**HMGT 2460 INTRODUCTION TO NUTRITION SCIENCE**

**Instructor: Mrs. Megan B. McClellan MS, RD, LD**

**Office Hours:** Virtual, Zoom available by appointment

**Communication**

The quickest and easiest way to communicate with your instructor is through email. Your instructor answers emails on weekdays. **Canvas Mail is preferred!** You will be answered within 72 hours. If you email through unt.edu, please note which section of the class you are in (Example: HMGT 2460 section 001). UNT email is: megan.mcclellan@unt.edu

**Prerequisites**

None

**Catalog Course Description**

This course is an introduction to the relationship between nourishment, lifestyle choices, and long‐term

health. Topics include classes, sources, and functions of nutrients, and their digestion, absorption, and

metabolism. Investigation of eating patterns using database technology demonstrates the relationship

between food consumption and nutrient adequacy. The economic, cultural, and psychological

implications of food choices and eating behaviors are studied.

**Course Level Objectives (CLO)**

1. Examine the relationship of macronutrients and micronutrients to overall good health (PLO5)
2. Analyze tools used to create a healthy diet (PLO5)
3. Describe digestion and the metabolic process (PLO5)
4. Apply the scientific method when analyzing nutrition data (PLO5)

**Learning Outcomes**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **CLO** | **UNIT** | **LEARNING OUTCOME** | **ASSIGNMENT** |
|  | Unit 1 |  |  |
| 1 | Chapter 1 | * Explain how nutrition supports health * Identify the six classes of nutrients essential for health | Quiz 1, Exam 1 |
| 1, 2 | Chapter 2 | * Identify five characteristics of a healthful diet * Explain how to read a food label, including the Nutrition Facts panel to determine the nutritional profile of a given food * Describe ways to create healthy meals, including eating out | Quiz 2, Exam 1  Intro Lab  Labs 1 & 2 |
| 3 | Chapter 3 | * Describe the process of hunger * Identify the organs involved in the digestion of food and the specialized organs and features that contribute to GI function | Quiz 3, Exam 1 |
|  | Unit 2 |  |  |
| 1, 3 | Chapter 4 | * Distinguish between simple and complex carbohydrates * Describe the steps involved in carbohydrate digestion, absorption, and transport * Identify three functions of carbohydrates | Quiz 4, Exam 2  Lab 2 |
| 1, 3 | Chapter 5 | * Distinguish between triglycerides, phospholipids, and sterols * Identify five functions of fat * Describe the steps involved in fat digestion, absorption, and transport | Quiz 5, Exam 2  Lab 3 |
| 1, 3 | Chapter 6 | * Describe the chemical structure of proteins * List eight functions of proteins in the body * Explain how proteins are digested and absorbed | Quiz 6, Exam 2 |
|  | Unit 3 |  |  |
| 1 | Chapter  7 | * Distinguish between fat-soluble and water-soluble vitamins * Identify the contributions of the B-vitamins, choline, and four minerals to energy metabolism * Identify and discuss the contributions of three trace minerals and four vitamins that help maintain healthy blood * Describe the process of oxidation and its damaging effects on cells and the role of antioxidants in opposing this damage | Quiz 7, Exam 3 |
| 1, 3 | Chapter 8 | * Describe the difference between major, trace, and ultra-trace minerals * Describe the location and composition of body fluid * Identify the critical contributions of water and electrolytes to human functioning * Discuss the mechanism of fluid balance * Describe the composition and activities of healthy bone * Identify and discuss the contributions of minerals that support bone health | Quiz 8, Exam 3 |
| 3 | Chapter 9 | * Discuss body weight and health * Explain how the body regulates energy metabolism * Identifying goals for weight management * Discuss various options for weight loss * Identify different eating disorders and how to prevent/treat | Quiz 9, Exam 3, Lab 4 |
| 3 | Chapter 10 | * Discuss physical activity and health * Explain the components of fitness * Discuss physical activity guidelines and recommendations * Identify energy needs at various levels of activity * Discuss ergogenic aids used for optimal athletic performance | Quiz 10, Exam 3 |

**Required Textbook**

Grosvenor MB, Smolin LA, Christoph LR, *Visualizing Nutrition: Everyday Choices*, 5th ed. Wylie.

***ISBN 13:****8220123698201*

The above required textbook is a digital copy and is the cheaper option. **You do not have to purchase the digital version** and are able to purchase or rent a hard copy. Please purchase/rent the best option for you, but it must be the **5th edition**.

