

EDEM 4500

FALL 2025 (8/17-12/11)

Tuesday/Thursday: 11:10-12:30 (CHILTON 388)

Instructor: Todd A. Uglow, J.D.

Office Hours: T/TH 8:30-10:00: Office: 359M in Chilton Hall

Email: todd.uglow@unt.edu

Course Description: Capstone course for the event design and experience management degree program. This course serves as a senior-level learning project designed to provide students with an opportunity to integrate knowledge, concepts and capacities from different parts of their learning experiences. Students will be designing an event for a real client with real budgets and stakeholders. This is where you take all of the knowledge you learned in our program and apply it to a real event!

Please note: This is YOUR Capstone! This is a hand-on, very team-oriented class requiring all students be in class each week for an efficient event design experience. **STUDENTS WHO DO NOT ATTEND CLASSES, MEETINGS AND/OR THE EVENT ITSELF WILL LIKELY NOT PASS THIS CLASS. Failure to meet your group obligations will not be allowed.**

Program Learning Outcomes (PLO's):

1. Students will plan career goals and appropriate strategies for succeeding in the effective leading and management of hospitality organizations.
2. Students will develop analytical and quantitative skills using information technology to support business decisions in the management of hospitality organizations.
3. Students will integrate their knowledge of contemporary principles in talent and organizational management principles to lead in diverse, collaborative, and global environments.
4. Students will apply innovative and imaginative methods in the management of hospitality businesses utilizing ethical and sustainable practices.
5. Students will demonstrate effective and efficient professional communication skills in all settings.

Course Objectives and Student Learning Outcomes

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

1. Discuss the importance of effective and ethical management and leadership of people and their combined impact on hospitality organizations; (PLO 1, PLO 4, PLO 5)

2. Understand the rewards and challenges present in managing and leading culturally diverse organizations in a global dimension; (PLO 1, PLO 3, PLO 4, PLO 5)
3. Familiarize students with the structure, goals and purpose of working in teams within hospitality organizations; (PLO 3, PLO 5)
4. Have proficiency with the concepts of emotional intelligence and relationship building with culturally diverse peers; (PLO 1, PLO 3)
5. Students will obtain new skills in understanding the impact intercultural issues have in professional practice; (PLO 3)
6. Understand how to identify quality and the need for change and how to implement processes to implement change within hospitality organizations; (PLO 1, PLO 2)
7. Understand how the proper selection of talent can impact hospitality organizations; (PLO 2)
8. Become familiar with appropriate goal setting, coaching and conflict management skills; (PLO 3)
9. Engage in professional networking and prepare for strategic career planning. (PLO 1, PLO 5)

Text: **None. Instructor will provide notes for you.**

Other materials may be posted during our time together, which may include articles, case studies, essays, and/or videos. Information from these materials may appear on examinations.

I will post lecture notes on or before the weekend prior to class, however it is your responsibility to Please review the notes prior to coming to class so you're all prepared for discussion. I am very responsive to student questions - please contact me via Canvas or email should you need assistance.

Grading

Grades are not negotiated; they are earned according to the requirements of this class as noted in this syllabus. I am always willing to help you navigate personal challenges, but I do need to hear from you! If you have concerns about your grade for any reason, you **MUST** contact me well prior to the end of the semester. Requests for extra-credit to improve a student's grade will **NOT** be approved. I reserve the right to round up grades which are close to the next higher grade for students who show up to class, don't miss quizzes and are doing well in the class.

PLEASE READ: Academic dishonesty will **NOT** be tolerated in this class and students caught doing so will receive an F in the course and referral to the Office of Academic Affairs for further ramifications. Academic dishonesty includes, but is not limited to, cheating, sharing exam or answers questions, posting exam questions or answers to websites, social media or other 'homework help sites', fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage. There is no need to cheat - I will provide you with everything you need to be successful in this class and am always available to you for help and guidance with the material.

