



University of North Texas
College of Merchandising, Hospitality, and Tourism
Department of Hospitality and Tourism Management
CMHT 5800 – Seminar
Hospitality and Tourism Data Analytics

CMHT 5800.001
Seminar in Various Areas of Concentration - Hospitality and Tourism Data Analytics
Course Syllabus

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

Office Hours: Monday 12pm-2pm, Wednesday 12pm-2pm
Or by appointment

Class Schedule: Mondays & Wednesdays 5:00 – 8:20 pm
Chilton 387

Contact: Jihye.min@unt.edu (Preferred method of communication)
Please copy the teaching assistant on all messages

COURSE DESCRIPTION: This class offers an advanced study of hospitality and tourism data analysis and market study. Emphasis is given on building the ability to analyze and interpret various types of industry data and making executive decisions. The course demonstrates advanced hospitality and tourism data analytics with real-world industry data to enhance students' critical thinking, analytical expertise, and problem-solving skills with the use of Excel and data visualization tools.

INSTRUCTIONAL METHODS: This class uses a combination of lecture and class discussions. Students can download course materials through Canvas here: unt.instructure.com/login/ldap. In addition, assignments and take-home problems will be required to enhance the student's application and retention of the materials.

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.

COURSE OBJECTIVES AND LEARNING OUTCOMES:

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

- Understand the principles of data analytics and apply the techniques to effectively assess the industry data and information to reach career goals. (PLO1)
- Identify past, current, and future hotel performances and perform a trend analysis with data visualization. (PLO5)
- Utilize industry terms, formulas, and measurements and analyze industry reports to support managerial decisions. (PLO2)
- Perform a market study, economic analysis, and feasibility study for the hospitality and tourism industries. (PLO3)
- Evaluate a market to identify areas for improvement and deliver a professional presentation to provide insights. (PLO5)

COURSE MATERIALS: Smith Travel Research training materials: Certification in Hospitality and Industry Analytics (CHIA), Certification in Advanced Hospitality and Tourism Analytics (CAHTA) - optional

CHIA (Certification in Hotel Industry Analytics): The cost of the exam is \$75 per student and does include one free retake should a student fail to achieve the required 70% passing score. Students will need to submit the \$75 exam registration fee directly to the AHLEI portal (American Hotel & Lodging Educational Institute).

Go to the AHLEI website (<https://www.ahlei.org/>) and click the Login icon on the top right portion of your screen. Use your UNT email account to create your login. If you have an existing account with AHLEI, please choose the reset password option.

If you do not have an existing account, click anywhere outside of the “Reset Password” box to remove it.

Click Create Account and complete the required fields. You will then receive an email with a link requiring you to verify your email address. Click on the link in this email and you will be redirected to the sign in page. Sign in using the email address and password you entered.

Purchase the exam at <https://www.ahlei.org/product/chia-exam-fee-academic/>.

You will receive a confirmation email once the purchase is completed.

At a later date, your instructor will provide you with the URL needed to enroll in the exam session.

COURSE COMMUNICATION: The preferred method of course communication is through email. 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.

CLASSROOM PROCEDURES: Students need to turn off all cell phones and do not take them out during class. If the students are caught with their cell phone out they will lose attendance points for that day. Occasionally, the instructor will need to contact the entire class regarding course issues. 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 oral announcement and information about the course not listed on the syllabus.

ACADEMIC DISHONESTY: All assignments will be checked through the plagiarism detection software, Turnitin.com. Any student paper/assignment/problem solving/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).

DIVERSITY AND INCLUSION: It is our intent that students from all diverse backgrounds and perspectives are well served by the course, that students' learning needs be addressed both in and out of class, and that diversity that students bring to the class be viewed as a resource, strength, and benefit. To create a learning environment for students that supports a diversity of thoughts, perspectives, and experiences, and honors your identities (including race, gender, sexuality, religion, disability, socioeconomic status, culture, etc.), please let the instructor know if students have any concerns or suggestions to improve the quality of the course materials and their experiences in class.

