

MDSE 4010 Global Sourcing (Online Course)

Instructor: Mrs. Kristina Bruder

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Virtual Office Hours: Wednesday 8:30pm to 9:30pm or by appointment

Communications: All emails must have a subject heading which includes the following: Course Number and Section (Ex: MDSE 4010-002). You may expect a same day response except on weekends/holidays. Emails without this subject heading may not be answered in a timely manner.

Description*: An overview of global sourcing in the textile and apparel industries and the factors affecting global sourcing from product concept to distribution with an emphasis on global issues. Major topics include the textile and apparel complex and its history, international trade and the effects of trade policy, the sourcing process, selection of sourcing locations and partners, sourcing regions of the world, and current trends.

Prerequisite(s): Declared major in Merchandising, Home Furnishings Merchandising, Digital Retailing or Retailing, or declared minor in Merchandising or HF Merchandising; must have completed one of the following with a C or better: MDSE 2490, HFMD 2400, DRTL 2090, or RETL 2550. Students must submit transcript online in Canvas by **1/17@ 11:59pm**; please highlight the relevant course(s) on the transcript (unofficial transcript from my.unt.edu is acceptable).

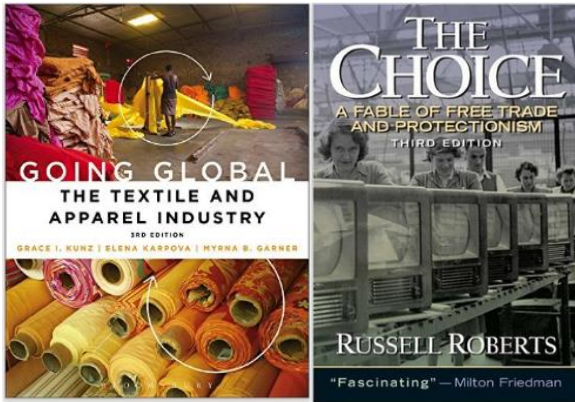
Objectives:

At the completion of this course, students should be able to:

- Discuss the breadth and depth of the textile and apparel industry complex from an historical and theoretical perspective.
- Explain international trade and trade policy and the effects on countries with developing and developed economies.
- Evaluate how changes in economic, social, political and cultural environments impact sourcing decisions of manufacturers, brand managers and retailers.
- Analyze sourcing organizations to determine sourcing strategy based upon the sourcing process.
- Describe the sourcing regions of the world including level of development, specializations and relationship with the world.
- Identify and analyze current trends in sourcing and the implications for manufacturers, brand managers and retailers.

Required Texts:

- Kunz, G.I. (2016) *Going Global: The Textile and Apparel Industry*. (3rd ed.). New York: Bloomsbury. (ISBN: PB 978-1-5013-0730-0 (includes Studio Online Access Code with Online Tools for Study))
- Roberts, R. (2006) *The Choice: A Fable of Free Trade and Protectionism*. (3rd ed.). New Jersey: Pearson



ISBN-13: 978-1501307300
ISBN-10: 1501307304

ISBN-13: 978-0131433540
ISBN-10: 0131433547

* Students may vary in their competency levels for these abilities. Expect to acquire this knowledge and these skills only if you honor all course policies, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student. The above and included schedule, policies, procedures, requirements and assessments in this course are subject to change in the event of extenuating circumstances, by agreement, and/or to ensure better learning.

Course Structure: Online courses require careful time management and self-discipline. Use the Course Schedule to determine what module to read and study. Use the To Do List to determine what is due each week. Modules 1-5 begin with history and the background information necessary to place sourcing within the correct context. An understanding of history will help you know what to anticipate for the future. The next unit of Modules 6-13 describe the steps involved in sourcing. This section is mostly practical—a “how to” approach—with information about trading partners. If you are interested in more advanced learning about a practical approach to global sourcing, please check out “Global Sourcing in the Textile and Apparel Industry”, 2ed. by Jung E. Ha-Brookshire. You will notice that a previous edition of this textbook is referenced in the modules. Finally, the current trends, issues and future of sourcing will be briefly discussed and provide the conclusion to the semester in Module 14. Module 15 is a summary and review for your convenience. The course is structured using a new module for each topic.