Examinations: There will be one mid-term which will be administered through Canvas during class. Your exams will consist of multiple choice, true false and fill in the blank

questions. Each semester, without exception, several students are within 5 points of earning the next highest grade, **so be advised, every point counts.**

Event Design Project: This class be will be putting on an event fundraiser for the hospitality department here at UNT! **The date of our event is Thursday, 11/19 at Monroe Pearson in downtown Denton. Students need to secure availability for that entire day, so please clear your calendars now with regarding to work schedules, other classes, or social engagements. You MUST attend and plan our final event to be successful in this class.**

You will be designing this event so that it will carry forward for future classes. You will name the event, come up with the color palette, slogans, mission statements, ticket design, etc.

We will be breaking into groups to plan and execute this event. Here are the groups and number of members for each group:

Director of Events (volunteer, then chosen by the class): 1

Entertainment Team: 1

Logistics and Venue: 2

Design and Décor Team: 4

Silent Auction Team: 6

Marketing and Promotions Team: 5

Food and Beverage Team: 5

Finance Team: 1

Event Expectations: As we will all be representing our department, college and UNT, the highest levels of professionalism are expected. Each student is expected to sell 10 tickets to the event. Our overall fundraising goal is \$20,000.

Rubric for Final Event:

50 points: Commitment to your Team and this Event.

50 points for Meeting Ticket Sales and Silent Auction Donation Goals.

50 points Design and Execution.

As we all know, group projects can be challenging if one or more members do not pull their weight, so it will be important to work together to develop a compelling and effective event. Be advised, there will be NO consideration for students who do not fulfill their group

responsibilities. Also, please note, UNT does not consider routine work conflicts as excused absences. All students within a group will earn the same score UNLESS I receive reports that individuals are not doing their work. Group members can earn up to 150 points on the project. Extra credit is not available.

We will discuss this project in more detail at an appropriate point throughout the semester and we will break into your groups.

Assignments: There will be three assignments throughout the semester.

Quizzes: We will have two quizzes comprised of five question tests designed to reinforce student learning which will also give you an idea of the format of the exams. These quizzes are 'pop' quizzes, so you will not know when they are being given and they cannot be made up if you are not in class the day they are given.

Exams: There will be a midterm exam administered via Canvas.

Attendance: Is Mandatory and you will be graded as such. Students are expected to attend EACH class.

Points Available and Grading Scale:

CATEGORY	POINTS POSSIBLE
List Assignment	10
(2) short quizzes @ 25 points each.	50
Midterm administered through Canvas:	50
Event Project	150
Event Ticket Sales	100
Auction Goal	50
Attendance	50

Total possible points:

460

**GRADING
SCALE**

90%-100% =A

80%- 89% =B

70%- 79% =C

60%- 69% =D

59%- below = F

COURSE SCHEDULE*

Class Meeting	Topics
8/18	Introduction to the event, setting expectations, organize teams, discuss charity component
8/20	Event director, discuss best practices for donation solicitation, How to approach donors and win them over!
8/25	More on charity selection. Go over solicitation letter. Work in your teams to begin putting together your presentation ideas.

- 8/27 Event Director to work with individual teams on master task list, work in groups on your timelines. Uglow to post charity letter.
- 9/1 Visit from Dr. Mark Traynor, Department chair, Chelsea and Alka to present Master task list with rules for usage. Uglow to assign companies for silent auction ask.
- 9/3 **Work in groups**, Complete #1 Quiz #1 in class, work on presentation
- 9/8 **Presentation from Silent Auction team**, Announcements from Prof Todd and Director
- 9/10 **Site Visit! Meet at Event Space located at 421 East Oak Street, Denton TX 76201 at 11:30.**
- 9/15 First presentation from F&B, menu ideas, pairing ideas, beverage options.
- 9/17 Presentation to the class - each team presents their section for a cohesive vision of our event!
- 9/22 We all meet at the Career Expo for an Assignment.
- 9/24 No class - work on your donations.

