



University of North Texas
College of Merchandising, Hospitality and Tourism
Department of Hospitality, Event and Tourism
Management
HMGT 4600 – Technology & Innovation in Hospitality,
Event & Tourism

COURSE INFORMATION

Welcome to HMGT 4600.001 *Information Technology for Hospitality!* All work in this course will be completed online using the Canvas Learning Management System. Exams, quizzes, discussions, and assignments have specific deadlines. There are no requirements for face-to-face or resident interactions in this online course.

Instructor Information

- **Instructor:**
Dr. Lisa Kennon, Ph.D.
Associate Professor, Department of Hospitality and Tourism Management
Chilton Hall #359J
- **Contact Info:** Please use Canvas Conversations for all communications regarding this class. (In Global Navigation, click on the **Inbox** link. Use the **Compose** icon on the **Toolbar** to create your message.) “Regular” emails through Outlook may be inadvertently deflected to a Junk Mail or Clutter folder, causing unnecessary delays in response. If sent to my faculty email, please put the course number in the subject line (HMGT 4600). Every effort will be given to a 24-hour response to emails during the M-F week.
- **Office Hours:** Virtual- TEAMS – 565-4257, OR Zoom. Email and we will set a time.

Course Description

HMGT 4600 - Technology and Innovation in Hospitality, Event and Tourism. Designed to familiarize students with the strategic use of technology and new trends of innovation in the hospitality, event and tourism fields. Topics include the unique needs for and characteristics of technology and innovation in the aforementioned industries, as well as management, operations, and impacts of technology and innovation on organizations and the industry as a whole.

Mission, Vision, and Program Learning Outcomes

HETM 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.

HETM Vision

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

HETM & EDEM Program Learning Outcomes

PLO1: Identify and apply the knowledge and skills necessary for hospitality and tourism operations.

PLO2: Develop and integrate a core set of business skills necessary to successfully operate a hospitality and tourism organization.

PLO3: Demonstrate competence in the communication skills necessary for hospitality and tourism management.

PLO4: Formulate business decisions in hospitality and tourism management.

PLO5: Evaluate leadership principles necessary in the diverse and global hospitality and tourism industry.

LEARNING OBJECTIVES:

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

- Illustrate the strategic roles of information systems in the global hospitality/tourism industry (PLO1);
- Assess business intelligence in the global hospitality/tourism industry (PLO2);
- Explain network and security threats to the global hospitality/tourism industry (PLO3);
- Analyze IT-enabled marketing and promotion practices in the global hospitality/tourism industry (PLO4);
- Prepare the global hospitality/tourism industry for the mobile technology and sharing economy (PLO1);
- Evaluate e-commerce in the global hospitality/tourism industry (PLO1);
- Apply new technology trends in the global hospitality/tourism industry (PLO3);
- Develop critical thinking and problem-solving skills in IT-related decision making for international hospitality/tourism businesses (PLO5).

Course Materials –Readings, Videos and Supplemental Materials

Students are REQUIRED to read all Content and watch all Videos posted on Canvas.

Recommended readings:

1. Collins, G. Cobanoglu, C., Bilgihan, A., & Berezina, K. (2021). *Hospitality Information Technology: Learning How to Use It (9th ed.)*. Kendall Hunt.
2. Cobanoglu, C., Dogan, S., Berezina, K., & Collins, G. (Eds.). (2021). [*Hospitality and tourism information technology*](#). USF M3 Publishing.
3. Cobanoglu, C., Dogan, S., Berezina, K., & Collins, G. (Eds.). (2021). [*Advances in hospitality and tourism information Technology*](#). USF M3 Publishing.

TECHNICAL REQUIREMENTS/ASSISTANCE

TECHNICAL REQUIREMENTS

The minimum technology requirements for successful completion of this course include:

- Computer
- Reliable internet access

- Speakers
 - Microphone
 - Plug-ins
 - Microsoft Office Suite
 - [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Minimum technology skills for successful completion of this course include:
- Sending and receiving email
 - Creating, sending, and receiving Microsoft Word documents
 - Posting to discussion boards
 - Opening and printing pdf files using free Adobe Acrobat Reader
 - Navigating Canvas and watch videos.
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- For this online course, you are required to have appropriate access to a laptop or desktop computer and reliable internet access. Assignments must be submitted in Microsoft Word format via the 4600 Canvas course.
 - To utilize ZOOM or TEAMS for office hour contact, a computer or device with speakers and a microphone is needed and a camera is needed for video meetings.
 - The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:
 - UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>
 - Email: helpdesk@unt.edu
 - Phone: 940.565-2324
 - Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>
 - More detailed information on IT and Canvas Resources is found further in this syllabus.
 - Minimum technology skills for successful completion of this course include:
 - Sending and receiving email
 - Creating, sending, and receiving Microsoft Word documents
 - Posting to discussion boards
 - Opening and printing pdf files using free Adobe Acrobat Reader
 - Navigating Canvas and watch videos.

