



University of North Texas
College of Merchandising, Hospitality, and Tourism
Department of Hospitality and Tourism Management
CMHT 4750 Managing A Diverse Workforce

Instructor Contact

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Class Meetings: Online
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Textbook**No textbook Required****Required:**

Harvard Business School Publishing
Case Studies & Articles \$37.35
<https://hbsp.harvard.edu/import/1412784>

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 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 holds a global perspective that incorporates an appreciation and understanding of human diversity. Personnel who perceive themselves as global employees are critical to 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.

**Hospitality & Tourism Management (HTM)
Mission, Vision, and Program Learning Outcomes
(Only for HTM Students):**

HTM Mission

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

HTM Vision

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

HTM Program Learning Outcomes

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

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

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

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

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

Course Objectives:

The objectives of this course are to:

- Apply the concepts and theories of social identity in understanding workforce dynamics (PLO3)
- Discuss the implementation strategy for improved workplace wellbeing (PLO3)
- Discuss the impact of various socio-economic statuses of the employees in the workplace (PLO3)
- Identify the socio-cultural environment that impacts workforce dynamics (PLO3)
- Develop strategies to improve collaboration between employees of different age groups (PLO5)
- Discuss the implications of disability in the workplace. (PLO3)
- Develop methods for recognizing and reducing prejudice and stereotyping (PLO3)
- Suggest techniques for creating a work environment free from harassment (PLO3)
- Examine the current laws, regulations, policies and procedures related to workplace management (PLO3)
- Analyze global implications for human relations and workforce productivity (PLO5)

Course Procedures:

The biggest challenge for 100% online courses is to meet the deadline. Do Not wait until the last minute and do your best to work ahead of time!

- During this condensed Summer I session, you can expect assignments, discussion boards, and quizzes due every other weekday. Given the accelerated pace, working ahead is strongly encouraged.
- **Syllabus:** This syllabus is **YOUR MAIN SOURCE** for due dates, teaching modules, article/case studies readings, quizzes, and assignments. Any changes to the syllabus will be made through Canvas on the Homepage and in an announcement. Due dates can be found on the course outline (pages 7 ~ 10). Place alerts on your smartphone to remind you of due dates.
- Set your phones, computers, /calendars to alert you of all due dates. There is no excuse for missing a due date with today's technology – so use it!
- Assignments are due as assigned, and ***something is due every day for this summer session.***
- Assignments must be thorough. Remember, this is a senior-level, core course, and you will be graded on that basis.
 - All grading of work will be influenced by neatness, spelling, grammar, form, and your level of professionalism. These skills are critical in today's workforce.

- **Getting Started Quiz:** You must complete this quiz in Canvas before being allowed to proceed to the first learning module. It is worth 25 points.
- **Assignments:**
 - All assignments/discussion boards MUST be submitted through Canvas.
 - All assignments/discussion boards are due by 11:59 pm on the designated due date.
 - All assignments and discussion boards are available from early in the semester to allow you to work ahead of time. Please take advantage of this opportunity.
 - **Late assignments/discussion boards will NOT be accepted.** To successfully complete this class with a passing grade (A, B, or C), please make every effort to complete work on time. All assignments and discussion boards will be available ahead of time.

Discussion Boards – There will be five Discussion Boards. You will submit an **initial post**, and then you will respond to Discussion Board (DB) postings by your classmates. A minimum of one classmate with whom to respond.

- Regular, timely participation in all Discussion Board sessions is required. Your instructor will know if you waited to post until the very last minute. The stronger your posts, the better your score will be.
- Submit your initial post early so that your classmates will have sufficient time to respond. **Your initial post must be at least 200 words and is due no later than 11:59 pm on the designated due date.**
- A minimum of one **response** to your classmates' posts is necessary for each **DB**. **Each response post must be at least 150-200 words.** Late posts will not be accepted. Late is late!
- A minimum of **five points** will be deducted if you do not respond to your classmates' posts (Discussion Board)
- Answers should demonstrate critical, thoughtful analysis and reflection, as well as professional writing skills. Remember, this is a senior-level core course, and you will be graded on that basis.
- The use of scholarly sources, as well as current newspapers and magazines containing workforce-related issues should be incorporated into your discussions and analysis.
- Be creative in your posts. Ask questions, give personal examples, cite sources, and be insightful in your reflections.
- Your instructor will determine your final DB score.
- Remember, grammar and spelling will influence your grade, as you are a senior and these skills are critical.
- **Module Assignments & Case Studies:** Complete these end-of-module assignments, Case Studies, Discussion Boards. Check your syllabus for dates and times for the Due Dates.
- **Course decorum:** It is important that you remain professional and polite in all communications with your instructor and classmates. Please do not send messages or emails to the entire class – this will bog down the system and delay the instructor's response. Rude or inappropriate messages or other contacts or commentary have no place in the professional environment and may be forwarded to the Department Chair, appropriate Dean, and/or the Dean of Students.