There is one Module per week. Each Module includes the following:

- **Module Content** takes the place of a lecture; it is additional explanation of the textbook, new information and personal experiences. It may offer some additional reading, visuals and videos to help clarify points. In general, Module Content is not simply a repetition of the reading assignments—although there is some repetition. Your knowledge of Module Content will be assessed using quizzes and the Comprehensive Final Exam. Note that the modules are open and are accessible ahead of time in case you wish to work ahead. Module Content includes:
 - **Topic Introduction and Objectives:** the subject is introduced along with its importance to the field and what you are expected to be able to do at the end of the module. This is available from the beginning through the end of the semester.
 - **A “To Do” List: what is due for each module;** this is summarized in the module itself and on the Course Schedule. The Course Schedule may also include warnings about upcoming items you need to accomplish long before an assignment is due. It is recommended that you use the Course Schedule for marking dates on your calendar.
- **Link to Course Quiz:** you may access the Course Quiz on the Access date listed on the Course Schedule. Each quiz is open for one week from Friday 12:01am to Thursday 11:59pm. They cannot be turned in late. They will disappear from Canvas on the due date/time. They are untimed.
- **Links to the Assignments**--which may be a quiz, a file to upload, a discussion or a combination of these three—may allow some items to be turned in late. Most assignments will be available on the Access Date. You are given at least 10 days to complete all assignments. The last two assignments (The Choice and Sourcing a Garment) will be made available much earlier because they require planning. Do not be discouraged with the number of assignments. Most of them are ‘small bites’—practical exercises where you apply what you have learned. Be aware that 10% will be deducted for each day late up to 3 days (30% deduction). Discussions cannot be late. Please understand that turning in an excellent assignment one day late is likely to be better than turning in a poor assignment or not turning in the assignment at all. Get those points!

Notes:

- **Week & Access Date on the Course Schedule:** the weeks are numbered here for the semester; the Access Date is when you should begin the module, but you could read ahead because the Module Content is available from the beginning of the semester.
- **Everything is due at 11:59pm except for the Final Comprehensive Exam.**
- The Course Requirements page below explains what is required, how much it’s worth in points and when each item is due .
- The Course Schedule page includes a list of what must be completed in the week. Anything in **red font** is a caution—something you need to begin doing now.
- **If you are joining the class late, please be sure to let me know. I may be able to give you more time.**

