

# INTRODUCTION TO PROFESSIONAL FOOD PREPARATION

## HMGT 1470

### COURSE SYLLABUS, Spring 2015

**INSTRUCTOR:** Jodi Lee Duryea  
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Phone: 940-369-8670  
**E-mail:** jduryea@unt.edu

**REQUIRED TEXT:** Professional Cooking 8<sup>th</sup> edition, by W. Gisslen, Wiley & Sons 2014.

**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 your first and last name monogramed or iron-on left side over pocket
3. White & black checkered or black cook's pants\*\*\*
4. Green Bibb apron with our logo on it.

\*\*\* These items can purchase online at

<http://www.chefuniformsofdallas.com>

1. Click on the blue LOGIN button at the bottom of the page
2. This link takes you to the Welcome Preferred Customer Login page – type unt as your password
3. This will take you to your store
4. Shop and purchase what you need and upon checkout you will be asked to set up an account or login into an existing account

[This will take you to your store](#) or go directly to Leonard Sloan in Dallas call for appointment!

**Or Barnes & Noble bookstore** will also have the uniform and apron.

**Or Voertman's** will be carrying it as well, more info on that when I get it.

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

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

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| <b>CLASS MEETINGS:</b><br>Lecture: Monday 10:00am-11:50am Chilton 345<br>Tuesday 2:00 – 3:50 pm LIFE A 106<br>Lab: Wednesday 9:00- 11:50 am CHIL 322<br>Thursday 9:30am -12:20 CHIL 322<br>Thursday 2:00- 4:50 pm CHIL 322<br>Friday 9:00am-11:50 am CHIL 322 | <b>OFFICE HOURS:</b><br>Monday 9:00-10:00 am<br>Tuesday 1:00- 2:00pm<br>Wednesday 1:00- 2:00pm<br>Thursday 1:00- 2:00pm<br>Friday 8:00-8:50 am<br>Or by appointment. |
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| <b>Learning Outcomes: The student will be able to:</b>  |
| <b>Identify the basic food preparation principles and techniques used in hotels, restaurants, clubs, fast-food franchises and institutional feeding establishments.</b> |
| <b>Explain the terminology associated with food preparation and service.</b>  |
| <b>Analyze the basic food science principles that affect the outcome of the finished food product.</b>  |
| <b>Identify some of the factors that affect preparation planning.</b>   |
| <b>Identify levels of quality in food products and distinguish differences.</b>   |
| <b>Implement correct sanitation procedures.</b>   |
| <b>Demonstrate correct sanitary and safety procedures when handling food products, utensils and equipment.</b>  |
| <b>Demonstrate correct knife skills.</b>  |
| <b>Demonstrate correct procedures for using utensils and equipment and for basic food preparation techniques.</b>   |
| <b>Develop a professional attitude about the workplace.</b>   |
| <b>Demonstrate socially responsible behavior in the lab.</b>  |

| 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.<br>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 <b>documented</b> emergency or illness and the instructor must be contacted before or by the <b>following class period. Please provide copies of documented material for excused absences.</b> Students not missing any laboratories will earn up to 15 extra points.<br><b>Please be aware that even an excused absence means a loss of points!</b> |
| 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.<br><b>*Students will lose up to 5 points for being more than 5 minutes late to lab each time they are late.</b>  |
| 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.   |

| <b>STUDENT COURSE RESPONSIBILITIES AND PROCEDURES:</b> |   |
|--|---|
| <b>TEXTBOOK AND LAB Recipes:</b>                       | 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.  |
| <b>RESPONSIBILITIES:</b>                               | <ol style="list-style-type: none"> <li>1. Students will be responsible for all material presented in lecture, lab, and what is specified in the textbook and on black board.</li> <li>2. All exams must be taken when scheduled.</li> <li>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.</li> <li>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.</li> </ol> |
| <b>LAB REQUIREMENTS:</b>                               | <ol style="list-style-type: none"> <li>1. All students <b>MUST</b> wear the required uniform in the food laboratory (see supplies). <b>Please come to lab dressed in uniform</b>, 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. Hair must be <b>Completely</b> 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.</li> </ol>   |
|  | <ol style="list-style-type: none"> <li>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.)</li> </ol>  |
| <b>LAB CLEAN UP DUTY:</b>                              | <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. <b>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.</b></p> <p><b>Do Not change until you have been dismissed.</b></p>   |
| <b>Decorum in Classroom and Lab:</b>                   | 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          |            |
| Spring Break Assignment               | 20          |            |
| Quiz grades                           | 125         |            |
| Lab Grades                            | 180         |            |
| Extra Credit                          | -----       |            |
|                                       |             |            |
| <b>TOTAL</b>                          |             |            |

