories past the week of the scheduled lab. If the student contacts me and has a valid excuse they may be allowed a make up lab scheduled at a different time during the same week. One laboratory grade will not count against the student to cover a documented emergency or illness and the instructor must be contacted before or by the following class period. Please provide copies of documented material for excused absences. Students not missing any laboratories will earn up to 15 extra points. Please be aware that even an excused absence means a loss of points!
TARDINESS:	Tardiness often results in missed announcements and disrupts the class. Furthermore, it is essential that students arrive to lab sessions promptly to receive instructions. Each student is assigned to a lab station with another student as a team. Tardiness and absenteeism puts your lab partner at a disadvantage in this team effort. *Students will lose up to 5 points for being more than 5 minutes late to lab each time they are late.
POLICY ON ATTENDANCE:	Written documentation of excused absences must be presented to the instructor. Three (3) unexcused absences (including both lecture and lab) will have an adverse effect on your grade. It will be very difficult to pass the class if a student misses more than three labs. Read the current Student Handbook for more information.

STUDENT COURSE RESPONSIBILITIES AND PROCEDURES:	
TEXTBOOK AND LAB Recipes:	Textbook, power points and lab recipes should be brought to each lecture. There will be references and assignments from the book in lecture and lab.
RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Students will be responsible for all material presented in lecture, lab, and what is specified in the textbook and on black board. 2. All exams must be taken when scheduled. 3. All assignments must be turned in on time to receive credit. Late, unexcused assignments will not receive credit. Student will lose 15% for every day late. 4. It is the student's responsibility to seek help when problems with the course arise. Please come by and see the instructor as soon as you experience a problem.
LAB REQUIREMENTS:	<ol style="list-style-type: none"> 1. All students MUST wear the required uniform in the food laboratory (see supplies). Please come to lab dressed in uniform, there are lockers to store your items in during the lab. Please limit jewelry to a watch and smooth rings. Necklaces, if worn, must remain inside chef's coat. Long hair must be <u>Completely</u> restrained and bangs must be kept under hat. Part of your lab grade is coming in proper uniform. Please bring a lock with you for the lab.
	<ol style="list-style-type: none"> 2. Always wash hands with soap and water before working with food, after each time the restroom is visited and after any cough or sneeze. (Please leave the food prep area if you must cough or sneeze or if you are ill.)
LAB CLEAN UP DUTY:	<p>Each student is required to clean and return all articles used in the lab to storage. Make sure your station is clean and in order. For every lab each station will be assigned a specific clean-up duty in addition to cleaning their station. A clean-up schedule will be posted. NO ONE WILL LEAVE THE LAB UNTIL THE CLEAN UP OF THE INDIVIDUAL STATION AND SPECIFIC DUTY HAS BEEN COMPLETED. NO ONE IS TO LEAVE THE LAB UNTIL DISMISSED BY THE INSTRUCTOR.</p> <p>Do Not change until you have been dismissed.</p>
Decorum in Classroom and Lab:	Cell phones should be turned off, unless special exceptions are made with the Instructor. Language and dress are expected to be clean and appropriate. Help each other to finish on time and during cleanup.
	<p>You may bring non-alcoholic beverages to lab and lecture. They must be in closed, non-breakable re-usable containers. No disposable drink containers will be allowed in the kitchen.</p>

GRADING CRITERIA		
Assignment/activity	Total grade	Your score
Participation in lecture	30	
Three (3) Major Exams @ 100 pts. each	100	
	100	
	100	
Final exam	150	
Assignments (variable points)		
Conversion Assignment	15	
Costing Assignment	20	
Thanksgiving Assignment	20	
Quiz grades	125	
Lab Grades	165	
Extra Credit	-----	
Social responsibility assignment	20	
TOTAL		

EXPLANATION OF GRADING CRITERIA	
Chapter Exams	Chapter material from the book along with any other material covered in class from lecture, guest speakers, video, etc. is testable.
Final Exam	It is comprehensive covering material over the entire course.
Assignments	Written or worksheet assignments will be given periodically throughout the semester. Points for each assignment will vary.
Quizzes	Every chapter will have a short quiz. The quizzes must be taken the week they are lectured on. Each quiz will be available the week that we go over the material in class and must be taken by that Sunday at midnight on Blackboard. The quizzes will be worth 5 points each and the lowest two will be dropped. There will be approximately 27 quizzes worth 5 points each.