**Technical Support**

Student Helpdesk:

UIT Helpdesk

Sage Hall 130

940-565-2324

[helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Computer Requirements**

This course is 100% online so it is important you use a reliable computer to be successful.  You must also use a reliable computer connection and browser (Google Chrome or Firefox is recommended).  **IMPORTANT:  Do not use your phone to take quizzes or exams as they are prone to problems during the assessment!**

If you experience computer problems (computer is broken, Wi-Fi is down, or other issues that may arise), remember there are several computer labs on campus available to complete your work. In addition, many public libraries have computers to use if needed. If your Wi-Fi is down, Starbucks and McDonalds, as well as other establishments usually have great Wi-Fi for free.

**Minimum Technical Skills Needed:**Examples include:

Using the Canvas learning management system  
Using email with attachments   
Creating and submitting files in commonly used word processing program formats (pdf or Word doc only)  
Copying and pasting  
Downloading and installing software as needed  
Using spreadsheet programs

**Student Academic Support Services**

Links to UNT Resources can be found in the file START HERE within Canvas (HOME module).

**Netiquette**

This is an online class where you will be communicating with many other students. You are expected to be respectful, participate in class discussions, communicate clearly, be ethical and respect others’ privacy.

**Course Requirements**

**Grade Determination** (This is a 3‐credit hour course: online lecture and lab)

**Grade Distribution Each Total Possible Grade Scale**

Textbook quizzes 10 @10 100 423-470 A

Lab reports 4 @ 20 80 376-422 B

Discussions 3 @ 30 90 329-375 C

Unit exams 3 @ 50 150 282-328 D

Final Exam 1 @ 50 50 <282 F

**TOTAL POINTS POSSIBLE** 470

**Missed Work** – Quizzes, labs, and discussions are open for 1 or more weeks which gives students plenty of time to get all work completed. Life happens and due dates may be missed. You will have the opportunity to turn in late work with a point deduction of 5% every day it is late. If you are planning a vacation during the time assignments are due or there is an exam, then the assignment or exam will travel with you, or you have the option to turn these in late with late points deducted. **IMPORTANT – once assignments are open, they can be completed/submitted prior to the due date.**

**Online Lesson Material Outline**

1. Nutrition

2. Guidelines for a healthy diet

3. The digestive system

4. Carbohydrates

5. Lipids

6. Proteins

7. Vitamins

8. Minerals and water

9. Energy balance and weight management

10. Nutrition and fitness

**Lab Topics**

1. Measurement of food portions

2. Nutrition Facts Labels

3. Breakfast cereal grain, fiber, calorie and added sugar

4. Dietary fats content & quality

5. Plant based diets and protein quality

6. Diet Analysis

7. Dietary balance and frequency of fast foods

8. Brand name products vs. store brand products

**IMPORTANT:**

GroupMe - If quiz and exam answers are shared (ex: videos of quiz questions/answers) in a GroupMe, that is cheating, and you will be reported to Academic Affairs.

Discussions – these are for you to write your thoughts on the topic provided. Using ChatGPT/Open AI as your own thoughts for a discussion post or reply is not acceptable work. This could result in a zero grade.

**Response Time for Grading**

Normally, labs and discussion posts will be graded and/or feedback returned within 2 weeks of the due date. However, if it is not possible to grade and return your feedback that quickly, an Announcement will be posted to let everyone know when it may be expected.

**Revisions**

The instructor reserves the right to revise this syllabus and list of requirements when such revision

benefits the objectives of the course and make effective use of class time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit** | Category | Open | Close | CHAPTER QUIZZES, EXAMS, DISCUSSIONS, LABS | Points Assigned |
| 1 | Quiz | Aug. 18 | Aug. 30 | Quiz 1 – Chapter 1 Nutrition: Everyday Choices | 10 |
|  | Quiz | Aug. 18 | Aug. 30 | Quiz 2 – Chapter 2 Guidelines for a Healthy Diet | 10 |
|  | Discussion | Aug. 18 | Sept. 3 | Discussion 1 | 30 |
|  | Lab | Aug. 18 | Sept. 5 | Lab 1 | 20 |
|  | Quiz | Aug. 18 | Sept. 6 | Quiz 3 – Chapter 3 The Digestive System | 10 |
|  | EXAM | Sept. 9 | Sept. 10 | Unit 1 EXAM | 50 |
|  |  |  |  |  |  |
| 2 | Quiz | Sept. 11 | Sept. 20 | Quiz 4 – Chapter 4 Carbohydrates | 10 |
|  | Lab | Sept. 5 | Sept. 26 | Lab 2 | 20 |
|  | Quiz | Sept. 11 | Sept. 27 | Quiz 5 – Chapter 5 Lipids | 10 |
|  | Discussion | Sept. 24 | Oct. 1 | Discussion 2 | 30 |
|  | Quiz | Sept. 11 | Oct. 4 | Quiz 6 – Chapter 6 Proteins | 10 |
|  | EXAM | Oct. 7 | Oct. 8 | Unit 2 EXAM | 50 |
|  |  |  |  |  |  |
| 3 | Quiz | Oct. 9 | Oct. 18 | Quiz 7 – Chapter 7 Vitamins | 10 |
|  | Lab | Sept. 27 | Oct. 24 | Lab 3 | 20 |
|  | Quiz | Oct. 9 | Oct. 25 | Quiz 8 – Chapter 8 Minerals and Water | 10 |
|  | Quiz | Oct. 9 | Nov. 1 | Quiz 9 – Chapter 9 Energy Balance and Weight Management | 10 |
|  | Discussion | Apr. 20 | Apr. 30 | Discussion 3 | 30 |
|  | Quiz | Oct. 9 | Nov. 8 | Quiz 10 – Chapter 10 Nutrition and Fitness | 10 |
|  | EXAM | Nov. 11 | Nov. 12 | Unit 3 EXAM | 50 |
|  | Lab | Oct. 25 | Nov. 21 | Lab 4 | 20 |
|  | EXAM | Dec. 7 | Dec. 9 | FINAL EXAM | 50 |

