

University of North Texas
College of Merchandising, Hospitality and Tourism
Fall 2021
CMHT 4750
Managing a Diverse Workforce

[Greetings from Dr. Joe O'Donnell](#)

Welcome to Fall 2021 and CMHT 4750. I am delighted and honored to have the opportunity to serve as your online instructor for this class! Please do not hesitate to contact me at any time that you may have concerns or questions. Your success is my success!

Instructor Contact

Name: Joseph O'Donnell, Ed.D.

Pronouns: He/Him/His

Office Location: Chilton Hall, Room 342-A

Phone Number: 832.334.9360 (cell)

Office Hours: TBD

Email: joseph.odonnell@unt.edu

Textbook (Required)

Harvey, C. & Allard, M.J. (2015) Understanding and managing diversity: readings, cases and exercises. *Sixth Edition, Upper Saddle River: Pearson.*

MAKE SURE YOU GET THIS EDITION OF THE TEXTBOOK!!

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Mission Statement:

The merchandising and hospitality management programs represent high growth global industries with growing demands for highly skilled, technologically oriented employees. The mission of the College of Merchandising, Hospitality and Tourism Management is to provide excellence in educational programs and research that result in national recognition as a leader in preparing professionals for careers in the fashion, hospitality, tourism, and home furnishings industries.

Course Description

Workforce diversity provides strength in the current global business environment. This course investigates the concepts, policies, and practices facing professionals in the global workplace.

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

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

By the end of this course, students will be able to:

1. Analyze global implications for human relations and workforce productivity (PLO2)
2. Increase understanding of multicultural issues (PLO4)
3. Analyze the differences in communication techniques, work styles, and positive methods of motivation between the different generations in the workplace (PLO5)
4. Assess workplace diversity as it relates to working effectively with people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics
5. Develop an understanding of privilege and its effect on the workplace
6. Practice employee problem-solving skills that are appropriate in a diverse workforce (PLO5)
7. Develop methods for recognizing and reducing prejudice and stereotyping
8. Recognize gender/family issues such as dual careers, child care, elder care, flexible schedules, time management, and stereotypes
9. Develop an awareness of sexual harassment issues in the workplace and demonstrate managerial techniques for creating a work environment free from harassment
10. Develop techniques for conflict resolution
11. Create a corporate culture that values workforce diversity (PLO3)
12. Recognize the importance of religion and culture in today's workplace

Communication Expectations: If you have a general question about the course or assignments, please post it in the General Questions Discussion Area in Discussion Tab. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. This will give you at least one other person who you can email with questions.

If you have a private question, please contact me via the Canvas email or joseph.odonnell@unt.edu and I will respond within 48 hours 7 days a week.

Course Structure

CMHT 4750 is 100% Online – all course interaction will occur through Canvas. A total of 6 Modules will be covered. Each module lasts two weeks.

Teaching Philosophy

I strongly subscribe to and practice the principles of learner centered teaching methodology. Simply stated, I believe it is critical to student success that all lesson plans, lectures, and activities are designed and delivered in a manner that is appropriate to the intended audience. It is my belief that the teacher and student have to partner in the learning process. I discuss this concept with students during the first class period and explain our respective responsibilities.

Course Technology & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software

Technical Assistance

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)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements:

| <i>Date</i> | <i>Course Objectives</i> | <i>Topics</i> | <i>Assignment***Check Homepage and Assignments Tool Frequently</i> |
|--|--------------------------|--|--|
| MODULE 1 – UNDERSTANDING INDIVIDUAL PERSPECTIVES OF DIVERSITY | | | |
| Aug. 23- Aug. 27 | | <ul style="list-style-type: none"> • Getting Started Quiz | Getting Started Quiz Due: August 26th Student Introduction Due: August 27th |