Laboratory Grade	This grade is based upon knowledge of your recipe, timeliness, participation and attitude in lab, and completion of cleaning duties. You must arrive on time and be dressed for lab. Each lab (11-12 total) is worth 15 points.
	*** You must have your complete uniform on at the beginning of lab. If you do not have your hat, a hairnet will be provided. Only a chef's hat or hairnet will be worn in lab!!!! 5 points will be deducted from your lab score if proper uniform is not worn during lab. 1 point for each item not worn including not having your hat.
	Part of everyone's grade is recycling, using older but still good items before the new, cleaning, and generally showing a responsible attitude towards the day's production.
Production Schedule	<p>You will complete a production schedule based on the recipes assigned to you for each lab period. Read recipes carefully and then coordinate your time in lab with the steps in the different recipes.</p> <p>Be sure to reference the page number in the text book with the techniques that will be used and a similar recipe or technique if there isn't an exact recipe in the book.</p> <p>Reading the techniques discussed in the book will make applying them in lab much more effective. Watching the you tube videos on Blackboard will help your day go more smoothly.</p> <p>The production sheet must be completed before you come to lab. The instructor will check the production sheet. 5 Points will be deducted for not having this ready from your lab grade.</p>
Extra Credit	<p>There is a possibility of extra points for the following:</p> <ul style="list-style-type: none"> • Attending one lunch at the Club at the Gateway center. Bring receipt for credit. Reservation must be made by going to the CMHT website and clicking on the Club at the Gateway center. Cash only or tickets – No credit cards accepted. • Executive in Residence (EIR) October 23, 2013

TENTATIVE SCHEDULE FOR HMGT 1470.001, 002, 302, 303, 304 & 305		
(Lecture or an equivalent will follow each exam).		
DATE	CHAPTER	TOPIC
August 28-30	1&2	Intro. To Class, Professionalism, Sanitation and Safety
September 2	No class	
September 3	3 & 5	Tools and Equipment, Recipes and cost management
Sept 4-6	4 & 7	Basic Cooking Principles, Costing
Sept 9-10	8 & 21 Conversion Due	Mise en Place, stocks & sauces, Salads & Mayonnaise
Sept. 11-13	Lab: Salads Lab Begins: Must have complete uniform	knife skill videos
Sept 16-17	9 & 18 Recipe Costing Due	Soups & potatoes
Sept. 18-20	Lab: Soups & potatoes	
Sept. 23-24	24,25 Exam #1/ lecture after exam! (Ch. 1, 2, 3, 4, 5, 7, 8, 9 & 21)	Dairy Products (25) Breakfast prep (24)
Sept. 25-27	Lab: Eggs, Dairy	
Sept 30 & Oct 1	16,17,19	Vegetables and Starches
Oct. 2-4	Lab: Vegetables and Starches	
Oct. 7-8	10,11	Meat
Oct. 9-11	Lab: Sautéing and pan frying meat, potatoes	
Oct. 14-15	12,13 Exam #2 (Ch. 16,17,18,19,24,25)	Poultry
Oct. 16-18	Lab: Combination methods chicken, rice pilaf	
Oct. 21-22	14,15	Fish & Shellfish
Oct. 23-25	Lab: Poaching and steaming Fish & Shellfish, grain pilaf & risotto	
Oct. 28-29	29, 31	Intro to Bakeshop Quick Breads

Oct. 30, 31, Nov1	Lab: Quick Breads	
November 4-5	30 Exam #3 (Ch. 10-15)	Yeast Breads
Nov.6-8	Lab: Yeast Breads	
Nov. 11-12	34,35	Pies, Custards
Nov. 13-15	Lab: Pies & custards	
Nov. 18-19	32	Cakes & Frostings
Nov. 20-22	Lab: Cakes and Frostings Friday lab will do Mandatory clean up, do not miss and expect to stay longer.	
Nov. 25,26,27	TBA	
Nov 28-29	No Class	
Dec. 2-4	Review for final. Bring your favorite food to class.	Will meet in LAB!!!!
Dec. 4-5	Mandatory Clean-up lab.	Incomplete will be given to those that do not attend unless you have earned an "F"
Monday lecture will be Dec 9 th from 8-10 am Tuesday lecture will be Dec 10 th from 1:30-3:30pm	Final Exam	

This schedule may change or be rearranged due to guest speaker opportunities,
additional information or other unforeseen conflicts.