**Important for Timely Graduation**

· A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

· 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.

· Students who have not met prerequisites will not be allowed to remain in a course.

· Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

**Advising and Degree Progression**

**Undergraduate Advising**

**ALL** students are expected to meet with their Academic Advisor **each semester** to update their 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***](https://appointments.unt.edu/)
* ***Email:*** [***cmhtadvising@unt.edu***](mailto: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:

|  |
| --- |
| Individual Faculty Member  Department Chair  (Dr. Pookulangara if it is a class in MDR, Dr. Hawley if it is a class in HETM.)  Associate Dean  (Dr. Kim, College of Merchandising, Hospitality & Tourism)  Dean  (Dr. Hawley, College of Merchandising, Hospitality &Tourism) |

**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 <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.

**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.

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).

**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](mailto: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/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Fgroups%2F14137002%2F&data=05%7C02%7CJiYoung.Kim%40unt.edu%7Cd800731c63894f27425a08dd2f40cdb6%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C638718677582648543%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ZOnqPSZq%2F8kNoGiRC9E6BU3tWi8ozpg5xENKXAJe8gQ%3D&reserved=0).  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/)

**CMHT Career Expo**

The next CMHT Career Expo will be Wednesday, September 24, 2025, 10am-1pm in Union 314. You can find all information here:

[https://app.joinhandshake.com/career\_fairs/0453e14d-9c45-48da-8a62-89ab1ccaec24/student\_preview](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.joinhandshake.com%2Fcareer_fairs%2F0453e14d-9c45-48da-8a62-89ab1ccaec24%2Fstudent_preview&data=05%7C02%7CJiYoung.Kim%40unt.edu%7C860441cd77e0425b9ac108ddd9073ec1%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C638905347334675976%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=go5jzfd1dDN%2BNqpBOB%2BnH0I9ZITUdVQhX3ZAH3fzSQM%3D&reserved=0).

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](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudentaffairs.unt.edu%2Fdesresources%2Fprograms%2Fclothing-closet.html&data=05%7C02%7CJiYoung.Kim%40unt.edu%7C37351717b8f94d8aeab108dcbbcee0b2%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C638591744417107596%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=NBrGSaZDEHuXWFh%2BSO%2FL0D3zXpUkeP6%2FgL%2FQxY1w32Y%3D&reserved=0) under the “Using the Closet” tab.  For any questions, please contact the Diamond Eagle Student Resource Center at [DESresources@unt.edu](mailto: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](mailto: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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

**Student Code of Conduct**

According to the [Code of Student Conduct,](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdeanofstudents.unt.edu%2Fconduct&data=05%7C02%7CMegan.McClellan%40unt.edu%7C01288413341340ea49d508dddb52c9e1%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C638907870884551501%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=nsqNT6xj7%2F%2FBGYMjoP42cDNFEa6Lc66P5f2OhpauKCw%3D&reserved=0) “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](mailto: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](mailto: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](mailto: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.

**IMPORTANT DATES**

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| --- | --- |
| August 18 | First day of class |
| August 22 | Last day to add a class. |
| August 29 | Census date –Students cannot be added to a course for any reason after this date. |
| September 1 | Labor Day – no classes |
| November 7 | Last day for a student to drop a course and receive a W. Also last day to withdraw from the semester. |
| November 24-30 | Thanksgiving Break – no classes |
| December 4 | Last day of class |
| December 5 | Reading Day (no classes) |
| December 6-12 | Final exams |
|  | For your specific final exams, see this website:  <https://registrar.unt.edu/exams/final-exam-schedule> |