Class Participation:

Due to the interactive nature of this course, virtual participation and attendance are critical to the success of each student. Therefore, your virtual attendance will be regularly monitored throughout the winter semester through the Canvas Tracking System (Performance Dashboard).

Active participation in online class discussions and activities is expected in order to demonstrate the achievement of course objectives. Students are responsible for all information, announcements, changes in schedules, etc., which are covered in the course.

Netiquette:

All work, including messages, assignments, and Discussion Boards must abide by “netiquette” rules. Professional and appropriate language, grammar, spelling, and syntax must be used in all communications. Be respectful to your classmates and instructor. **Do not use “texting-style” writing at any time (such as not capitalizing proper nouns).** Some of you may choose to do some of your work on a Smartphone or iPad. The same stringent standards apply, so make sure you check and recheck your work before hitting the “Send” button.

ADA Statement:

If you have a disability for which you will require accommodation under the terms of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, please

- discuss your needs with the instructor during the virtual office hours, or
- present your request in a document as provided by UNT’s Office of Disability

Accommodation (go to <https://disability.unt.edu/for> further information).

The College of Merchandising, Hospitality and Tourism Management cooperates with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have not registered with the ODA, we encourage you to do so. Please present your written Accommodation Request to the instructor on or before the 5th class day.

Academic Dishonesty – DO NOT BE A CHEATER!

Cheating, in any form, will result in an automatic grade of “F” for this course, the removal of the student from the course, and a full report sent to the Office of the Dean of Students. Copying of tests or assignments as well as plagiarism of material from notes, books, Internet sources, and research articles is cheating and will not be tolerated. Anyone practicing academic dishonesty will receive a grade of zero for the test/assignment and will be subject to University of North Texas disciplinary procedures.

Academic Dishonesty includes:

- The use of notes during an examination, looking at another student’s examination answers, copying online exam questions, working with another student to take an online quiz or exam, allowing another student to look at your own examination answers, or requesting or passing of information during an examination.
- Plagiarism in all forms (to take and use another person’s writings or ideas or inventions as one’s own), including the internet. *Turnitin* will be used for written assignments to identify the use of plagiarism.
- Copying of projects, papers, or assignments.
- Using a project or assignment from a previous or current class toward fulfilling the requirements of this course.

Please do not cheat! This **zero-tolerance policy** is intended to protect the honest student from unfair competition with any unscrupulous individual who might attempt to gain an advantage through cheating.

Students who become aware of suspicious activities on the part of others are asked to promptly notify the instructor so that immediate corrective action can be taken.

Concluding Remarks:

This document by no means addresses all details applicable to this course and will be modified via Canvas Announcements or a banner on the Homepage. If you have unanswered questions, please ask. The instructor reserves the right to revise the syllabus, class schedule, and list of course requirements when they will benefit from achieving course goals and objectives.

Coursework will be evaluated on the following criteria.

Course Requirement	Due Date	Point Value	Points Earned
Getting Started Quiz	Due Tuesday, June 23 rd at 11:59 PM	25	
Student Introductions	Due Wednesday, June 24 th at 11:59 PM	15	
Assignment I	Open from Tuesday, June 23 rd until Friday, June 26 th at 11:59 PM	40	
Assignment II	Open Monday, June 29 th until Friday, July 3 rd at 11:59 PM	40	
Assignment III	Open Monday, July 6 th until Friday, July 10 th at 11:59 PM	40	
Case Study from Harvard Business School Publishing: Humor or Harassment?	Open from Monday, July 6 th † until Friday, July 10 th at 11:59 PM	90	
Case Study from Harvard Business School Publishing: Marlow Construction (A) Dan Marlow, Founder, and President	Open from Monday, July 13 th until Friday, July 17 th at 11:59 PM	90	
Case Study from Harvard Business School Publishing: Dolce & Gabbana: Racism, Stereotype, or Being Funny	Open from Monday July 20 th until Friday, July 24 th at 11:59 PM The Final Case Study will not be reopened. No exceptions will be made.	90	
5 Discussion Boards & Articles from Harvard Business School (20 points each)	As scheduled in Syllabus	100	
5 Quizzes (10 points each)		50	
TOTAL POINTS		580	

Course Requirements:

