

**CMHT 4790**  
**Internship in Hospitality and Tourism Management**  
**University of North Texas-College of Merchandising, Hospitality and Tourism**  
**Course Outline/Syllabus**  
**Fall 2025**  
**Sections 401**



**COURSE INSTRUCTOR**

M.T. Hickman, CMP, CPECP, CED  
Senior Professional Faculty  
Hospitality Internship Coordinator  
College of Merchandising, Hospitality & Tourism  
University of North Texas  
[m.t.hickman@unt.edu](mailto:m.t.hickman@unt.edu)  
972-668-7329  
Office Hours by appointment Monday- Saturday.

**CLASS MANDATORY ORIENTATION MEETING:**

## MS Teams Class Meeting:

Wednesday, August 20, 2025 6:00 -8 :00 pm

The meeting will be recorded for those unable to attend.

## COURSE DESCRIPTION

3 Credit hours: Supervised work experience in business, agencies or institutions as related to major field. Each semester credit hour requires a minimum of 100 hours of work experience. Student must complete 300 hours. Course requirements include internet-based assignments, and educational activities.

## REQUIRED TEXT

No book required

## LEARNING OUTCOMES

***Upon completion of this course, students will be able to:***

- ✓ To assess the business practices observed in the industry.
- ✓ To observe and participate in application of management principles and concepts.
- ✓ To better understand policies and philosophies of different types of employers and of specific firms.
- ✓ To develop an awareness of the scope of jobs available within the field of hotel and restaurant management and to acquire competencies directly related to the jobs.
- ✓ To develop a "professional" approach to the hospitality field.
- ✓ To create a climate conducive to free exchange of ideas among students, supervising faculty and hospitality management personnel.

## Course Assignments

Assignment	Quantity	Points		Total		Due date (S)
Biweekly Work Experience Reflection	8	30		240		Sun - 8/31, 9/14, 9/28, 10/12, 10/26, 11/9, 11/23, 12/7
Mandatory Internship Orientation Session	1	60		60		Wed - 8/20
Internship Orientation Survey	1	25		25		Sun - 8/24
Internship Registration Form	1	25		25		Sun - 8/24
Safety Evaluation Form	1	25		25		Wed - 8/27
Quiz 1 - Behavioral Objectives	1	15		15		Sun - 9/7
Signed Internship Objectives Report	1	100		100		Sun - 9/14
Industry Discussion Post	1	25		25		Sun - 9/21
Industry Discussion Response/Reply	1	25		25		Sun - 9/28
Quiz 2 Preparing for and Reflecting on Feedback from Employer Evaluations	1	15		15		Wed - 10/1
Midterm Employer Evaluation	1	150		150		Sun - 10/12
Social Media Assignment	1	20		20		Sun - 11/2
Quiz 3 Salary Negotiation	1	15		15		Wed - 11/12
Thank you note assignment	1	10		10		Sun - 11/23
Exit Survey	1	50		50		Mon 12/1
Paystub Assignment	1	50		50		Wed 12/3
Final Employer Evaluation	1	150		150		Wed 12/3
Total Points				1000		

## POLICIES AND PROCEDURES

### Approval Process

1. Each student is responsible for securing his/her work experience position in a related area of study with an established company. Although faculty will be able to assist students in locating positions, the ultimate responsibility for obtaining employment is the students.
2. The student is encouraged to secure employment with a company that provides new and different experiences. If a student requests to complete an internship with his/her present employer, there must be strong justification and support. If the student works in an hourly-employee capacity, the student should be able to transfer to at least 2 or 3 different positions or tasks and shadow a manager in each position for a minimum of one day.
3. CMHT policy stipulates that no student can complete an internship with companies in which a person related to them self is their direct supervisor, nor shall any student obtain employment with a family owned or operated business.
4. Students must maintain employment throughout an entire semester with the same employer (10 weeks during summer). Each semester credit hour requires a minimum of 100 hours on the job. This equates to 300 hours (30 hours per week during the summer). Students must work a minimum of 300 hours during the required

internship period. **If a student does not complete the 300 hour by the end of the semester, the student will be given an Incomplete** until the student can submit proof that 300 hours was completed.