Minimum Technical Skills Needed

- Ability to use the Canvas learning management system – if you are not familiar with Canvas, you can find assistance using the [Canvas Guides](#). I recommend that you become familiar with the various tools and tutorials to better equip you to navigate the course.
- Ability to create and submit files in Microsoft Word format.

Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

COURSE ORGANIZATION

How Is the Course Organized?

HMGT 4600 is organized into content modules. Follow the class schedule for when assignments are due.

Opportunities for extra credit may be offered.

Be sure to read the instructions and any other materials completely before beginning each quiz or assignment.

What Should You Do First?

This is a fast-paced course over 5 weeks. Each week, multiple topic modules will be open. There will be quizzes and discussion posts weekly. Exams and assignments will also be completed over the 5-week span. Please note all due dates. Missing deadlines significantly impacts the final grade.

Syllabus:

This syllabus is **YOUR MAIN SOURCE** for course information. Any changes to the syllabus will be made through Canvas on the Homepage and/or in an announcement. Set your phones/computers/calendars to alert you of all due dates. There's no excuse for missing a due date with today's technology – so use it!

The instructor reserves the right to revise this syllabus, class schedule, and list of course requirements. Any major revisions will be distributed through Canvas Announcements. Requirements may be amended during the semester, which could affect the total number of possible points and/or their distribution. Final grade points would then change accordingly.

COURSE REQUIREMENTS

Participation:

As a student enrolled in this 100% online course, you are expected to participate on a regular basis and respond in a timely manner to any instructor/student communication. It is your responsibility to read all components of the class.

Please refer to the course calendar and the Content Modules for specific details. ***Failure to complete assignments, quizzes and exams will result in an unsatisfactory score in the course.***

Student Responsibilities:

1. You are responsible for having adequate and reliable computer and internet access to complete class assignments and quizzes. Hard internet connections are more reliable than Wi-Fi.
2. You are responsible for devoting specific and sufficient time to course assignments, readings and quizzes.
3. You are responsible for accessing and following all course instructions found in each Content Module of the Canvas course. **Always** read messages from the instructor in your inbox and check Announcements.
4. You are responsible for completing the assigned online quizzes included in each weekly Content Module by the posted deadline. Other assigned tasks must also be completed, following the instructions, and observing the posted deadlines.
5. You are responsible for immediately contacting me if you are unclear about any required assignment or grade.
6. You are responsible for immediately contacting the Student Help Desk if you have any issues with Canvas access, attachments, etc.

Use of Generative AI:

Throughout the semester, with guidance from the instructor, you may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI oriented workforce. I may use GenAI to enhance materials, generate prompts, and create scenarios. I will always disclose how I use GenAI, and I expect the same from you. The use of editing tools like Grammarly are most frequently used and students can also use this aspect to edit the final version of their assignment. In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. Using GenAI to complete any part of an assignment/discussion, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the Student Academic Integrity policy. If you're unsure whether something is allowed, please seek clarification.

Technical Issues:

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 contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and document the remedy ticket number prior to informing me. The UNT Student Help Desk and I will work with you to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback:

I am prepared to help you in any way I can to succeed in this course, including providing clear instructions for assignments and assessments, and answering questions you may have about assigned work and quizzes.

I will attempt to respond to your messages within 24 hours on weekdays, and as soon as possible on weekends. Any assignments in the course that must be evaluated manually are normally graded within 7 working days. If there are delays, you will be notified through a course Announcement.

ASSESSMENT & GRADING

Overview:

This course is presented in modules. You will find lecture notes, a weekly Quiz, discussion topic(s), and other information appropriate to the module content. Assignments will appear in modules as scheduled.

Assessments:

Grading for this course is based on points. If you see a percentage listed in *My Grades* in Canvas, please be sure it is based on all points possible up to the current date, rather than just a percentage of points you have *attempted* to date. If you like to see the percentages, I recommend that you calculate them yourself to be sure they are correct.

Quizzes: Quizzes are completed online and are timed. Grades will be available to you following proper submission of each quiz. If you experience any issues while taking a quiz, you must contact the Student Helpdesk immediately so that your issue is documented with a helpdesk ticket number and allows the instructor to determine if the quiz can be completed for makeup (a valid ticket number).

One major piece of advice for these quizzes... ***Do not wait until to begin work on the module – this should be ongoing!! Failure to work ahead will invariably reduce your grade in the course. If you have computer problems, you may not be able to submit your work successfully!***

COURSE EVALUATION

Graduate Students in HMGT 5500: All the information in this syllabus applies. You will receive a supplemental syllabus that includes the Graduate Project that each of you will complete. That will be added to the grade structure below.

