



College of Merchandising, Hospitality, and
Tourism
HMGT 4490 Hospitality Revenue
Management
(100% online course)

Instructor: Jihye Min, Ph.D.
Chilton Hall #359H

Office Hours: By appointment

Class Schedule: June 22, 2026 - July 24, 2026
Online class

Contact: Jihye.min@unt.edu (Preferred method of communication)

Communication Expectations: If students have any questions or issues, please use the instructor's UNT e-mail. The instructor will respond within 48 hours to messages received Monday through Thursday. E-mails received on Friday and during weekends will be answered by Monday. Please make sure that all students have access to **UNT e-mail accounts** so they can retrieve these important messages. The students are responsible for announcements and information about the course not listed on the syllabus.

1. CATALOG DESCRIPTION: This course will examine theories and strategies of revenue management that directly affect operations in the hospitality industry, such as strategic pricing, demand forecasting, data analysis, inventory management, and distribution channel management. The course will provide students with revenue management techniques and hands-on skills with the data analysis and programs used by current revenue management professionals to maximize the hospitality firm's profitability.

PREREQUISITES: C or higher in HMGT 3700, Junior standing

2. COURSE STRUCTURE: This course is a 100% online course. Students will complete required readings, assignments, quizzes, and exams on Canvas.

3. COURSE OBJECTIVES AND LEARNING OUTCOMES:

Upon completion of this course, the students will be able to:

- Describe the importance of revenue management in the Hospitality and Tourism industry and explore the career path in revenue management. (PLO1)
- Utilize terms, formulas, and measurements in developing and evaluating a business's revenue strategy. Perform demand forecasts, cost analysis, or market analysis using Excel to construct revenue management techniques for the hospitality industry. (PLO2)
- Understand current trends and economics and develop strategies for the success of the hospitality and tourism business. (PLO3)
- Determine how external and internal factors influence the pricing strategy, market positioning, and allocation decisions and make sustainable judgments. (PLO4)
- Evaluate industry performance using revenue management techniques and principles and present findings professionally. (PLO5)

4. REQUIRED MATERIAL:

Hayes, D. K., Hayes, J. D., & Hayes, P. A. *Revenue management for the hospitality industry* (2nd ed.). Wiley.

<https://www.wiley.com>

/en-

[us/Revenue+Management+for+the+Hospitality+Industry%2C+2nd+Edition-p-9781119790723](https://www.wiley.com/Revenue+Management+for+the+Hospitality+Industry%2C+2nd+Edition-p-9781119790723) OR

<https://www.amazon.com/Revenue-Management-Hospitality-Industry-David/dp/1119790778>

Mission, Vision, and Program Learning Outcomes

HTM MISSION: We educate the next generation of hospitality and tourism leaders who strive for excellence and embrace our diversity in a caring, innovative, and empowering community.

HTM VISION: To be world class in advancing innovative education, creating collaborative knowledge, and transforming future hospitality and tourism leaders.

HTM PROGRAM LEARNING OUTCOMES

PLO1: Students will develop appropriate strategies for reaching their career goals in the global hospitality and tourism fields.

PLO2: Students will develop analytical and quantitative skills enhanced by information technology to support smart business decisions in the Hospitality and Tourism Industry.

PLO3: Students will integrate hospitality and tourism business principles and current trends to lead in diverse, collaborative, and global environments.

PLO4: Students will apply innovative and imaginative methods to Hospitality and Tourism businesses utilizing ethical and sustainable practices.

PLO5: Students will demonstrate effective and efficient communication skills in all settings.

- 5. INSTRUCTIONAL METHODS:** Assignments and quizzes will be required to enhance the student's application and retention of the material. Students are encouraged to actively participate in discussions by asking questions and/or providing feedback. Assignments will be given frequently throughout the course. Students can download course materials through Canvas at unt.instructure.com/login/ldap.
- 6. TECHNICAL ASSISTANCE & SUPPORT:** For assistance with any Canvas issues call the UIT Help Desk at 940-565-2324 or visit <http://it.unt.edu/helpdesk> for support. You can also stop by in person or submit a request through the web.
- ❖ **IMPORTANT:** Please do not contact the instructor for technical assistance, as the instructor does not have control over the technical aspects of the learning platform.
- 7. ACADEMIC DISHONESTY:** All assignments will be checked the plagiarism and ChatGPT detection software, Turnitin.com. Any student paper/assignment/exam with a match will be thoroughly scrutinized for plagiarism/cheating and can result in a class failure at the instructor's discretion. The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence (UNT

Policy 06.003).