| EXPLANATION OF GRADING CRITERIA |   |
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| <b>Chapter Exams</b>            | Chapter material from the book along with any other material covered in class from lecture, guest speakers, video, etc. is testable.  |
| <b>Final Exam</b>               | It is comprehensive covering material over the entire course.   |
| <b>Assignments</b>              | Written or worksheet assignments will be given periodically throughout the semester. Points for each assignment will vary.  |
| <b>Quizzes</b>                  | 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 three will be dropped. There will be approximately 28 quizzes worth 5 points each. |
| <b>Laboratory Grade</b>         | 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.   |

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|                            | <p><b>*** 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.</b></p>  |
|                            | <p>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.</p>  |
| <b>Production Schedule</b> | <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 the 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 <b><u>before</u></b> you come to lab. The instructor will check the production sheet. <b>5 Points will be deducted for not having this ready from your lab grade.</b></p> |
| <b>Extra Credit</b>        | <p>There is a possibility of extra points for the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Career Expo</li> </ul>  |

| TENTATIVE SCHEDULE FOR HMG1 1470.001, 002, 301, 302, 303, & 305 |  |   |
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| (Lecture or an equivalent will follow each exam).               |  |   |
| DATE  | CHAPTER  | TOPIC   |
| January 19  | No Class   |   |
| January 20  | 1  | Intro. To Class, Professionalism and history                  |
| January 21-23   | 2  | Sanitation and Safety   |
| January 26&27   | 3, 4 and Recipe Costing Power Point                                    | Tools and Equipment, recipes and cost management, Conversions |
| January 28-30   | <b>Conversion due</b> , Costing,6                                      | Basic Cooking Principles, Menus,                              |
| February 2 & 3  | 7,8<br><b>Costing Due</b>  | Stocks, Sauces and Mise en Place                              |
| February 4-6  | <b>Lab Begins: Must have complete uniform</b>                          |   |
| Feb 9 & 10  | 21   | Salads & Mayonnaise   |
| Feb 11-13   | Lab: Salads  |   |
| Feb 16 & 17   | 9,12<br><b>Exam #1/ lecture after exam! (Ch. 1,2,3,4,6,7,8&amp;21)</b> | Soups and Potatoes  |
| Feb 18-20   | Lab: Soups   |   |
| Feb 23 & 24   | 24,25  | Dairy Products (25)<br>Breakfast prep (24)                    |
| Feb 25-27   | Lab: Eggs, Dairy   |   |
| March 2 & 3   | 10,11,13   | Vegetables, and Starches                                      |
| March 4-6   | Lab: Vegetables and Starches   |   |
| March 9 & 10  | 17,18<br><b>Exam #2/ Ch. 9,10,11,12,13,24 &amp; 25</b>                 | Poultry   |
| March 11-13   | Lab: Combination methods, Poultry and Grains                           |   |
| March 16-20   | <b>No Classes- Spring Break</b>  |   |
| March 23 & 24   | 14,15,16   | Meat  |
| March 25-27   | Lab: Dry heat methods, Meat and Potatoes                               |   |
| March 30 & 31   | 19,20  | Fish & Shellfish  |