Course Requirements:	Points	Due Dates
<p>Course Quizzes (15 quizzes@20 points each; links are in the relevant module): Be sure that you did not lose internet connection while taking the quiz so that your quiz was submitted in its entirety. The quizzes are intended to help you understand what is important to know; pay attention to the fact that questions come from module content online <u>and</u> from the textbook. Module 1 includes a Syllabus Quiz and Module Quiz; the remaining Modules include one Course Quiz except for Module 15 which is a review. You may use your book; you may take as long as you like, and you may take it up to 3 times. Canvas will record your highest number of points earned. Note that because there is a pool of 30 or more questions possible for each quiz from which your questions are selected randomly, you may wish to take the quizzes more than once. The number of questions may vary (thus questions may be worth 1 point or 2 points or 0.5 points). The quiz will not be available on Canvas after the due date; no late quizzes will be allowed. These quizzes are also your review and study guide for the Comprehensive Final Exam. You will be able to access completed quizzes with correct answers before the Final Comprehensive Exam.</p>	300	Syllabus Quiz: 1/24 Module 1: 1/24 Module 2: 1/31 Module 3: 2/7 Module 4: 2/14 Module 5: 2/21 Module 6: 2/28 Module 7: 3/7 Module 8: 3/21 Module 9: 3/28 Module 10: 4/4 Module 11: 4/11 Module 12: 4/18 Module 13: 4/25 Module 14: 5/2
<p>Module Assignments (vary; links are in the relevant modules): some assignments require an upload or a quiz or a discussion or any combination of the three. Be sure that you read the assignments carefully. These assignments are ‘small bites’ for the most part. However, the exception is the last two assignments: “The Choice” and “Sourcing a Garment” being 210 points or 20%+ of your grade.</p> <p>Note: there is a Peer Discussion Forum where you may ask questions of other students and get help. See on Canvas for more details. I will monitor this discussion forum weekly.</p>	600	<ul style="list-style-type: none"> • Transcript: 1/17 • Introduce Yourself (15 points): 1/24 • Sourcing in My Closet (quiz 15 points/upload, 30 points): 1/28 • Sourcing in My Closet (discussion, 40 points): 2/4 • Classify Product (30 points): 2/4 • Sustainability (pre-quiz 40 points; email survey link by 2/11 (link expires 2/19; raw data posted by 2/22)) • Trade Theory Videos (quiz, 30 points): 2/18 • Illegal Trade (upload, 30 points): 2/25 • Sustainability (discussion, 50 points): 3/4 • Sourcing Locations (quiz, 15 points): 3/18 • Transit Time (quiz, 10 points): 3/25 • Selecting Suppliers (quiz, 35 points): 4/1 • Hot Spots (journal, 30 points): 4/8 • Sourcing Strategy (quiz, 20 points): 4/15 • The Choice (quiz for 60 points; discussion for 50 points): 4/22 • Sourcing a Garment (upload, 60 points): 4/29 • Sourcing a Garment (discussion, 40 points): 5/2
<p>Comprehensive Final Exam: 100 questions covering the entire semester; the questions will be generated randomly from the large pool of course quiz questions; no one will have the same exam; you will be allowed to go back to previous questions to add or change an answer; it is likely you will see some of the same questions from the course quizzes and new ones; the questions will be multiple choice and True/False; it will be on Canvas. The exam is timed for 120 minutes at which time it will automatically submit your answers.</p>	100	5/7: available on Tuesday from 11:00AM to 11:00PM (timed test, 2 hours); must be completed by 11:00PM (whether you used the full 2 hours or not, so start no later than 8:45pm if you want the full 2 hours).
<p>Course Total</p>	1000	
<p>Bonus: Attend 1 extracurricular event and complete the assignment.</p>	(20)	Professional Development due 4/24
<p>Bonus: If 70% of the class completes the SPOT, 15 points will be awarded to each student in the class.</p>	(15)	Check your UNT email in early April.
<p>It is possible that I will award bonus points for exceptional assignments, etc.</p>		

CMHT Global College Level Outcomes (Student Learning Objectives)

Assignment	Critical Thinking (Analytical or Theoretical)	Collaboration	Leadership (Ethical or Professional)	Global Thinking/ Perspectives	Effective Communication
Sourcing in My Closet	Analytical	X		X	X
Classify Product	Analytical				
Sustainability	Analytical	X	Both		X
Trade Theory Videos	Analytical				
Illegal Trade	Analytical		Ethical	X	
Sourcing Locations	Analytical			X	
Transit Time	Analytical			X	
Selecting Suppliers	Analytical			X	
Hot Spots	Analytical			X	X
Sourcing Strategy	Analytical		Professional	X	
The Choice	Analytical	X		X	
Sourcing a Garment	Analytical	X		X	X

Course Schedule: Global Sourcing (Online)