COURSE SCHEDULE (Subject to change):

Week	Topic	Project
Week 1 Aug 25	Introduction to Hospitality and Tourism Data Analytics and Market Study	
Week 2 Sep 1	General Markup of the Market – Analyzing Size and Structure of the Hotel Industry Geographically	Project 1
Week 3 Sep 8	Analyzing Current Statistics and Market Performance	Project 2
Week 4 Sep 15	Trended Data Analysis – Analyzing Longitudinal and Historical Data	Project 3
Week 5 Sep 22	Market Breakdown Analysis – Categorization of Geographical and Non-geographical Dataset	Project 4
Week 6 Sep 29	Comparable Market Analysis – Comparing Data with Similar Market Characteristics	Project 5
Week 7 Oct 6	Types of Business Analysis – Analyzing Data Depending on Seasonality and Days of Week	Project 6
Week 8 Oct 13	Pipeline and Development Data Analysis - Study of Historic and Future Projected Hotel Supply Changes	Project 7
Week 9 Oct 20	Host and Profitability Data Analysis STR Presentation (October 22)	Project 8
Week 10 Oct 27	Project Evaluation	
Week 11 Nov 3	Project Evaluation STR Competition Notification (Nov 5)	
Week 12 Nov 10	Online presentation (Nov 13)	
Week 13 Nov 17	Hotel Industry Analytical Foundation, Advanced Hotel Math Fundamentals, the Metrics used by the Hotel Industry	
Week 14 Nov 24	Advanced Property Level Benchmarking Reports, Advanced Hotel Industry Performance Reports	
Week 15 Dec 1	CHIA Exam	
Week 16 Dec 8	Final Exam	

PERFORMANCE EVALUATION:

Attendance	10% (Grade out of 100%)
Projects	50% (Grade out of 100%)
Presentation	20% (Grade out of 100%)
Exam	20% (Grade out of 100%)
Total	100%

EVALUATION:

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

F: 59.9% and below

CHIA CERTIFICATE EXAM: Students need to achieve the required 70% passing score. One free retake will be allowed to a student who fail to achieve the score. Students can take the exam

online anytime between April 1 and April 7, and the instructor will provide an exam link to each student. Students will be able to see the exam score upon the completion of the CHIA exam. Please take the screenshot of the test score for your record and send it to the instructor. Contact the instructor if any student needs to retake the test during the final exam week.

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

College of Merchandising, Hospitality & Tourism

Graduate Syllabus Statements

Fall 2021

COVID-19 Specific Information:

Official Information: As the situation with the virus continues to evolve, students are required to keep abreast of guidelines via official communication (usually via email) from UNT.

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Vaccinations: If you are not vaccinated, [you are urged to get vaccinated](#) as soon as possible to protect yourself, your friends and family, and our campus. Vaccines reduce the chance of experiencing severe impacts and minimize transmission.

Mandatory testing: All students, faculty and staff will be [required to have a COVID-19 test](#) at designated intervals throughout the semester, beginning with the first testing interval Aug. 16-Sept. 10. Vaccinated individuals can opt out by uploading vaccination proof by Sept. 10. (If you've already uploaded your vaccine information for the [incentive program](#), you'll receive an email asking you for permission to use that proof to opt out of testing.) If you contracted COVID-19 in the last 90 days, you can opt out until the 90 days expires by uploading your positive test result.

Mandatory self-reporting: Students, faculty and staff will continue to be required to report symptoms and exposure to COVID@unt.edu, quarantine as necessary and cooperate with UNT's contact tracing team.

Disciplinary actions for noncompliance: Students who fail to comply will go through the [Student Conduct Process](#).

Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to

campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone, and any other materials deemed essential by your faculty for specific courses, to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

Graduate Advising and Degree Progression

Academic Status

- This term is used as an indication of a student's academic standing with the university. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.0 to remain in good academic standing.
- A graduate student is placed on academic probation at the end of any enrollment period in which the CGPA drops below 3.0.

ACADEMIC ADVISING

CMHT Graduate Faculty Advisor

- CMHT MS students: plan to contact your assigned graduate faculty advisor at least once a semester, preferably twice. After the degree plan is completed, provide updates specifically on any change related to your degree plan. This includes changing the classes selected on the degree plan, change of minor or change in choice of thesis or non-thesis option.
- CMHT Graduate Academic Certificate students: contact the Department Graduate Coordinator at least once every semester to verify certificate program progression.
- BS Grad-Track Students: contact your Undergraduate Advisor and Department Graduate Coordinator regarding any questions related to your Grad-Track plan.

Degree Plan

- The degree plan is an official document prepared and approved by the student's faculty advisor and the Department Chair and lists courses completed, courses to be completed, and any other requirements for a particular degree program. The degree plan is then submitted for department chair approval during the student's first term/semester of enrollment. The degree plan is subject to the requirements of the catalog in effect at the time the degree plan is approved. Policy found at: <http://www.unt.edu/catalog/grad/academics.htm>

Non-Degree Students

- Non-degree seeking students are admitted to the [Toulouse School of Graduate Studies](#) to enroll in graduate or undergraduate courses and are not admitted to a degree program or do not intend to complete a degree at UNT. Up to 12 graduate semester credit hours taken as a non-degree seeking student may be used toward a degree only with approval from the academic department. Non-degree seeking students must meet graduate school admission requirements.
- Students who continue to register for courses beyond the first 12 hours risk earning credits that cannot be applied to a degree program if admission is obtained later.

Satisfactory completion of course work and/or other degree requirements does not imply acceptance of those credits toward a degree program. It is the responsibility of the student to know his or her admission status and seek admission to a degree program in a timely manner. <http://www.unt.edu/catalog/grad/academics.htm>

Application for Graduation

- It is the responsibility of the student to stay well-informed of progress toward the degree and to file the appropriate degree application with the office of the graduate dean. This is handled by accessing the online form and following the directions at <http://tsgs.unt.edu/academics/graduation> . Consult the online academic calendar at <http://registrar.unt.edu/graduation-and-diplomas> for the proper dates. The applicant's grade point average on all graduate work attempted must be at least 3.0 for the application to be accepted.

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 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 are 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>

Financial Aid Requirements

- A student enrolled at UNT must be attentive to any policies and deadlines related to financial aid. Please visit <https://financialaid.unt.edu/graduate-students/> . Maintaining eligibility is detailed at here: <https://financialaid.unt.edu/maintaining-eligibility>