<i>Date</i>	<i>Course Objectives</i>	<i>Topics</i>	<i>Assignment***Check Homepage and Assignments Tool Frequently</i>
MODULE 1 – Individual Perspectives and Workplace Effectiveness			
June. 22- June. 24		<ul style="list-style-type: none"> • Getting Started Quiz • Student Introduction 	Getting Started Quiz Due: June 23rd Student Introduction Due: June 24
June. 22- June. 25		<ul style="list-style-type: none"> • Body Ritual among the Nacirema • The Emotional Connection of Distinguishing Differences and Conflict: • The Metaphor 	Discussion Board #1 Nacirema <ul style="list-style-type: none"> • <i>Initial post-Due Wednesday, June 24th</i> • <i>Responses Due Thursday, June 25th</i>
June. 18- June. 26		Assignment 1: Differences and Conflict Assignment # 1: Walmart Difference and Conflict	Quiz # 1 Due, Friday June 26th Assignment 1: Open from Tuesday, June 19th and due, Friday, June 26th at 11:59 PM
MODULE 2 – UNDERSTANDING THE PRIMARY DIMENSIONS OF DIVERSITY: Cultural and Heritage Foundations			
June. 29- July. 1		<ul style="list-style-type: none"> • Introduction • Deborah Tannen’s video – “He said, She Said” • Class Divided video • Workplace and Social Identity • The Global Product Launch 	Discussion Board # 2 The Global Product launch & The Delegation Dilemma <ul style="list-style-type: none"> • <i>Initial post-Due Tuesday, June 30th</i> • <i>Responses Due Wednesday, July 1st</i>
June. 29- July. 3		Assignment 2: From Harvard Business School. Getting the Best Out of the Five-Generation Workforce	Quiz # 2 Due, Friday July 3rd Assignment 2: Open from Monday, June 29th until Friday, July 3rd at 11:59 pm

MODULE 3 – Generational, Gender, and Ability Considerations			
July. 6- July. 8		<ul style="list-style-type: none"> • Introduction • Generational Diversity in the Workplace • Exploring the Gender Gap: What are the Issues? • When Women Do Lead: Gender Bias • Is this Sexual Harassment? 	<p>Discussion Board # 3: Articles from Harvard Business School Is it OK to get paid more for being lucky? Sexual harassment is pervasive in the restaurant industry. Here’s what needs to change</p> <ul style="list-style-type: none"> • <i>Initial post-Due Tuesday, July 7th</i> • <i>Response Due Wednesday, July 8th</i>
July. 6 - June. 10		<p>Assignment III: What is Work-Life Balance Case Study I: From Harvard Business School: Humor or Harassment?</p>	<p>Quiz # 3 Due, Friday July 10th Assignment 3. Open from Monday, July 6 until Friday, July 10 Case Study 1: Open from Monday, July 6th until Friday, July 10th at 11:59 PM</p>
MODULE 4 – Understanding the Socioeconomic, Faith, and Communication Variables			
July. 13 – July. 15		<ul style="list-style-type: none"> • Introduction • Does Social Class Make a Difference • Understanding Intercultural Communication in Today’s Global Environment 	<p>Discussion Board # 4: Articles from Harvard Business School What’s the best way to communicate on a Global Team? When mentorship crosses cultures, both sides learn.</p> <ul style="list-style-type: none"> • <i>Initial post-Due Tuesday, July 14th</i> • <i>Responses Due Wednesday, July 15th</i>
July. 13- July. 17		<p>Case Study II: From Harvard Business School Case Study: Marlow Construction (A) Dan Marlow, Founder, and President</p>	<p>Quiz # 4 Due, Friday July 17th Case Study 2: Open from Monday July 13th until Friday, July 17th at 11:59 PM</p>

MODULE 5 – Legal Compliance and Organizational Best Practices- Marketing Issues			
July. 20- July. 24		<ul style="list-style-type: none"> • Introduction • Workplace and Legal Framework 	
July. 20- July. 22		<ul style="list-style-type: none"> • New Business Opportunities: Changing Consumer Markets • Inclusive Work Environments • Global Operation and Sociocultural Considerations 	<p>Discussion Board # 5: Articles from Harvard Business School</p> <ul style="list-style-type: none"> • Article: When Mentorship Crosses Culture, Both Sides Learn • Article: Survey: What Diversity and Inclusion Policies Do Employees Actual Want? <p>•Initial post-Due Tuesday, July 21st •Responses Due Wednesday, July 22nd.</p>
July. 20- July. 24		<p>Case Study III: From Harvard Business School Case Study: Dolce & Gabbana: Racism, Stereotype, or Being Funny?</p>	<p>Quiz # 5 Due, Friday July 24th Case Study III: Open from Monday July 20th until Friday, July 24th at 11:59 PM</p>
<p>Grades will not be curved. Please do not ask for special provisions, as they will not be granted.</p>			

<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>2 Assignments 60 points ea.</i>	<i>120 points</i>
<i>5 Quizzes 10 points ea.</i>	<i>50 points</i>
<i>3 Case Studies 90 points ea.</i>	<i>270 points</i>
<i>Participation</i> <ul style="list-style-type: none"> • <i>5 Discussion Forums 20 points ea.</i> 	<i>100 points</i>
<i>Total Points Possible</i>	<i>580 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 = 90% -100%

B = 80% - 89%

C = 70% -79%

D = 60% - 69%

F = 50% -59%

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 answers, essays, and case study analyses. 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 a doctor's release, or Death of an immediate family member with verification. The Dean of Students will need to verify.

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 the 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 records; however, information about students' 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 format 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:

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

- 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.
- 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.

- 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 yourname, 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/)