5. If you are a CMHT major, you must attain a grade of "C" or better to receive credit toward your major for this course.

6. All students enrolled in Internship, CMHT 4790, must have internet access and email. Students must access the online CANVAS class weekly. E-mails to students and other information will be posted in CANVAS.

### **Supervision**

1. At the onset of the semester, the faculty member will notify the employer of the student's intent to complete the internship through a formal email.

2. Each student will be evaluated by their supervisor. The name of the supervisor must be given to the instructor. **It is the student's responsibility to provide any supervisor changes via email. Faculty will provide electronic links to the employers so they will be able to access and fill out the Midterm and Final Evaluation online.**

3. Unless the instructor has approved the change, students must not change employment during their internship. In the event a student must terminate employment, two weeks' notice should be given. Students must notify the instructor immediately, if employment issues occur.

**4. To verify employment hours, students MUST COMPLETE a Biweekly work schedule (8 Workplace Experience Reflection). Additionally, students are to retain copies of their payroll stub to verify hours worked and submit them at the end of the semester. Students must scan a copy of their original pay stub(s) and ONLY submit in in CANVAS by the end of the semester under the pay stub assignment section. Failure to submit this assignment will result in an Incomplete for the course.** If the pay sub is not available a signed letter from the students supervisor stating the dates work and number of hours may be used.

5. The faculty instructor will make at least three contacts per semester with the current company supervisor first as an introduction and then for the midterm and final evaluations.

### **Assessment**

1. Internship is a work experience requiring work related assignments. These assignments are designed to give students a greater insight into hospitality industries and better prepare them to assume a position upon graduation. All reports and assignments will be retained by the instructor.

2. Students are expected to exhibit the same level of responsibility and dependability toward their class work as toward their job. The student must receive a satisfactory rating from their supervisor in order to pass the course.

### **Student Responsibilities**

1. **It is the student's responsibility to provide any supervisor changes via the Internship Registration Survey at the beginning of this course. Faculty will provide electronic links to the employers so they will be able to access and fill out the Midterm and Final Evaluation online.**

2. Class participation is **REQUIRED**. It is expected that you log on to the course **at a couple times per week** to check for messages.

3. In this first class, we provide instruction on how to satisfy the objectives of the course, safety issues and forms, work places issues, and rules of conduct...

4. Reports, assignments and all logs are to be submitted electronically. Reports should be carefully written and proofread prior to submission. Reports should be written so they make sense without having to refer back to the assignment sheet. Make a copy of the report and all assignments for your records.

**5. All assignments and logs are due as stated in the calendar. Assignments will be due no later than 11:59 p.m. on the due date. There will be a 2-day grace period for all assignments. No assignments will be accepted after the grace period. EXCEPTIONS are for assignments due on December 3. Those will not be extended.**

6. Students should contact the instructor privately by class email regarding personal or work issues.

7. Falsification of Administrative logs or internship status will result in a grade of "F" for the course.

8. Copies of company pay stubs/time sheets must be submitted at the end of the semester prior to the last day of the term in order to verify hours worked during the internship.

9. The students must complete the **EXIT SURVEY**, this is mandatory for every student prior to the finish of the course.

**Grade Determination:** The student is not given a grade in CMHT 4790 just for working in a hospitality industry position and doing his/her job. Internship is a work experience requiring work-related assignments. These assignments are designed to give the student greater insight into hospitality management and better prepare him/her to assume a position upon graduation. Class grade will be based on the following: Chart Above and will be graded on a 10-point scale. (900-1000 A; 800-899 B; 700-799 C; 600-699 D; 599 and below F)

**MIDTERM/FINAL EVALUATION:** The student must receive a satisfactory rating from his/her supervisor in order to pass the course. Students are expected to receive good evaluations from employers. A good/outstanding evaluation will not make up for assignments that are not handed in; however, a poor evaluation will lower the student's course grade. If a rating is not acceptable for both evaluations or if the student is fired from the job, the course grade will automatically be an "F".