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

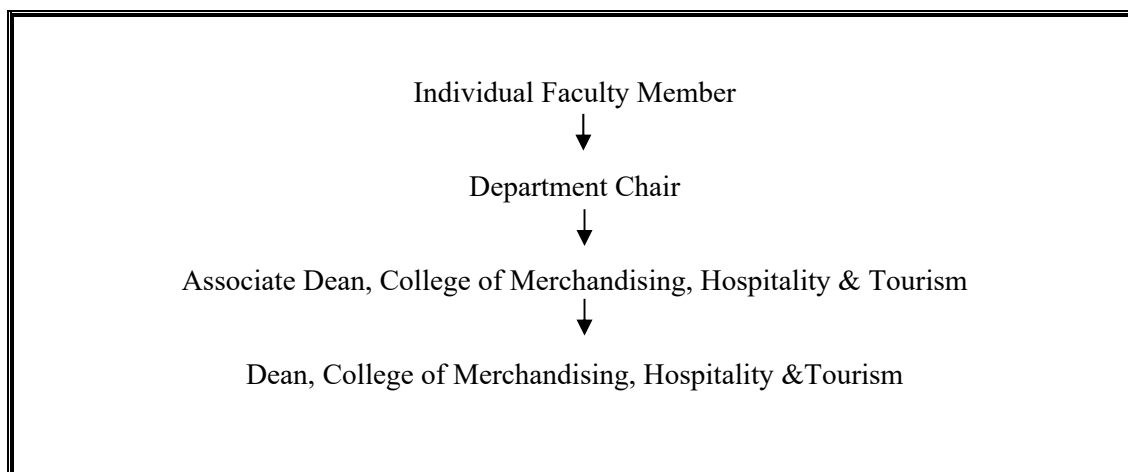
Dates and Deadlines

August 23	First day of class
August 27	Last day to add a class.
September 4	Census date –Students cannot be added to a course for any reason after this date.
September 6	Labor Day – No Classes – University is Closed
November 12	Last day for a student to drop a course and receive a W. Also last day to withdraw from the semester.
November 25-26	Thanksgiving Break – No Classes – University is Closed
December 1-2	Pre-final days
December 2	Last regular class day
December 3	Reading day (no classes)
December 4-10	Final exams (Exams begin on Saturday) For your specific final exams, see this website: https://registrar.unt.edu/exams/final-exam-schedule

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 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 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. 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.

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.

Do you know the penalties of academic dishonesty?

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 instructor should have a syllabus policy describing penalties for academic dishonesty.

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.
- Student 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 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 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 www.deanofstudents.unt.edu.

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 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).

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 TKinley@unt.edu and request that your name and image not be shared. Dr. Kinley 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 ceo@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

Career Resources

Resume Help

For one-on-one help with your resume or other job-search skills, Ms. Janice Lader (Janice.Lader@unt.edu) is our Career Center advisor. Contact her for an appointment.

Career Center

The Career Center is currently located in Sage Hall. They provide *free* help with resumes, interview skills, business cards, professional portraits, etc. They also host several recruiters throughout the year and host job fairs. Learn more about their services here: <https://careercenter.unt.edu/>.

Internship / Career Industry Contact Opportunities

- In the fall semester, watch for information about the **Global Discussions and Executive in Residence (EIR) Lecture**. These are opportunities to hear about innovative industries and network with CMHT Board members and speakers.
- The **CMHT Career Expo**, which provides opportunities to talk with recruiters and maybe schedule an interview on the spot!
- In the spring semester, watch for information about the **Consumer Experience Symposium**. The format will be similar to the EIR in that it affords you an opportunity to hear directly from industry and network with Board members and speakers.
- **CMHT Student organizations** bring industry opportunities to campus in their monthly or bi-monthly meetings. Join them and participate!
- We sometimes have an **Industry Partner of the Day** set up in the hallway near the advising offices when we are on campus, and available via Zoom when we are not. These events may be publicized in your classes and on the CMHT social media sites.

Online Job Board and Social Media Sites

- <https://cmht.unt.edu/jobs>
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- LinkedIn - <https://www.linkedin.com/in/unt-cmht-2023b8173/>
- Twitter - @UNTCMHT
- Facebook Social Site - @UNTCMHT and @UNTHTM
- Instagram - @untcmht

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 UNT students. These laptops and the CMHT-IT Services desk will be available during the following hours:

Monday: 8:00AM – 9:00PM

Tuesday: 8:00AM – 9:00PM

Wednesday: 8:00AM – 9:00PM

Thursday: 8:00AM – 9:00PM

Friday: 8:00AM – 1:00PM

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 visit us on Zoom helpdesk at unt.zoom.us/j/268838628 or give us a call at (940) 565-4227.

CMHT Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. 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://cmht.unt.edu/vmware-virtual-lab>.

The CMHT-IT Services desk can assist you with installing the VMware client on your personal machine. Please see above hours of operation for our IT services desk.

UNT IT Resources

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 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

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

Additional Information

Are You An F-1 Visa Holder?

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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.