HMGT 4600 – Information Technology in Hospitality & Tourism
University of North Texas – College of Merchandising, Hospitality, and Tourism
Course Outline/Syllabus
Fall 2018, Section 001

Instructor: Dr. Xi Leung
Office Location: Chilton 343G
Email: Xi.Leung@unt.edu
Office Hours: Tu We 2:00 PM – 3:00 PM or By Appointment
Class Meetings: Tu 5:30PM - 8:20PM
Class Location: Chilton 345

1. **COURSE DESCRIPTION:**

    HMGT 4600, Information Technology in Hospitality & Tourism (3 credit hours) is designed to familiarize students with the strategic use of information technology (IT) in the hospitality and tourism fields. Topics include the unique needs for and characteristics of IT in the aforementioned industries, as well as management, operations, and impacts of IT on organizations and the industry as a whole.
    Prerequisite(s): Junior Standing

2. **REQUIRED COURSE MATERIALS:**

    The course requires **two cases**. Students are required to purchase two cases on Harvard Business Publishing Website, at https://hbsp.harvard.edu/import/561145. Name: IT IN HOSPITALITY & TOURISM-fall18. Any other required readings (articles, reports, news, websites, etc) will be posted on Canvas.

3. **LEARNING OBJECTIVES:**

    Upon successful completion of this course, the students should be able to:
    - Gain a broad understanding of how technology is used in the hospitality industry (**Knowledge & Comprehension**);
    - Understand the strategic roles of information systems in hospitality and tourism (**Knowledge & Comprehension**);
    - Understand and identify the different varieties of hospitality specific information technology and systems (**Knowledge & Application**);
    - Analyze IT enabled marketing, promotion, and distribution practices in the industry (**Knowledge & Analysis**);
    - Evaluate IT systems from customer and employer perspectives (**Analysis & Evaluation**);
    - Understand the importance of social media presence and marketing for hospitality/tourism businesses (**Knowledge & Comprehension**);
    - Understand the IT-facilitated distribution system for the hospitality industry (**Knowledge & Comprehension**).
    - Understand the sharing economy and the applications in the hospitality industry (**Knowledge & Comprehension**).
    - Understand the use of mobile technology in the hospitality/tourism/gaming industry (**Knowledge & Comprehension**);
    - Make decisions on IT-related issues for hospitality/tourism operations (**Analysis & Synthesis**).
    - Use Excel software to do professional Industry analysis (**Application & Analysis**).

4. CLASSROOM POLICIES

1) Course Requirements / Student Responsibilities

- Students are responsible for all materials presented in lecture, cases, guest speakers, all handouts, reading assignments, and all material posted to Canvas.
- Students are responsible for completing all quizzes and exams, for submitting all assignments in a timely fashion, and for being up to date on any changes that may occur in the class schedule.
- Students are responsible for attending every class, arriving to class on time, paying attention in class, and not disturbing others while in class. Disruptive students will be asked to leave.
- Students are responsible for working together as a team for the group project, holding each other accountable, turning in your portions in a timely manner, and producing quality, professional work.

2) Class Policies

- Student's **UNT email** is the primary personal communication method after class. Please make sure you check your UNT email for any personal communication from the instructor.
- Students are using **Canvas** to download course materials, eg., assignments, instructions, additional readings, and to submit assignments. Students must check Canvas at least every week for important announcements. Invariably, necessary adjustments related to course material and due dates occur throughout the semester. Any **assignment submission through email** will **NOT** be accepted.
- Late submission will result in **a deduction of 10 percent of the grade per day**, including weekends (one letter grade down per day). All hard copy assignments are due **at the beginning of class**. Assignments turned in electronically are to be submitted to Canvas **by 11:59pm** on the due date.
- Attendance is mandatory; **roll is taken every class and is a part of your participation grade**. Check Attendance for more details of grading.
- The syllabus and class schedule are subject to change by the Instructor's discretion. These changes will be announced in class or on Canvas.
- Extra credit opportunities will be given throughout the semester, at the Instructor's discretion. Do not beg for a grade bump at the end of the semester if you did not take advantage of these opportunities! Check Extra credits for more details.
- All written assignments must be typed in a **standard, 12 point Times New Roman font, double spaced, in APA style**. Reference the Purdue Online Writing Lab on the UNT library homepage for help with APA. (http://www.library.unt.edu/help/tutorials/apa-style-sciences)
- **Laptops must be turned off** during class time unless the instructor allows it. Students do not comply with this policy will be requested to leave the classroom and given one absence.
- The Instructor reserves the right to remove disruptive, unruly, or rude students from the class.
- The Instructor reserves the right to revise this syllabus, class schedule, and list of course requirements. Any major revisions will be distributed during the lecture period. Requirements may be amended during the semester, which could affect the total number of possible points and/or their distribution. Final grade points would then change accordingly.
  IMPORTANT: **Students are highly encouraged to read this syllabus and Canvas Announcement before asking questions to the instructor regarding course schedule and grading.**