9/28	Alcohol safety, Quiz #2,- Finalize design on remaining print items; First check-in for auction items
9/30	Guest Speakers: ENCORE
10/6	Student updates
10/8	Go over expectations on Run of Show
10/13	Work in Groups
10/15	Guest Speaker
10/20	Ticket Sales and Finance Team Updates. Please bring money for tickets and donations; discussion about auction items
10/22	Chef Visit
10/27	Auction Update from the Team: What do we have in house, what is needed, how many lots, etc.
10/29	Solicitation Day
11/3	No Class

11/5	Last Day to bring auction donations, final food overview, auction process discussion
11/10	Basket Building Day/Lunch provided
11/12	Basket Building Day/Bring your lunch
11/17	Final Run of Show presentation and Final checks on tasks
11/19	EVENT DAY! arrive on site by noon.
Week of 11/23	Thanksgiving Week – No classes
12/1	Post-Event Wrap up (just us)
12/3	TBD

About Your Professor:

Welcome students to your management class! My name is Professor Todd Uglow. I joined the UNT faculty after being on the faculty at University of Nevada, Las Vegas in the Hospitality College for 14 years. I am excited to be at UNT and I am very much looking forward to getting to know you all in the coming weeks. I thought it would be appropriate to share with you all a little about me:

- I was born in Florida and have lived in Indiana, Louisiana, California and Nevada - happy to now be in the Lone Star state!
- I earned a bachelor's degree in Business Administration (emphasis in Marketing) from California State University, San Bernardino and a Juris Doctor (law) degree from Western State University College of Law in Fullerton, California.
- In my career prior to being in academia, I worked in entertainment law, and I also worked in a law firm specializing in employment law.

- I have represented many well-known athletes and entertainers in major film, contract negotiations, book and merchandising projects.
- I am certified by the courts of law as an expert in the areas of intellectual property valuation and right of publicity.
- I have taught many different law classes at both the undergraduate and graduate levels.
- At UNLV, I taught 15 different courses in the hospitality college.
- I have written and consulted with many companies to develop company handbooks and training programs in the area of sexual harassment, workplace safety and diversity.
- I have also taught at California State University, Fullerton where many of my students went on to play professional baseball.

School of Merchandising and Hospitality Management

Syllabus Statements

Fall 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:** 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 SMHM 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.
 - Hospitality, Event and Tourism Management: Dr. Jihye Min
 - Merchandising and Digital Retailing: Dr. Kiseol Yang

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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. Traynor if it is a class in HETM.)

School Director

(Dr. Crutsinger, School of Merchandising and Hospitality Management)

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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, "The "unauthorized" use of any person or technology that assists in a student's assignment, project, or paper is considered cheating under the UNT Student Academic Integrity Policy (UNT Policy 6.003). Unless a professor or instructor gives explicit "authorization," AI cannot be used to complete assignments, projects, or papers. Doing so will

result in a "cheating" violation.” 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?

- 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 Student Code of 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 School of Merchandising and Hospitality Management 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 School of Merchandising and Hospitality Management 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

SMHM 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

- SMHM Careers Group page on LinkedIn.

<https://www.linkedin.com/groups/14137002/>. This is a private group that current SMHM students and alumni can request to join.

- Facebook Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - [@untdcmht](https://www.instagram.com/untdcmht)
- 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.

SMHM Career Expo

The next SMHM 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(former Center for Fraternity and Sorority Life building on Welch St. <https://studentaffairs.unt.edu/desresources/index.html>) 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.

IT Resources

UNT Citrix Virtual Lab

UNT Students currently enrolled in a SMHM 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://academictchnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-options>.

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 School actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the SMHM 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 Thanalakshimi.Arumagam@unt.edu and request that your name and image not be shared. We 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.

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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.

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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, 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 (Policy 10.10)

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.