| <i>Date</i> | <i>Course Objectives</i> | <i>Topics</i> | <i>Assignment***Check Homepage and Assignments Tool Frequently</i> |
|--|--------------------------|--|---|
| Aug. 23- Sept. 2 | 1, 2, 11 | <ul style="list-style-type: none"> • Body Ritual among the Nacirema • Increasing Multicultural Understanding: Uncovering Stereotypes • White Privilege and Male Privilege: A Personal Account of Coming to See Correspondences Through Work in Women’s Studies • The Emotional Connection of Distinguishing Differences and Conflict • Exploring Diversity in Your Organization • The Pitney Bowes Case: A Legacy of Diversity Management • Integrative Questions for Section I | <p>Read pages 1-55</p> <p>Assignment # 1: Difference and Conflict Due Friday, September, 10</p> <p>Discussion Board # 1: Nacirema</p> <ol style="list-style-type: none"> 1. Initial post Due Monday, August 30th 2. Responses Due Thursday, September 2nd |
| Sept.3 – Sept 5 | | EXAM # 1 (Covers Module 1) | Open from Friday, September 3rd at Noon until Sunday, September 5th at 11:59 PM |
| MODULE 2 – UNDERSTANDING THE PRIMARY DIMENSIONS OF DIVERSITY: RACE AND ETHNICITY | | | |
| Sept. 6- Sept. 17 | | <ul style="list-style-type: none"> •Introduction •Being an Only: A Field Assignment •Thriving in a Multicultural Classroom •Since We Elected An African American President Twice, Is Racism Still an Issue in America? •Immigration Patterns: The Transition Process •The Coca-Cola Company: Then and Now •Jane Elliott study – “The Eye of the Storm” (Video on Canvas) Deborah Tannen’s video – “He said, She Said” | <p>Read pages 56 - 107</p> <p>Assignment # 2: Jane Elliot’s “Eye of the Storm” video Due Friday, September 17th</p> <p>Discussion Board # 2 Is Racism Still an Issue in America?</p> <ol style="list-style-type: none"> 1. Initial post Due Monday, September 13th 2. Responses Due Thursday, September 16th |
| Sept. 17- Sept. 19 | | EXAM # 2 (Covers Module 2) | Open from Friday, September 17th at Noon until Sunday, September 19th at 11:59 pm |
| MODULE 3 – UNDERSTANDING THE PRIMARY DIMENSIONS OF DIVERSITY: AGE, GENDER, SEXUAL ORIENTATION, AND PHYSICAL AND MENTAL CHALLENGES | | | |
| Oct. 4 – | 1,2,3,4 | <ul style="list-style-type: none"> •Introduction •How Old Should You Be to Drive a Bus?: Exploring Ageism •Generational Diversity in the Workplace •ADA Act •Exploring the Gender Gap: What are the Issues? •When Women Do Lead: Gender Bias 2013 Style | <p>Read pages 108 - 176</p> <p>Assignment #3: Generational Differences Due Friday, October 15st</p> <p>Discussion Board # 3: Is this sexual harassment?</p> |

| <i>Date</i> | <i>Course Objectives</i> | <i>Topics</i> | <i>Assignment***Check Homepage and Assignments Tool Frequently</i> |
|--|--------------------------|--|---|
| Oct. 15 | | <ul style="list-style-type: none"> •The Paradox of Male Privilege: Toward a Gender Democracy & Democratic Manhood •Sorting Through Lesbian, Gay, Bisexual, and Transgender Issues in the American Workplace •Is this Sexual Harassment? •Musical Chairs •Professor on Wheels: A Case of Disability and Diversity •The Cracker Barrel Restaurants •Cracker Barrel Old Country Stores: Postscript | <ol style="list-style-type: none"> 1. Initial post Due Monday, October 11th 2. Responses Due Thursday, October 14th |
| Oct 15– Oct. 17 | | EXAM # 3 (Covers Module 3) | Open from Friday, October 15th at Noon until Sunday, October 17th at 11:59 PM |
| MODULE 4 – UNDERSTANDING THE SECONDARY DIMENSIONS OF DIVERSITY: SOCIAL CLASS, RELIGION, APPEARANCE, WEIGHT, LANGUAGE/COMMUNICATION, AND MILITARY EXPERIENCE | | | |
| Oct. 18 – Oct. 29 | 1,2,3,4 | <ul style="list-style-type: none"> • Introduction • Does Social Class Make a Difference • Social Class: The Fiction of America Meritocracy • Religion in the U.S. Workplace • Understanding Intercultural Communication in Today’s Global Environment • Communicating with a Global Call Center • The Culture of the U.S. Air Force and Its Impact on a Mobile Training Team Case • Fighting for Equal Opportunity: Women’s Changing Roles in the U.S. Military • Choosing the Board: Charting the Course with Competing Priorities • Appearance and Weight: Discrimination in the Workplace • Fairfax Metropolitan Hospital: The Candidate | <p>Read pages 177-258</p> <p>Assignment # 4: Class Matters Due Friday, October 29th</p> <p>Discussion Board # 4: Appearance and Weight</p> <ol style="list-style-type: none"> 1. Initial post Due Monday, October 25th 2. Responses Due Thursday, October 28th |
| Oct. 29- Oct. 31 | | EXAM # 4 (Covers Module 4) | Open from Friday, October 29th at Noon until Sunday, October 31th at 11:59PM |
| MODULE 5 – MANAGING DIVERSITY IN TERMS OF THE ETHICAL, LEGAL, MEDIA, AND MARKETING ISSUES | | | |
| Nov. 1- Nov. 12 | | <ul style="list-style-type: none"> • Introduction • The Ethics of Workplace Diversity • Ethics and Diversity: Legal Application in the Workplace • How Canada Promotes Workplace Diversity | <p>Read pages 259-323</p> <p>Assignment #5:</p> |