5. TECHNICAL ASSISTANCE & SUPPORT:

For assistance with any Canvas issues call the UIT Help Desk at 940-565-2324 or visit http://it.unt.edu/helpdesk for support. You can also stop by in person or submit a request through the web.

Important: Please do not contact me for technical assistance since I have no control over the technical aspects of the new learning platform.

6. COURSE GRADING:

Measurements	Points
(1) Exams (Exam 1, Exam 2, and Final)	36% (200 points)
(3) Group Projects/Activities	25% (130 points)
- Industry IT Innovation project	100 points
- In-class group activities	30 points
(4) Individual assignments	26% (150 points)
- 5 Excel lessons	25 points
- 5 Excel assignments	80 points
- 2 case summary paper	30 points
- In class assignments	10 points
- EIR	5 points
(5) Attendance and Participation	13% (70 points)
- Attendance	50 points
- iClicker participation	20 points
Total	**100% (550 points)**
Extra Credits: - Excel review extra credits (5 points each) - Microsoft Office Specialist (MOS) certification exam extra credits - Teaching evaluation (SPOT) extra credits	 (15 points) (5 points) (5 points)

- **Grading Scale:**
  - A = **495 – 550 points**
  - B = **440 – 494 points**
  - C = **385 – 439 points**
  - D = **330 – 384 points**
  - F =   **0 – 329 points**

1) **Exams:** (**36%** of your total grade) There are **three exams during the semester: Exam 1, Exam 2, and Final Exam**. Final Exam is **cumulative**. Exam 1 and Exam 2 have 50 points each, while Final Exam has 100 points in total. All exams are closed-book, but one-page study aid will be allowed. Exam questions will consist of multiple choice, true/false questions, short essay questions, and Excel questions. There will be **exam review sessions** before exams with extra credit opportunities. Please make sure you attend!

The final exam will follow the university given final exam schedule. For this class, the final examination date is **May 10th, 2018 (Thursday) 8:00 am – 10:00 am,** in the regularly scheduled classroom. The final exam **MUST** be taken on the scheduled day and time. **NO LATE ADMITTANCE WILL BE ALLOWED ON THE EXAM DAYS.** The instructor will **NOT** make any accommodations due to your work schedule or other classes (The exception might be given if you have three or more final examinations scheduled on the same calendar day). You will have two hours to complete your final exam.

- **Exam Supplies:** For the exams students must bring the following: **#2 Pencil. You are not allowed to use smart devices (phones and tablets).** The instructor will not provide supplies for students. The instructor will not grade exams that do not follow instructions including the failure to use a scantron.

- **Make-Up Exam: There will be NO MAKE-UP EXAM**. A schedule of exam dates is given on the first day of class, so that students can be sure to be present on those dates. **Only in excused absence circumstance (See below excused absence policy), a make-up exam will be given.**

- o Providing official documentation of the emergency to the instructor will be required **prior to** request for the make-up exam. Student Athletes must contact the instructor prior to exam schedule if he/she has an exam scheduling conflict and present proper documentation. **The instructor will NOT make accommodation for students on exam due to work schedules, other class schedules, or other obligations.**
  - o *IMPORTANT:* The instructor will not respond to a student's email which asks for make-up exam unless the student presented the official documents in advance. **The instructor also will not respond to students' requests for giving extra credits after posting final grades.**

2) **Group projects:** (**25%** of your total grade) There will be three group discussions and one big semester project based on in-class practices and out-class activities. Students will form groups of **4** for all group assignments/project in this class. Group project due dates are on the tentative schedule. Hard copy assignments are due **at the end of class**. Electronic copy/PowerPoint slides are to be submitted to Canvas **by 11:59pm** on the due date. Late submission will result in **a deduction of 10% of the grade per day**, including weekends (one letter grade down per day).
   - o **In-class group activities** (**35** points total): In each lecture class, there will be some type of group activities (please refer to course schedule for details). Each student group will finish the assigned activities in class and turn in the notepaper before leaving the class. Each group is required to submit ONLY one notepaper. Students with excused absence can make up group activities by finishing on their own.