Assignment	Due Date	Points
Syllabus Quiz	May 22 -Fri	10
Self-introduction discussion post	May 22 – Fri	5
Quizzes for Modules 1-4	May 26 - Tues	4@6pts=24

Discussion Posts for Modules 1 - 4	May 26 -Tues	4@5pts= 20
Quizzes for Modules 5- 8	June 2 - Tues	4@6pts=24
Discussion Posts for Modules 5 -8	June 2 - Tues	4@5pts= 20
Calculation Assignment	June 2 - Tues	18
Exam 1	June 5 - Fri	50
Quizzes for Modules 9 -12	June 9 - Tues	4@6pts=24
Discussion Posts for Modules 9-12	June 9 - Tues	4@5pts= 20
Exam 2	June 12 - Fri	50
LinkedIn Learning Certificate I	June 16 - Tues	40
LinkedIn Learning Certificate II	June 16 - Tues	40
Extra Credit Video Recommendation	June 16 - Tues	(10)
Extra Credit Certificate Recommendation	June 16 - Tues	(10)
Final Exam (Exam 3)	June 18 - Thur	50
		395

Grading Scale: (Final grade is point-based. Please do NOT email the instructor to round up %)

A = 355 - 395 points

B = 316 - 354 points

C = 276 - 315 points

D = 237 - 275 points

F = 0 - 236 points

Exams: There are three exams during the semester: Exam 1, Exam 2, and Final Exam. Each exam is worth 50 points. Exams are non-cumulative and only cover new materials after the previous exam. The exams consist of multiple-choice, true/false, and essay questions. All exams will be taken online on Canvas using Respondus LockDown Browser (no camera required).

Each Exam will be open on Canvas for two days (48 hours) on the exam date designated on the class schedule. Once you start, you will have 90 minutes to finish the exam. The exams MUST be taken on the scheduled day. NO MAKEUP EXAM WILL BE GIVEN.

IMPORTANT: All exams will be taken on Canvas. Please make sure your internet connection is stable before taking the exams.

Quizzes: There is a quiz for each module, plus a Syllabus Quiz. Quizzes are online and must be finished within a set time limit. You have TWO attempts to take each quiz. The quiz for each module will be closed at MIDNIGHT (11:59 pm) on the due day and will NOT reopen. Please remember to take the quiz on time.

Discussion Forum: There are 12 discussion posts.

Assignments: Two LinkedIn Learning certificates.

Late Work for Assignments:

Late work will NOT be accepted without written documentation of a medical problem or other emergency.

Attendance Policy:

Due to the interactive nature of this course, virtual participation and attendance is critical to the success of each student. Therefore, your virtual attendance will be regularly monitored throughout the semester.

Active participation in online class discussions and activities are expected in order to demonstrate achievement of course objectives. Students are responsible for all information, announcements, changes in schedules, etc. which are included in the course. Information about the University of North Texas' Attendance Policy may be found at:

<http://policy.unt.edu/policy/15-2-5> .

Syllabus Change Policy:

This document by no means addresses all details applicable to this course and will be modified via Canvas Announcements or a banner on the Home page. If you have unanswered questions, please ask. The instructor reserves the right to revise the syllabus, class schedule, and list of course requirements when it will benefit the achievement of course goals and objectives. Requirements may be amended during the semester which would vary the total possible points and/or change their distribution.

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. **Plagiarism or cheating on quizzes, exams or assignments will result in a grade of zero and academic disciplinary actions.**

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. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

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: eagleconnect.unt.edu/

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](#).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) they create 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 ([PDF document](#))

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.

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

Advising and Degree Progression

Undergraduate Advising

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

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

Prerequisites

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

Transfer Courses

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

Dropped for Non-payment

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

Dropping a Course

- A decision to drop a course may affect your current and future financial aid eligibility. Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course is the student's responsibility.
- There are different procedures for dropping a class depending on the time of semester. Please see the instructions for dropping a class here: <https://registrar.unt.edu/registration/dropping-class>

Graduate Advising

- Graduate students should work on their degree plan and discuss their progress with their assigned academic advisor. If you do not know who your academic advisor is, contact your graduate program coordinator.

Financial Aid Requirements

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the

student may lose financial aid eligibility. Visit <https://financialaid.unt.edu/sap> for more information about financial aid Satisfactory Academic Progress.

What if You Are in Distress?