Week	Week & Access Date	Module Topics	Reading Assignment	What is Due and When:
Introduction	1 1/14	Introduction to Global Sourcing	Kunz Ch.1; Module Content	<ul style="list-style-type: none"> • Transcript: Pre-requisite highlighted; due 1/17 • Introduce Yourself (discussion) due 1/24 • Course Quizzes: due 1/24 <ul style="list-style-type: none"> ○ Syllabus ○ Module 1 • Assignment: Sourcing in My Closet (quiz + upload) due 1/28
	2 1/25	Textile & Apparel Supply Matrix	Kunz Ch. 3; Module Content; begin reading "The Choice"	<ul style="list-style-type: none"> • Course Quiz: Module 2 due 1/31 • Assignment: Sourcing in My Closet (discussion) and Classify Product (quiz) due 2/4
	3 2/1	Developing Sustainable Supply Chains	Kunz Ch. 4; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 3 due 2/7 • Assignment: Sustainability (pre-quiz and Sustainability Survey link), due 2/11
Trade	4 2/8	International Trade	Kunz Ch. 5; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 4 due 2/14 • Assignment: Trade Theory Videos (quiz), due 2/18
	5 2/15	Illegal and Unethical Trade	Kunz Ch. 6; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 5, due 2/21 • Assignment: Illegal Trade (upload), due 2/25
How To	6 2/22	Sourcing Process Overview	Module Content only	<ul style="list-style-type: none"> • Course Quiz: Module 6, due 2/28 • Assignment: Sustainability (discussion), due 3/4
	7 3/1	Selecting Locations	Kunz Ch. 7; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 7, due 3/7 • Assignment: Sourcing Locations (quiz,) due 3/18
	8 3/8	Selecting Vendors	Kunz Ch. 8 (pp. 232-256); Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 8, due 3/21 • Assignment: Transit Time (quiz), due 3/25
	9 3/22	Selecting Vendors	Kunz Ch. 8 (pp. 256-264); Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 9, due 3/28 • Assignment: Sourcing Suppliers (quiz), due 4/1
Trading Partners	10 3/29	Trading Partners—Europe & EU	Kunz Ch. 9; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 10, due 4/4 • Assignment: Hot Spots (journal), due 4/8
	11 4/5	Trading Partners—Americas & Caribbean Basin	Kunz Ch. 10; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 11, due 4/11 • Assignment: Sourcing Strategy (quiz), due 4/15
	12 4/12	Trading Partners—Asia & Oceania	Kunz Ch. 11; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 12, due 4/18 • Assignment: The Choice (quiz + discussion), due 4/22
Conclusion	13 4/19	Trading Partners—Middle East & Africa	Kunz Ch. 12; Module Content	<ul style="list-style-type: none"> • Course Quiz: Module 13, due 4/25 • Assignment: Sourcing a Garment (upload), due 4/29 • Bonus: Professional Development, due 4/24
	14 & 15 4/26	Current Trends, Issues and The Future; Review	Module Content (both in both Modules)	<ul style="list-style-type: none"> • Course Quiz: Module 14, due 5/2 • Assignment: Sourcing a Garment (discussion), due 5/2
Final Comprehensive Exam: available on Tuesday, May 7, from 11:00AM to 11:00PM (timed test, 2 hours); must be completed by 11:00PM.				

Course Policies:

Grading:

- **Due dates** are final. Dates and times are specified in the assignment on Canvas and in the Course Schedule. It is your responsibility to make sure everything is turned in at the correct time as posted on Canvas.
 - If you did not turn in the assignment, zero (0) points will be given.
 - It is your responsibility to be sure you turned in the assignment correctly and **that you did not lose Internet connection** while taking a quiz or submitting an assignment, etc.
 - Always **sign out and then go back to Canvas** to ensure that what you submitted shows up properly.
 - After the grade has been posted to Canvas, students have 5 days to discuss the grade. After that, there will be no discussion. Do not expect concessions to be made at the end of the semester.
 - If you are at 59%, 69%, 79% or 89%, i.e. “on the bubble”, I will consider ‘bumping’ your grade after reviewing whether all assignments were completed, turned in on time, and were correctly formatted. Discussions would need excellent participation.
 - **DISCLAIMER: Do not rely on Canvas to give the correct grade average.** Always do the math yourself. If your current point total is 230 points and currently 250 points are possible, then: $230/250 = .92 \times 100 = 92\% = A$.
 - Grades are not curved. The final semester grade will be determined as follows:
 - A= 90 – 100%, B= 80 – 89.9%, C= 70 – 79.9 %, D= 60 – 69.9%, F = 59 and below
- | |
|-------------------|
| 900-1000 = A |
| 800-899 = B |
| 700-799 = C |
| 600-699 = D |
| 599 and below = F |
- If you are concerned about your progress in this course, first complete the “How to Calculate My Grade” spreadsheet and email to me with your concern. If needed, schedule a time to discuss by email or in person.

Assessments will include quizzes, assignments and a comprehensive exam. You are responsible for taking and completing all assessments.