   - o **Industry IT Innovation project** (**100** points): Each student group will pick a hospitality company (eg. hotel, restaurant, travel agent, meeting/event, CVB, airline, etc). The group is required to visit that company and **interview a manager** (GM, department head, IT manager, owner, etc). The subject of the interview is regarding the application of technologies at that company and one issue/question/problem need to be solved by IT innovation. Create questions to find out about what technologies they use on a daily basis, how they use them, what they do, what is the technology trend in that industry, website, social media, mobile app, etc; an all-around information and exploratory interview. Also ask what the interviewee likes and dislikes about the technologies they mentioned. Before you conduct interview, **discuss the interview questions with the instructor and get feedback**. After interview, the group will work together to find a solution/propose an IT innovation to solve the problem/question the manager mentions in the interview. The group will conduct research to find evidences/justifications to support their innovative idea/proposal. The group will then present the idea/proposal to the manager in order to get his/her feedback. The group may improve their idea/proposal based on the manager's suggestions. The final IT innovation project will be presentation in front of the whole class at the end of the semester by a PowerPoint presentation. **Please refer to Industry IT Innovation Project grading rubric for detailed requirements.**

3) **Individual Assignments:** (**26%** of your total grade) There will be Two case summary and Five individual Excel assignments based on Five Excel lectures. Student will also complete 2 in-class practices on paper. Include your full name in Word/Excel file title, and submit them on the due dates (see the tentative schedule; assignments are submitted to Canvas **by 11:59pm** on the due date).
   - o **Case summary** (15 points each): Each student is required to complete **TWO** case summary papers based on case readings. The case summary will be due the day before the case is discussed in class. **Only electronic copy will be accepted.** Late submission will result in **a deduction of 10 percent of the grade per day**, including weekends (one letter grade down per day). **Please refer to Case summary grading rubric for detailed requirements.** The case summary MUST include:
     - ➢ **Title page** - include the case name, student's name and ID#.
     - ➢ **Company overview and history** – brief introduce the company in the case. Includes the company's overview and history. If other features of this company are mentioned in the case, please also included.

- ➢ **IT application** – What is the IT application discussed in the case? Introduce this specific technology and its application in the case company. If the outcome of this IT application is mentioned in the case, please also included in this section.
- ➢ **Facing problem** – What is the problem the company is facing in the case? Also include the background of this problem. How does this problem impact the company?
- ➢ **Suggested solution** – What were the suggested solution mentioned in the case? Do you agree with or disagree with the case solution? If you were the manager of the case company, how would you solve this problem? How to justify and support your suggestions? What is the action plan for resolving the case problems?

The case summary should be a **Word document** with a length of **2 - 3 pages** (excluding the title page and any references). MUST use **Times New Roman Font, Size 12, and double spaced**.

Academic Integrity: *Please note that both **Excel assignments and case summary** are individual assignments and are subject to **plagiarism check** by the instructor. Plagiarism is taking credit for someone else's work whether deliberately or unintentionally. This includes but is not limited to turning in all or part of an essay written by someone else (a friend, an internet source, etc.) and claiming it as your own, including information or ideas from research material without citing the Source, and copying Excel assignment done by someone else. Feel free to consult with me before completing assignments if you have any questions about what does or does not constitute plagiarism. More generally, please familiarize yourself with UNT Policy 06.003, Student Academic Integrity, which applies to this course. Of course, I do not anticipate any problems with academic integrity. In the unlikely event that any concerns do arise on this score, I will forward all related materials to the Office of Academic Affairs and the Dean of Students Office for an impartial adjudication. Plagiarism is a serious offense and will not be treated lightly. Depend on the seriousness of the offense, it may lead to an "F" or a numerical value of zero on the assignment, an "F" or an "FF" grade (the latter indicating academic dishonesty) in the course, suspension, or expulsion from the University.*

- **Executive in Residence (EIR)**
This is a mandatory event for all hospitality students; ALL HOSPITALITY MANAGENENT MAJORS MUST ATTEND THIS EVENT ON **September 20TH 10:00 am -12:00 pm** (THURSDAY). Attending this event will give students 5 points for this class (other classes may also have points/assignments for this event, so you must attend).