**This class is a great way to learn some basic cooking skills that will be
useful for the rest of your lives. I am here to encourage you and am
available for help. Please contact me if I can be of assistance.**

Vision of the Hospitality & Tourism Management Program

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

Mission of the Hospitality & Tourism Management Program

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

Program Learning Outcomes

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

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

ACADEMIC REQUIREMENTS

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

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

- Continuing students majoring in Hospitality and Tourism Management are required to have a minimum grade point average of at least 2.35 on all courses completed at UNT.
- A grade of C or above must be earned in each merchandising, digital retailing, hospitality and tourism management course completed in residence or transferred to UNT.

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

- A minimum of 2.5 grade point average in the professional field, with minimum grades of C required in all CMHT, MDSE, HFMD, DRTL and HMGT courses.
- A minimum of 2.5 grade point average in all courses completed at UNT.
- A minimum of 2.5 grade point average in all work attempted, including transfer, correspondence, extension and residence work.

Important for Timely Graduation

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

For additional information regarding requirements and policies, refer to the 2013-2014 Undergraduate Catalog.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility.

Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your CMHT academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

- Beginning in Fall 2012, all first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.
- **Advising Contact Information (Chilton Hall 385):**
To make an appointment, call 940.565.4635

CMHT Advising Director
Advisor (A-K)
Advisor (L-Z)

Kelly Ayers
Brittany Barrett
Philip Aguinaga

kelly.ayers@unt.edu
Brittany.Barrett@unt.edu
philip.aguinaga@unt.edu

- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the 12th class day (September 11) to insure you have not been dropped for non-payment.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, etc. CMHT will not be able to reinstate students for any reason after the 12th class day regardless of situation. It is the student's responsibility to ensure all payments have been made.

IMPORTANT Fall 2013 DATES

September 2	Labor Day – University Closed
September 5	Last day to add a class by 4:30 pm
September 5	Last day to add a course
September 11	Census Date
September 12	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
September 13	Fall 2013 graduation application due to avoid late fee
October 9	Beginning this date, instructors may drop students with grade of WF for nonattendance.
October 21	Early registration begins by classification for Spring 2014.
November 6	Last day a student may drop a class
November 22	Last day for an instructor to drop a student with a grade of WF for nonattendance.
November 28-30	Classes dismissed for Thanksgiving holidays, UNT closed.
November 30	Pre-finals week begins.
December 6	Reading day. No classes.
December 7-13	Finals week.
December 13-14	Commencement – Details to be announced.

ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, you should start with your **individual faculty member and/or advisor** who will then help you navigate the Chain of Command shown below:



OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

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

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

CLASSROOM POLICIES

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at http://www.unt.edu/csrr/student_conduct/index.html.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

TUTORING SERVICES

UNT offers free tutoring services through the Learning Center <http://learningcenter.unt.edu/tutoring>. Please go to the Learning Center website to sign up.

In addition, as their service project, Eta Sigma Delta (ESD) International Hospitality Management Honor Society members have offered their time to tutor Hospitality and Tourism Management students. If you need tutoring, please contact hospitalitytutoring@yahoo.com. Place the following message in the Subject line of the e-mail: URGENT!!! Need Tutoring. In the body of the message, include your cell phone number and the number and name of the class with which you need help. Dr. Dopson will then contact the Tutoring Coordinator of ESD and provide your e-mail information and cell phone information. An ESD member will then contact you directly to help you identify a tutor. Please remember that this is a VOLUNTEER service. The ESD students will make every effort to meet your needs, but they may be unable to accommodate your schedule or the specific topic with which you need help. This service is only available during the Fall and Spring semesters; it is not available during the summer sessions.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

FINAL EXAM POLICY

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check Eagle Connect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship

opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

Any Hospitality and Tourism Management equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all UNT Hospitality and Tourism Management degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval. This includes “courses in a box” from other educational institutions (HMG 4250, HMG 4820, etc.). “Courses in a box” do not meet the UNT Hospitality and Tourism Management degree plan requirements and will not be approved.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in multiple on-campus experiential components 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 Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

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

Dropping an Online Course

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

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

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like

chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. 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 message you through Blackboard to communicate with you assignments, homework, etc.