- Assessments may cover information from the textbooks, class lectures, guest presentations, videos and any additional handouts or articles posted to Canvas by the instructor.
- Final Exams will not be given early.
- People with prolonged hospitalizations and illnesses, serious accidents, etc. should provide appropriate documentation to the Dean of Students.
- There is plenty of time to read, take the quizzes and complete the assignments in a timely manner. Because everything is online and available for a minimum of 7 days, as well as being untimed, there will be no Office of Disability Accommodations except for the Comprehensive Final Exam.

Submitting assignments:

- Good writing (grammar, spelling, and punctuation) is expected and not rewarded but poor writing will result in loss of points.
- Unless otherwise specified, all assignments are to be computer generated, double-spaced, with 12-point font, one-inch margins, and page numbers. All assignments should be free of spelling, spacing, or grammatical errors and have a well-balanced, professional appearance. Cite references when deemed appropriate using APA style. If asked to write an essay, the paper should include an introduction and conclusion, and include headings and subheadings if needed.
- Unless otherwise specified, ALL assignments will be turned in via Canvas – no assignments will be accepted unless it is received via Canvas in the appropriate link. Please complete all assignments as specified on Canvas.
- **CANVAS SUBMISSIONS: Save your files as stated in the specific assignment. Assignments which cannot be opened will receive a zero. Do not email assignments to me; do not give me hard copies.** Be sure to check that the file type is compatible with Canvas before final submission onto Canvas! Remember, there may be a time discrepancy between your home computer and the Canvas system. Therefore, it is imperative to submit ALL assignments well before the cut-off time.
- Any unoriginal work including references or quotes must be properly cited in assessments must follow APA format and style (refer to the APA Publications Manual).
- It is your responsibility as a student to ensure that assignments are properly posted/uploaded to Canvas. If it’s not there, it can’t be seen, and it can’t/won’t be graded.
- If you have questions about Canvas, call the Helpdesk. Do not tell me that “Canvas didn’t do its job!” It is your responsibility to ensure that your assignment uploads properly.
- **UNT POLICIES:** *Please refer to the UNT Faculty Handbook or your department regarding the Student Code of Conduct Policy.*

College of Merchandising, Hospitality & Tourism

Syllabus Statements

Spring, 2019

Have you met with your advisor?

- **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.

Do you want to graduate on time?

- Advisors help you sequence courses correctly for an “on time” graduation. 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 before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain in the course.
- Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Are You Considering Transferring a Course to Meet UNT Degree Requirements?

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.

Advising Contact Information (Chilton Hall 385 – 940.565.4635)

Could you be dropped?

- 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.***

Are you receiving financial aid?

- 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.

Are you thinking about dropping course?

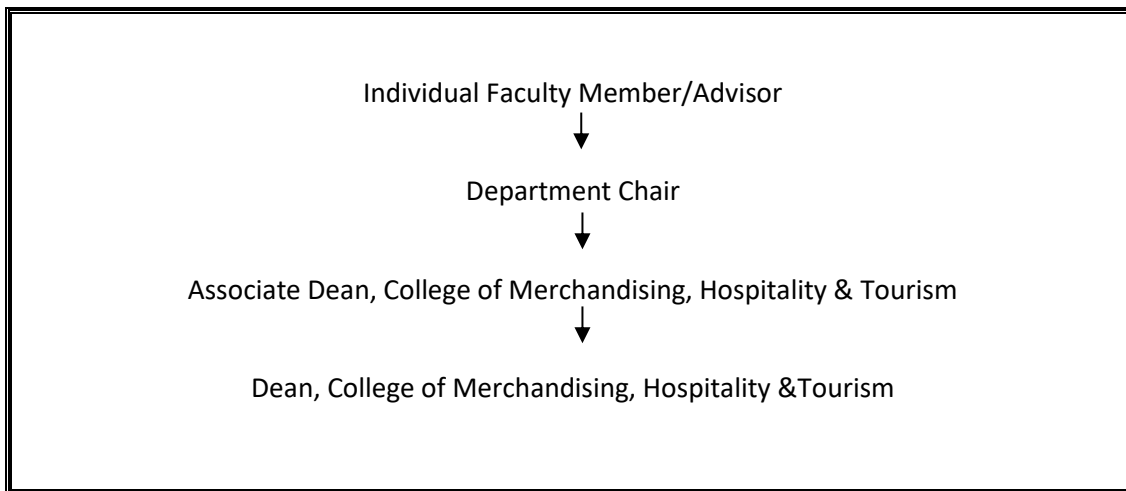
- **A decision to drop a course may affect your current and future financial aid eligibility.** Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course are the student’s responsibility.
- **After the 12th class day, students cannot drop a course online** through your my.UNT Student Portal. Effective Fall 2018, the procedure to drop a course changed. See <https://registrar.unt.edu/regISTRATION/dropping-class>