8. COURSE EXPECTATIONS

1) Student Responsibilities

As a student on this course, you are responsible for:

- reading/watching all materials posted on Canvas in a timely manner.
- completing all quizzes and exams, submitting all assignments in a timely fashion, and being up to date on any changes that may occur in the class schedule.
- working to remain attentive and engaged in the course and interact with your fellow students and assisting in maintaining a positive learning environment for everyone.

2) Course Requirements

- As a 100% online class, **Canvas** and Student's **UNT email** are the primary class communication methods. Please make sure you check your UNT email for any communication from the instructor.
 - Students are using **Canvas** to submit assignments and take quizzes/exams. Any **assignment submission through email** will **NOT** be accepted.
 - Late submission will result in a **deduction of 10 percent of the grade per day**, including weekends (one letter grade down per day). Assignments turned in electronically are to be submitted to Canvas **by 11:59pm** on the due date.
 - The instructor reserves the right to revise this syllabus, class schedule, and course requirements as needed. Any major changes will be communicated through Canvas Announcements.
- ❖ **IMPORTANT:** The instructor will not respond to requests for extra credit after final grades have been posted. Late assignments will not be accepted during the pre-final and final weeks.

9. OUTCOMES ASSESSMENT:

Discussion Participation	30% (Grade out of 100%)
Quizzes/Assignments	30% (Grade out of 100%)
Certification Exam (Google analytics)	10% (Grade out of 100%)
LinkedIn Certificates	10% (Grade out of 100%)
Exam	<u>20% (Grade out of 100%)</u>
Total	100%

An **Example** of Grade Calculation:

Assessment	Raw Score	Grade	Weight	Calculation	Weighted Average
Discussion Participation	80/90	88.9	30%	$88.9 * 30\% = 26.67$	26.67
Quizzes/Assignments	360/400	90	30%	$90 * 30\% = 27.00$	27.00
Certification Exam	Pass or Fail	100 (pass)	10%	$100 * 10\% = 10.00$	10.00
LinkedIn Certificates (2)	Pass or Fail	100 (pass)	10%	$100 * 10\% = 10.00$	10.00
Exams	170/200	85	20%	$85 * 20\% = 17.00$	17.00
Total					90.67

Evaluation:

- A: 90% and above
- B: 80% and above
- C: 70% and above
- D: 60% and above
- F: 59.9% and below

- 1) **DISCUSSION:** Each week, students will be given discussion questions to answer based on the assigned readings. Students are required to answer each module question, with a minimum of 250 words per answer. The deadline for the answers is Wednesday at 11:59 pm each week. Additionally, students are required to provide at least two responses to their peers' posts. Peer responses are required to be a minimum of 100 words and must be submitted by Friday at 11:59pm each week. Discussion boards will close at 11:59 PM on their indicated dates and no further comment will be allowed after that time.

Discussion Board Posting Rubric

Criteria	Range of Points Available (up to 15 pts)			
	Poor	Average	Good	Excellent
Quality of original post & 250 word minimum	The student clearly did not read the required materials and the posts reflect this. Less than 250 words or no posting. (0 pts)	It is clear that the student reviewed the required materials but did not organize nor articulate well his/her thoughts. 250 word minimum met. (5 pts)	It is obvious that the student reviewed all required materials and delivered a thoughtful and insightful original comment. Over 250 words. (7 pts)	Excellent command of reviewed materials, thorough and detailed original post, generating good quality discussion. Over 250 words. (9 pts)
Quality of FIRST response post	Poor quality response in less than 100 words or no posting. (0 pt)	The student responds in 100 words or more but does not add much value to the discussion. (1 pt)	Responses are well articulated, over 100 words long, and bring value to the discussion. (2 pts)	Stimulating responses, over 100 words long, well thought out, bringing excellent ideas and opinions to the discussion. (3 pts)
Quality of SECOND response post	Poor quality response in less than 100 words or no posting. (0 pt)	The student responds in 100 words or more but does not add much value to the discussion. (1 pt)	Responses are well articulated, over 100 words long, and bring value to the discussion. (2 pts)	Stimulating responses, over 100 words long, well thought out, bringing excellent ideas and opinions to the discussion. (3 pts)
Grammar & Spelling	4+ errors (-2 pts)	3 errors (-1 pt)		0 errors (0 pt)

- 2) **QUIZZES / ASSIGNMENTS:** There will be multiple quizzes; however, students will have unlimited re-take attempts. Only the highest quiz grades will count. The quizzes will close on the dates and times indicated in the schedule. Once the due dates pass, scores will not be recorded. Assignments can be given randomly throughout the semester to help assess your progress. Unless otherwise stated, assignments are expected to be submitted by the following week. Any assignments, including projects, submitted late will receive a 10% penalty per calendar day, including weekends.
- 3) **CERTIFICATION / LINKEDIN CERTIFICATES:** Students will complete external courses and earn certificates of completion. LinkedIn Learning courses are free for all UNT students. Google Analytics courses are also free but may require creating an account. Additional details will be provided by the instructor through Canvas. Upon completion of each course, please download the certificate of completion and submit it via Canvas. You may also add the certificate to your LinkedIn profile to showcase your skills to potential employers.