4) **Attendance and Participation:** (**13%** of your total grade) Successful completion of this course requires regular attendance of classes and active participation in class activities (discussions and practices).
- **Attendance** (50 points): Attendance will be monitored and is **MANDATORY. Roll is taken in each class**. **Students are expected to attend all classes and to arrive on time.** You are allowed **ONE unexcused absence**. Starting from the 2nd unexcused absence, you will lose **5 points** per unexcused absence until a maximum of 50 points are deducted. With full attendance (with Two unexcused absence), you will receive 50 points.
Attendance will be maintained from seating chart. Students are expected to attend class on time and stay the entire period. Attendance will be taken **at the beginning of each class**. If you are late for more than **15 minutes**, you will be marked as late and **lose 2.5 points** in attendance. If you are late for more than **30 minutes**, you will be marked as absent and **lose 5 points**. If you miss a class, you are responsible for the pool of material and the assignment. The instructor will NOT give individual lectures to students who miss a class, no matter the absence is excused or not.

- **Excused Absence Policy**
An absence may be excused for the following reasons: a religious holy day, including travel for that purpose; active military service, including travel for that purpose; participation in an official university function; illness or other extenuating circumstances; pregnancy and parenting under Title IX; and when the University is officially closed by the President.

All excused absence document need to be obtained from <u>UNT Dean of Student</u>. Located at UNT Student Union Suite 409 (940-565-2648; deanofstudents@unt.edu). **In order to approve your absence is Excused, you have to provide the instructor the documentation the office provide <u>no later than one week after excused absence</u>. The instructor will not accept any other documentations as prove of excused absence.** Failure to provide a valid documentation within the time frame will deem it unexcused. **If a student has to leave early <u>with any of the reasons listed above,</u> the student should INFORM THE INSTRUCTOR BEFORE THE CLASS STARTS.**

- **iClicker Participation** (20 points): Students need **smart phones/Tablet to participate in class through iClicker Cloud.** In each class when there are iClicker polling questions, you will receive 2 point if you answer 75% of iClicker questions (no matter correct or wrong). If you have technical difficulty, please answer iClicker questions on a paper and turn it in at the end of the class. If you don't have a smart phone, please check the following link to borrow a laptop from Library: http://www.library.unt.edu/services/facilities-and-systems/laptops-checkout
  iClicker is flexible across devices. You may participate by choosing one of the two options below:
1. iClicker Reef app: You may use your own smartphone or tablet by downloading the app available for iOS and Android
2. iClicker website – http://www.iclicker.com– for browser-based use
   With either option, you will create an account with iClicker, select University of North Texas as your institution, and enter your EUID (your Canvas login ID) in the *Student ID (optional)* space.
   To add the course to your iClicker Reef list, log into Canvas using a browser and click the link in this course. You'll be directed to your iClicker Reef account. Log in as needed and the course will appear in your personal list.
   Click on the course and JOIN when we are in session. Connecting via wifi in UNT classrooms is highly recommended.
   Academic Integrity: *Please note that the misuse of iClicker Reef will be considered a violation of proper student conduct and will be treated as cheating. For this class, iClicker Reef is to be used as a learning tool **by you in the classroom**. Misuse would include submitting answers for a friend who is not in attendance in class, submitting answers when you are absent, having someone else submit answers for you when you are absent, or any other use of iClicker Reef by which you are not submitting your own work in class.*

5) **Extra credits:** Students have four opportunities to receive extra credits:
   - **Excel review assignment** extra credits (up to **15 points**): There are 3 Excel review assignments given out during exam review classes. Each Excel review assignment is worth <u>5 extra credits</u>. The due dates of the assignments are on the tentative schedule.
   - **Microsoft Office Specialist (MOS) certification** exam extra credits (**5 points**): You are encouraged to take MOS certificate exam. It is a computer exam to be taken in Sage Hall Computer-Based Testing Center (Room 330C). You will gain 5 extra points if you take the certificate exam, no matter you pass or not. In addition, you may use the exam score plus 5 points as your final exam grade.
   - **Teaching evaluation** extra credits **(5 points):** At the end of the semester, all students will be able to receive a 5-point extra credit if you finish SPOT teaching evaluation. The instructor is trying to get an unbiased and comprehensive understanding of how this course can be improved in the future.