Do you know these important dates in Spring 2019

January 14	First day of class
January 21	MLK Jr. Day – UNT is closed, so no classes
January 18	Last day for change of schedule other than a drop. (Last day to add a class.)
January 28	Census date –Students cannot be added to a course for any reason after this date.
January 29	Beginning this date, students must follow university procedures to drop a class. See https://registrar.unt.edu/registration/dropping-class
March 11-17	Spring Break
April 1	Last day for a student to drop a course and receive a W.
May 1-2	Pre-final days
May 2	Last class day
May 3	Reading day (no classes)
May 4-10	Final exams (Exams begin on Saturday)
May 10-11	Graduation ceremonies

Do you know who to contact for a course-related or advising 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 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. . See UNT policy: https://policy.unt.edu/sites/default/files/06.003_StudentStandardsOfAcademicIntegrity_8_2017.pdf

Policies and penalties for academic dishonesty:

- **Cheating** on an exam will result in automatic failure on that assessment and possibly from the course (e.g., use of unauthorized assistance to take the exam; acquisition without permission of the test).
- **Dual submission** of a paper or project or resubmission of a paper or project to a different class without express permission from the instructor will result in automatic failure from the course.
- **Plagiarism** (depending on the severity) will result no credit on an assessment or failure from the course.
- **Fabrication** or inventing any information, data or research as a part of an academic exercise will result in no credit on an assessment or failure from the class.
- **Facilitating Academic Dishonesty** or assisting another in the commission of academic dishonesty will result in failure from the class (for either or both individuals).
- **Sabotage** or acting to prevent others from completing their work or willfully disrupting the academic work will result in failure from the class.

Do you meet ALL expectations for being enrolled in a course?

- 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).

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.*

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. **IN THE EVENT OF AN EMERGENCY OR UNT CLOSURE, I WILL CONTACT YOU THROUGH CANVAS; PLEASE CHECK CANVAS "Announcements" FREQUENTLY FOR INFORMATION.**

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 – 9:30PM
Tuesday: 8:00AM – 9:30PM
Wednesday: 8:00AM – 9:30PM
Thursday: 8:00AM – 9:30PM
Friday: 8:00AM – 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 or visit us at: <https://itservices.cmht.unt.edu/>

CMHT Student Computer Lab

Located on the 3rd floor of Chilton Hall, technology classroom **388** will be open for students as a computer lab Monday - Friday between the hours of 8:00AM – 1:00PM. In this computer lab, there will be laptops available for checkout as well as printers for your course-related printing needs. Please take advantage of this environment to work on group projects or as a study room.

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://itservices.cmht.unt.edu/labs>

Also, 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.

Are You An F-1 Visa Holder?

- 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 must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
- If such an on-campus activity is required, it is the student's responsibility to do the following:
 - (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
 - (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.
- Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

ACCESS & NAVIGATION

Minimum Technical Skills Needed:

Examples include:

Using the learning management system

Using email with attachments

Creating and submitting files in commonly used word processing program formats

Copying and pasting

Downloading and installing software

Using spreadsheet programs

STUDENT TECHNICAL SUPPORT

The University of North Texas [UIT Student Helpdesk](#) provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565.2324

In Person: Sage Hall, Room 130

Our hours are:

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

RESOURCES

Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Canvas Learn on the “Academic Support” tab.

Voluntary Product Accessibility Template (VPAT) Canvas Learn Release 9.1

The **Voluntary Product Accessibility Template**[®], or VPAT[®] documents Canvas Learn 9.1's conformance with the accessibility standards under Section 508 of the Rehabilitation Act (29 U.S.C. '794 d), as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998.