### **Server Failure/Software Problems**

In the unlikely event that the CANVAS Learn server should fail and you cannot access your course materials...DON'T PANIC! When you attempt to log into the course, a message should automatically pop up telling you when things should be back up and running. You should also be able to get the same information from the UNT homepage, but this is frequently slower to appear. Downtime is usually brief, but if you have something due and cannot submit it, just realize that we know when these problems occur and will not punish you for system server problems. If you submit the assignment within 24 hours once CANVAS Learn is back up and running, it will be considered "on time." Should you encounter any problems with the WebCT software, you may email your questions to <https://learn.unt.edu/>, or phone (940) 565-2324 or visit the ISB room 119 during regular business hours.

## Course Schedule

Week	Date	Topic	Assignment	Points
1	8/18 (Mon)	Official Start Date	Review Syllabus	
1	8/20(Wed)	Mandatory Class orientation MS Teams 6:00 – 8:000 p.m.	Mandatory Online	60
1	8/24 (Sun)	Orientation Survey	Survey	25
1	8/24 (Sun)	Internship Registration Form	(Short Survey)	25
2	8/25 (Mon)	Read Safety Evaluation	Reading	
2	8/27 (Wed)	Safety Evaluation	Read – Sign – Submit	25
2	8/27 (Wed)	Partyfest – Participation	Extra Credit	
2	8/31 (Sun)	Workplace Experience Reflection - 1	Graded Survey	30
3 Labor Day	9/1(Mon)	Behavioral Objectives	Reading	
3	9/3 (Wed)	Read and begin work on Internship Objectives Report	Reading	
	9/7 (Sun)	Behavioral Objectives	Reading and Quiz 1	15
4	9/8 (Mon)	Continue working on Internship Objectives Report	Reading	
4	9/10 (Wed)	Draft Internship Objectives Report	Draft	
	9/14 (Sun)	Final and Signed Internship Objectives Report and Signed Objective Form	Report with signature from Student and Supervisor	
4	9/14 (Sun)10	Workplace Experience Reflection - 2	Graded Survey	30
5	9/15 (Mon)	Begin Industry Discussion Assignment	Reading	
5	9/17 (Wed)	Continuing Industry Discussion Assignment	Reading	
5	9/21 (Sun)	Industry Discussion Assignment Part1	Discussion Post	25
6	9/22 (Mon)	Begin Industry Discussion Assignment- Review Post	Reading	
6	9/24 (Wed)	Continuing Industry Discussion Assignment- Review Post and Draft Response	Reading	
6	9/28 (Sun)	Workplace Experience Reflection - 3	Graded Survey	30
6	9/28 (Sun)	Industry Discussion Assignment Part2	Discussion Response	25
7	9/29 (Mon)	Preparing for and Reflecting on Feedback from Employer Evaluations	Reading	
7	10/1 (Wed)	Preparing for and Reflecting on Feedback from Employer Evaluations Quiz 2	Reading and Quiz 2	15