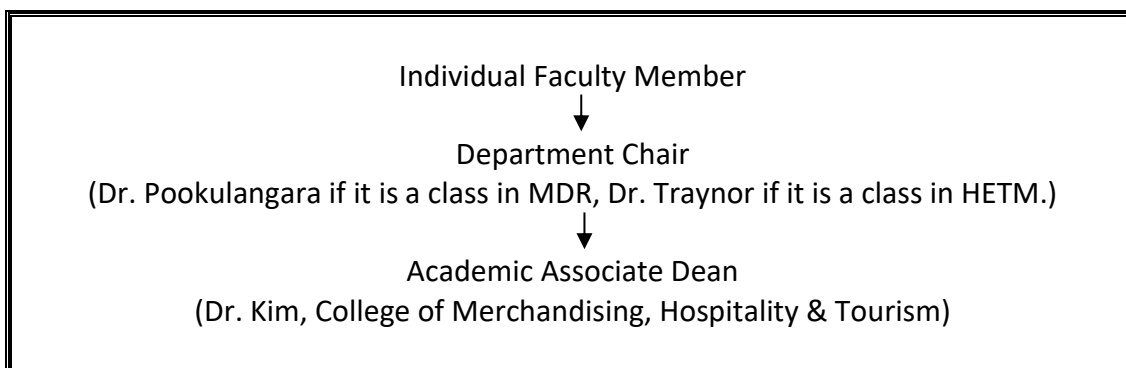
The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas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

UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans Center	940-369-8021
Denton County Friends of the Family	940-387-5131
National Suicide Hotline	1-800-273-TALK

Grade and Class Concerns

Do you know who to contact for a course-related issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the steps outlined below:



Do You Know the Academic Integrity Policy?

Academic Integrity Standards and Consequences, UNT Policy 06.003.

Academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic

dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action, which may include expulsion from the university. This is explained in the UNT Student Handbook. Your teacher should have a syllabus policy describing penalties for academic dishonesty.

Academic Integrity Guidance on GenAI

According to UNT guidelines, “Generative Artificial Intelligence (GenAI) refers to software systems and platforms that create new content, such as text, images, audio or video using generative models. These models identify patterns from large datasets, enabling them to generate data in response to specific prompts, which in many ways can resemble human-created content.” Read the course syllabus carefully to determine the course policy on GenAI use on class assignments, and the consequences of violating such policies.

Class Recordings

Your instructor may decide to record lectures and/or class content for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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

- CMHT students are expected to meet all prerequisites for the courses in which they are registered.
- Students are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://studentaffairs.unt.edu/dean-of-students>.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damage they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to discuss the accommodation early in the semester during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

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

Career Resources

CMHT Career Coach

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

Career Center

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

Online Job Board and Social Media Sites

- CMHT Careers Group page on LinkedIn. <https://www.linkedin.com/groups/14137002/>. This is a private group that current CMHT students and alumni can request to join.
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - [@untcmht](https://www.instagram.com/untcmht)
- UNT Handshake- <https://careercenter.unt.edu/handshake.html>. Handshake provides students access to employment opportunities (FT, PT, Internships, and On Campus student employment), as well as career fairs and other career and professional development events on and off campus.

CMHT Career Expo

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

If you need to borrow professional clothing to wear, please go to the Diamond Eagle Clothing Closet on the first floor of Crumley Hall. The closet is available by appointment at <https://studentaffairs.unt.edu/desresources/programs/clothing-closet.html> under the “Using the Closet” tab. For any questions, please contact the Diamond Eagle Student Resource Center at DESresources@unt.edu.

CMHT-IT Resources

CMHT-IT Services Student Laptop Checkout Information

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

Monday: 7:30AM – 9:00PM

Tuesday: 7:30AM – 9:00PM

Wednesday: 7:30AM – 9:00PM

Thursday: 7:30AM – 9:00PM

Friday: 7:30AM – 5:00PM

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

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

UNT Citrix Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the UNT Citrix Virtual Lab. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here:

<https://academictechnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-options>.

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

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability:

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

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

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

Additional Information

Are You An F-1 Visa Holder?

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

The paragraph reads:

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

University of North Texas Compliance

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

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

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

Student Code of Conduct

According to the [Code of Student Conduct](#), "The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development, as well as to hold students

accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community.”

Feedback and Communications

Image Release

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

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

What is SPOT?

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

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

Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the calendar early in the semester to avoid any schedule conflicts. You can find the Final Exam Schedule here: <https://registrar.unt.edu/exams/final-exam-schedule>

Do you know what you may be missing?

Your access point for ALL business and academic services at UNT occurs within the <https://my.unt.edu> site, and EagleConnect is the official method of communication for UNT. If you do not regularly check EagleConnect or forward it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains EagleConnect and how to forward your email is: <https://it.unt.edu/eagleconnect>.

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <https://my.unt.edu>.

- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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

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

Retention of Student Records

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