| <i>Date</i> | <i>Course Objectives</i> | <i>Topics</i> | <i>Assignment***Check Homepage and Assignments Tool Frequently</i> |
|--|--------------------------|--|--|
| | | <ul style="list-style-type: none"> • A Report in the Current Health of the Media • Exercises in the Media Diversity • New Business Opportunities: Changing Consumer Markets • Points of Law: The Bar Exam • Chick-fil-A and the Media <p style="text-align: center;">Watch the movie “The Butler” – (2013)</p> | <p>“The Butler” movie Due Friday, November 12th</p> <p>Discussion Board # 5: Work/Life Balance</p> <ol style="list-style-type: none"> 1. Initial post Due Monday November 8th 2. Responses Due Thursday, November 11th. |
| Nov. 12- Nov. 14 | | EXAM # 5(Covers Module 5) | Open from Friday, November 12th at Noon until Sunday, November 14th at 11:59 PM |
| MODULE 6 – MANAGING ORGANIZATION CHANGE AND DIVERSITY: CURRENT ISSUES | | | |
| Nov. 15- Dec. 2 | | <ul style="list-style-type: none"> • Introduction • What Do Organizations Do to Manage Diversity? Examining Corporate Leadership, Training, Mentoring, Employee Resource Groups, and Social Responsibility Programs • Work-Life Balance Issues: Changing When and How the Work Gets Done • The Six Sigma Case: Promotion at the Western Company • Diversity and Inclusion Awards: A Critical Examination • One Workplace Bully is One Too Many: The Four Faces of Bullying • A Case of Harassment, Discrimination, or Bullying: You Decide.... <p style="text-align: center;">The Path to Inclusion: The Business Case for Diversity at Ocean Spray</p> | <p style="text-align: center;"><i>Read pages 324-389</i></p> <p>Assignment # 6: Aging and the Workforce Due Tuesday, November 30th</p> <p>Discussion Board # 6</p> <ol style="list-style-type: none"> 1. Initial post Due Monday, November 22nd 2. Responses Due Thursday, December 2nd |
| Dec. 6- Dec. 9 | | FINAL EXAM (COVERS MODULE 6) | Final Exam open from Monday, December 6th Noon until Thursday, December 9th at 11:59pm |
| | | Final Grades will be posted between Friday, December 9th and Monday, December 12th | Grades will not be curved. |

| <i>Assignment</i> | <i>Points Possible</i> |
|-------------------|------------------------|
| | |

| <i>Assignment</i> | <i>Points Possible</i> |
|--|------------------------|
| <i>Getting Started Quiz</i> | <i>25 points</i> |
| <i>Student Introductions</i> | <i>15 points</i> |
| <i>6 Assignments @ 40 points ea.</i> | <i>240 points</i> |
| <i>6 Exams @ 100 points ea.</i> | <i>600 points</i> |
| <i>Participation</i> | |
| <ul style="list-style-type: none"> • <i>6 Discussion Forums @ 20 points ea.</i> | <i>120 points</i> |
| <i>Total Points Possible</i> | <i>1000 points</i> |

Grading

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Note: Important! CMHT majors must earn a grade of C or above in each Merchandising, Hospitality and Tourism Management (CMHT) course completed in residence or transferred to UNT. All prerequisite courses must have an earned grade of C before progressing to the next level.

Course Evaluation

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

Course Policies

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Assignment Policy

Assignments must be submitted via Canvas. Assignments will NOT be accepted after the submission date, and subsequently a score of “0” points will be recorded for the missed assignment. **All assignments/discussion boards are due by 11:59 pm on the designated due date.**

Exam Policy

Exams may include objective and subjective questions. Examples of objective items include multiple choice, true/false, fill in the blank, and problems. Examples of subjective questions include short answer, essay, and case study analysis. All exams are administered online. All exams will cover all material presented in online course contents, practice self-tests, graded quizzes, paper assignments, Discussion Boards, and other indicated sources. Make-ups for exams and the final exam are given only in unforeseeable and well-documented scenarios:

Instructor Responsibilities and Feedback

- Helping students grow and learn
- Providing clear instructions for projects and assessments
- Answering questions about assignments
- Identifying additional resources as necessary
- Providing grading rubrics
- Reviewing and updating course content
- Responding to students’ emails and providing assignment feedback in a timely manner

Late Work

Late assignments/discussion boards will NOT be accepted! There are two exceptions to this policy on late submissions: Illness with doctor’s release, or Death of immediate family member with verification.

Attendance Policy

The time spent logged on to Canvas will be monitored. Students are expected to log on to the class at least twice a week as there will be frequent messages from the instructor or fellow students. In addition, the teacher reserves the right to drop students who are not contributing regularly within the online venue.

Syllabus Change Policy

The instructor reserves the right to revise this syllabus, class schedule, and list of course requirements when he/she deems such revisions will benefit the achievement of course goals and objectives. Changes will be announced on Canvas.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, 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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy

UNT makes 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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students 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. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

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.

Acceptable Student Behavior

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

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

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.

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.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