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| April 1-3  | Lab: Poaching and steaming Fish & Shellfish, rice pilaf & risotto   |  |
| April 6&7  | 30,32   | Intro to Bakeshop Quick Breads   |
| April 8-10   | Lab: Quick Breads   |  |
| April 13 & 14  | 31<br><b>Exam #3<br/>(Ch. 10-15 )</b>   | Yeast Breads   |
| April 15-17  | Lab: Yeast Breads   |  |
| April 20 & 21  | 35,36   | Pies, Custards   |
| April 22-24  | Lab: Pies & custards  |  |
| April 27 & 28  | 33  | Cakes, & Frostings   |
| April 29,30 May 1  | Lab: Cakes and Frostings<br>Friday lab will do Mandatory clean up, do not miss and expect to stay longer. |  |
| May 4 & 5  | Review for final. Bring your favorite food to class.  | Tuesday lecture will meet in LAB!!!!   |
| May 6-7  | Mandatory Clean-up lab.   | Incomplete will be given to those that do not attend unless you have earned an "F" |
| Monday lecture will be Monday May 11th from 8-10 am<br>Tuesday lecture will be Tuesday May 12 <sup>th</sup> from 1:30-3:30pm | <b>Final Exam</b>   |  |

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.**



## CMHT Syllabus Statements

### **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**

- All pre-majors are required to meet with their Academic Advisor and receive an advising code to register for classes *each semester*. ALL students should meet with their Academic Advisor at least one time per 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 – 940.565.4635)**

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| Sarah Kim, M.S.<br>Brittany Barrett, MSIS<br>Jaymi Wenzel<br>Philip Aguinaga, M.Ed.<br>Kelly Ayers, M.Ed. | Merchandising A-K<br>Merchandising L-Z<br>Hospitality Management A-K<br>Hospitality Management L-Z<br>Home Furnishings & Digital Retailing |
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### **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.

### **Payment Deadline**

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

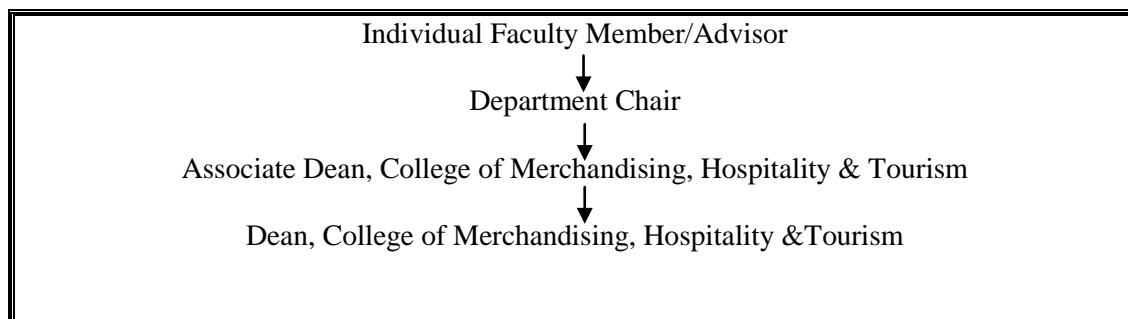
### **IMPORTANT SPRING 2015 DATES**

|            |  |
|------------|--|
| January 19 | MLK Day (UNT closed)   |
| January 20 | First class day  |
| January 23 | Last day to change of schedule other than a drop (last day to add a class)                                       |
| Feb 3      | Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.  |
| Feb 4      | Kip Tindell, CEO, Container Store, "Conscious Capitalism" – Executive + Scholar Lecture Series (10 am – 12 Noon) |
| March 3    | Beginning this date, instructors may drop students with a grade of WF for nonattendance.                         |

|               |   |
|---------------|---|
| March 16 – 22 | Spring Break (no classes)               |
| April 24      | Last day to withdraw from the semester  |
| May 7         | Last day of class                       |
| May 8         | Reading day. No classes.                |
| May 9 - 15    | Finals week.                            |
| May 16        | Commencement – Details to be announced. |

### **CMHT Protocol**

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined 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. [If caught doing any of this, I will fail you and report you to student affairs and our Dean.](#)

## **EXPECTED STUDENT BEHAVIOR**

Student behavior is expected to be respectful of both other students and faculty. 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](http://www.deanofstudents.unt.edu)

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).

## **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](http://www.my.unt.edu). If you do not regularly check EagleConnect 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 CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT 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.

### **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 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 multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

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

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

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

**Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email [international@unt.edu](mailto: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](http://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 communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

**In the event of a university closure your instructor will message you through Blackboard to communicate with you assignments, homework, etc.**