- 4) **EXAM:** There will be one exam during the semester. The exam will consist of objective (multiple-choice, true-false, short-answer) questions. The exam will have time limits and may only be taken one time. Detailed instructions and exam review materials will be provided by the instructor prior to each exam. **No makeup examinations will be given.**

REVISIONS: The instructor reserves the right to revise this syllabus and list of requirements when, in her judgment, such revision will advance the course goals and objectives.

10. IMPORTANT COURSE INFORMATION:

Lake Work Assignments turned in after the due date and time will be considered late, and points will be deducted from the assignment. Any assignments, including discussions that are submitted late, will receive a 10% penalty per calendar day including weekends. If any student represents the University on officially approved trips and for the observance of a religious holy day, please notify the instructor immediately.

Online learning environment Students are expected to assist in maintaining an online environment that is conducive to learning. This class is self-paced, to an extent. All assignments, discussion boards, and quizzes will be made available from Day 1. Students are encouraged to work ahead. The due dates are firm and working until the last minute is highly discouraged.

Course Announcement Students must check the course announcement and email every day for important deadline revisions, homework assignments, important announcements, etc. Invariably, necessary adjustments related to course material and due dates occur throughout the semester. Canvas offers a convenient way to manage these changes.

COURSE SCHEDULE (Subject to change):

Dates	Readings	Discussion Board	Assignments & Tasks
Week 1 June 22- June 26 Module I & II	<ul style="list-style-type: none"> • Course Introduction • Module I&II learning objectives • Module I&II Materials 	<p>By Wednesday 11:59 PM: Post your responses to the Module II discussion questions in the Discussions section on Canvas.</p> <p>By Friday, 11:59 PM: Submit at least two responses to your classmates' Module II discussion posts.</p>	<ol style="list-style-type: none"> 1) By Wednesday 11:59 PM: Module I: Introduce Yourself (Post your introduction in the “Discussions -> Introduce Yourself” section) 2) By Wednesday 11:59 PM: Module I: Submit your <u>Course Contract</u> after reading the “Course Introduction” contents on Canvas. 3) By Friday, 11:59 PM: Module II Quiz
Week 2 June 29- July 3 Module III & IV	<ul style="list-style-type: none"> • Module III & IV learning objectives • Module III & IV Materials 	<p>By Wednesday 11:59 PM: Post your responses to the Module III discussion questions in the Discussions section on Canvas.</p> <p>By Friday, 11:59 PM: Submit at least two responses to your classmates' Module III discussion posts.</p>	<ol style="list-style-type: none"> 1) By Friday, 11:59 PM: Module III Quiz Module IV Quiz 2) By Friday, 11:59 PM LinkedIn Certificate
Week 3 July 6- July 10 Module V & VI	<ul style="list-style-type: none"> • Module V & VI learning objectives • Module V & VI Materials 	<p>By Wednesday 11:59 PM: Post your responses to the Module V discussion questions in the Discussions section on Canvas.</p> <p>By Friday, 11:59 PM: Submit at least two responses to your classmates' Module V discussion posts.</p>	<ol style="list-style-type: none"> 1) By Friday, 11:59 PM: Module V Quiz Module VI Quiz 2) By Friday, 11:59 PM LinkedIn Certificate
Week 4 July 13- July 17 Module VII & VIII	<ul style="list-style-type: none"> • Module VII & VIII learning objectives • Module VII & VIII Materials 	<p>By Wednesday 11:59 PM: Post your responses to the Module VII discussion questions in the Discussions section on Canvas.</p> <p>By Friday, 11:59 PM: Submit at least two responses to your classmates' Module VII discussion posts.</p>	<ol style="list-style-type: none"> 1) By Friday, 11:59 PM: Module VII Quiz Module VIII Quiz 2) By Friday, 11:59 PM: Google Analytics Certificate