8	10/6 (Mon)	Employer Midterm Evaluation – Sent to Supervisor – student to remind employers		
8	10/12 (Sun)	Employer Midterm Evaluation	Employer Survey (no action needed)	150
8	10/12 (Sun)	Workplace Experience Reflection - 4	Graded Survey	30
9	10/13 (Mon)	Focus on completing Internship Objectives	Internship Focus	
9	10/15 (Wed)	Focus on completing Internship Objectives	Internship Focus	
10	10/20 (Mon)	Focus on completing Internship Objectives	Internship Focus	
10	10/21 (Wed)	Focus on completing Internship Objectives	Internship Focus	
	10/26 (Sun)	Workplace Experience Reflection - 5	Graded Survey	30
11	10/27 (Mon)	Begin Social Media Assignment	Research	
11	10/29 (Wed)	Work on Social Media Assignment	Research	
	11/2 (Sun)	Social Media Assignment	Report	20
12	11/3 (Mon)	Focus on completing Internship Objectives	Internship Focus	
12	11/5 (Wed)	Focus on completing Internship Objectives	Internship Focus	
12	11/9 (Sun)	Workplace Experience Reflection - 6	Graded Survey	30
13	11/10 (Mon)	Salary Negotiation	Reading	
13	11/12 (Wed)	Salary Negotiation Quiz	Quiz	15
14	11/17 (Mon)	Thank you note assignment		
14	11/19 (Wed)	Begin work on Exit Survey and collecting documents for paystub assignment	Research/Report	
	11/23 (Sun)	Due Thank you note assignment	Report	10
	11/23 (Sun)	Workplace Experience Reflection - 7	Graded Survey	30
15	11/24 (Mon)	Thanksgiving No Class	No Class	0
15	11/26 (Wed)	Thanksgiving No Class	No Class	0
16	12/1 (Mon)	Exit Survey	Canvas Survey	50
16	12/3 (Wed)	Pay Stub Assignment	Uploaded Documents	50
16	12/3 (Wed)	Employers Final Evaluation	Employer Survey (no action needed)	150

16	12/5 (Fri)	Employers Final Evaluation	Employer Survey (no action needed)	150
16	12/7 (Sun)	Workplace Experience Reflection - 8	Graded Survey	30
17	12/8 (Mon)	Incomplete Contracts assigned if needed		
17	12/10 (Wed)			
17	12/12 (Fri.)	Last Day of the Semester		

## College of Merchandising, Hospitality & Tourism

### Syllabus Statements

### Fall 2025 (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](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 12<sup>th</sup> 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 12<sup>th</sup> 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:

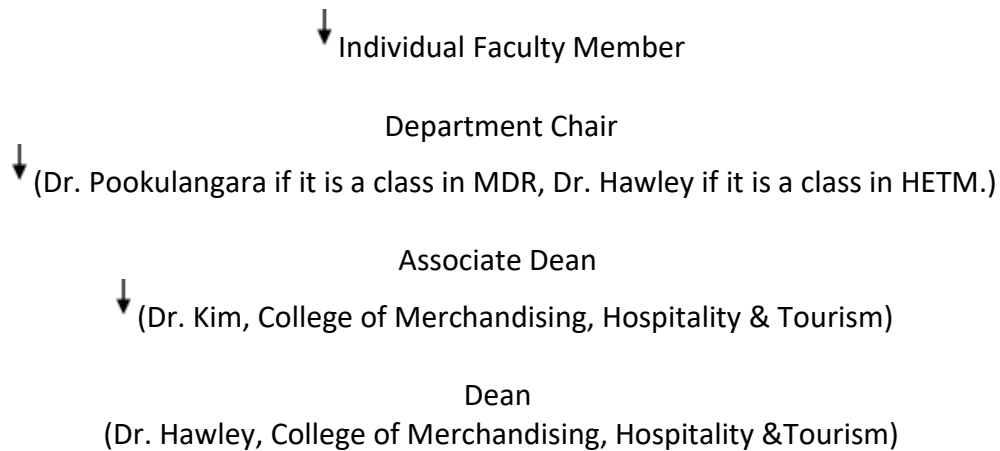
UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans 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 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 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 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.

## 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](http://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)

## 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://app.joinhandshake.com/career_fairs/0453e14d-9c45-48da-8a62-89ab1ccaec24/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](mailto:DESresources@unt.edu).

## CMHT-IT Resources

### CMHT-IT Services Student Laptop Checkout Information

The CMHT-IT Services desk located on the 3<sup>rd</sup> 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](https://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](#), "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.