<p>Week 5 July 20- July 24</p> <p>Module IX & Final Exam</p>	<ul style="list-style-type: none"> • Module IX learning objectives • Module IX Materials 	<p>By Wednesday 11:59 PM: Post your responses to the Module IX discussion questions in the Discussions section on Canvas.</p> <p>By Friday, 11:59 PM: Submit at least two responses to your classmates' Module IX discussion posts.</p>	<ol style="list-style-type: none"> 1) By Friday, 11:59 PM: Module IX Quiz 2) Final Exam available from Wednesday 12:00 AM to Thursday 11:59 PM Final Exam Due by Thursday, 11:59 PM
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** This schedule serves as a general guide for the course and is subject to change. **

College of Merchandising, Hospitality & Tourism
Syllabus Statements
Summer 2026 (All Sessions)

Advising and Degree Progression

Undergraduate Advising

ALL students are expected to meet with their Academic Advisor each semester to update your degree plan and to stay on track for a timely graduation.

- **Advising Contact Information (Chilton Hall 385 – 940.565.4635)**
- **SCHEDULE APPOINTMENTS HERE: appointments.unt.edu**
- **Email: cmhtadvising@unt.edu**

Prerequisites

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

Transfer Courses

Any transfer course(s) from another institution must receive *prior approval* from your CMHT Academic Advisor to ensure that the course(s) will be applicable to your degree plan at UNT.

Dropped for Non-payment

- Students will be dropped for nonpayment for enrolled courses, parking fees, schedule change fees, etc. Please check your account daily through the 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- ***Students cannot be reinstated for any reason after the 12th class day regardless of the situation.***

Dropping a Course

- 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?

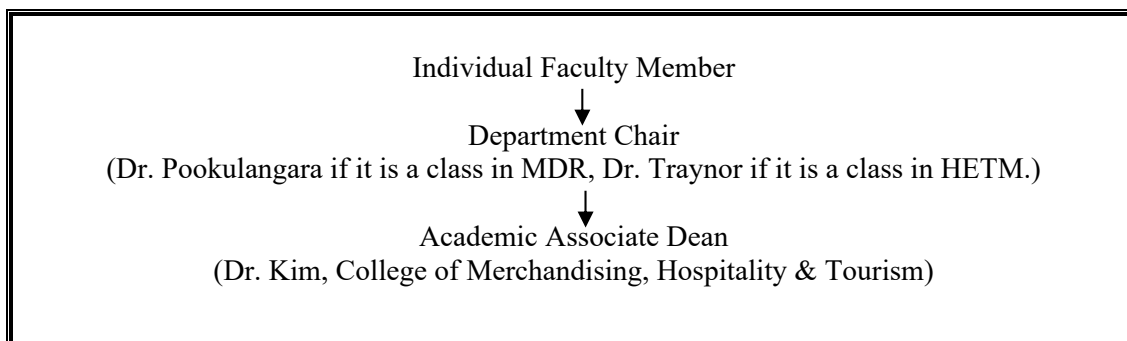
The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas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

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

Career Resources

CMHT Career Coach

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

Career Center

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

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](#)
- UNT Handshake- <https://careercenter.unt.edu/handshake.html>. Handshake provides students access to employment opportunities (FT, PT, Internships, and On Campus student employment), as well as career fairs and other career and professional development events on and off campus.

CMHT Career Expo

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

CMHT-IT Resources

CMHT-IT Services Student Laptop Checkout Information

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

Monday:	7:30AM – 9:00PM
Tuesday:	7:30AM – 9:00PM
Wednesday:	7:30AM – 9:00PM
Thursday:	7:30AM – 9:00PM
Friday:	7:30AM – 5:00PM

These Dell laptops can be checked out at any point during the above hours and must be returned on the same business day to the CMHT-IT Services personnel. These laptops must remain on campus and will **not** save your data. So be sure to use a USB or email yourself to save your work!

For more information, please stop by the CMHT-IT Services desk in Chilton Hall 386 or give us a call at (940) 565-4227.

UNT Citrix Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the UNT Citrix Virtual Lab. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: <https://academictechnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-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

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability:

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

UNT Libraries Laptop Checkout: <https://library.unt.edu/services/laptop-checkout/>

For additional support, visit [Canvas Technical Help](#)

(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Additional Information

Are You An F-1 Visa Holder?

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

The paragraph reads:

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

University of North Texas Compliance

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

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

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

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

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

Student Code of Conduct

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

Feedback and Communications

Image Release

The College actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the CMHT website and/or social media sites, (1) you should avoid being in group photographs or in photographs taken by your teachers or the IT staff and (2) send an email to jiyoung.kim@unt.edu and request that your name and image not be shared. Dr. Kim will share this information with the IT staff and the faculty who post to social media. Faculty and staff are asked to honor your wishes without question.

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

What is SPOT?

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

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

Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. 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 or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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

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

Retention of Student Records

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