7. **TENTATIVE COURSE SCHEDULE** (Subject to change per class progress)

Week Date	Topic	Activities in class (Points available)	Assignments **Due**
Week 1	Introduction	Find your group ☺ Make a working plan	Submit Syllabus agreement Decide your target company

Week			
	Hospitality technology strategy	Group Discussion Brainstorm interview questions	
Week 2	Hotel Technology: PMS & In-room technology	Group Discussion (2)	Industry IT Interview Questions Due
	Excel Lesson 1 Format, Filter, Sort	Excel Lesson 1 (4)	
Week 3	Restaurant Technology: RMS & Digital menu	Group Discussion (2)	Excel Assignment 1 Due Case 1 Summary Due
	Excel Lesson 2 Charts	Excel Lesson 2 (5)	
Week 4	*Case 1*: Ele.me	Reading Assurance Test (RAT) (4)	Excel Assignment 2 Due
	Exam 1 Review	Excel Review I (extra credit)	
Week 5	**Exam 1**		Excel Review I Due
	e-Commerce & Website design	Website evaluation (4)	
Week 6	e-Marketing & Search Engineer Marketing	In-class Assignment (5)	Industry IT Interview Report Due
	Excel Lesson 3 Basic Functions I	Excel Lesson 3 (4)	
Week 7	**No class**	**Individual group set appointment to meet with instructor (15 mins)**	Excel Assignment 3 Due
Week 8	Social Media & User generated content (UGC)	Group Discussion UGC evaluation (3)	Case 2 Summary Due
	Excel Lesson 4 Basic Functions II	Excel Lesson 4 (6)	
Week 9	*Case 2:* TripAdvisor	RAT (4)	Excel Assignment 4 Due
	Exam 2 review	Excel Review II (extra credit)	
Week 10	**Exam 2**		Excel Review II Due
	Online Travel Agent & Global Distribution System	Group Discussion (2) In-class Assignment (5)	
Week 11	Sharing economy	Poster and Gallery Walk (3) Extra credit (2) for winner	Industry IT Innovation Proposal Due
	Excel Lesson 5 Sumifs & Pivot Table	Excel Lesson 5 (6)	
Week 12	Mobile App and Payment	Mobile evaluation (4)	Excel Assignment 5 Due
	MOS Exam Review	Group Discussion (2)	
Week 13	MOS Exam	Thanksgiving week ☺	Industry IT Innovation Presentation Due
Week 14	Virtual Reality	**Individual group set appointment to meet with instructor (10 mins)**	
Week 15	Group Project presentation		Excel Review III Due
	Final exam review	Excel Review III (extra credit)	
Week 16 (**12/11**)	**Final Exam 5:30 p.m. - 7:30 p.m.**		*Be on time and Good Luck* ☺

*Note: Syllabus dates and topics are tentative and subject to change. Although the instructor has every intention of following this course outline, the first priority is to provide the best possible learning experience. If necessary, the instructor will alter the material/course/course requirements to that end. **Test dates will NOT be changed**. Updated copies will be posted on Canvas.

8. **College of Merchandising, Hospitality & Tourism Syllabus Statements**
<u>Have you met with your advisor?</u>

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

Do you want to graduate on time?
- 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.
- A prerequisite is a course or other preparation that must be successfully completed before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain in the course.
- Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Are You Considering Transferring a Course to Meet UNT Degree Requirements?
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.
Advising Contact Information (Chilton Hall 385 – 940.565.4635)

Could you be dropped?
- 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 situation*.

Are you receiving financial aid?
- 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.

Are you thinking about dropping 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 are the student's responsibility.
- **After the 12th class day, students cannot drop a course online** through your my.UNT Student Portal. Effective Fall 2018, the procedure to drop a course changed. See https://registrar.unt.edu/registration/dropping-class

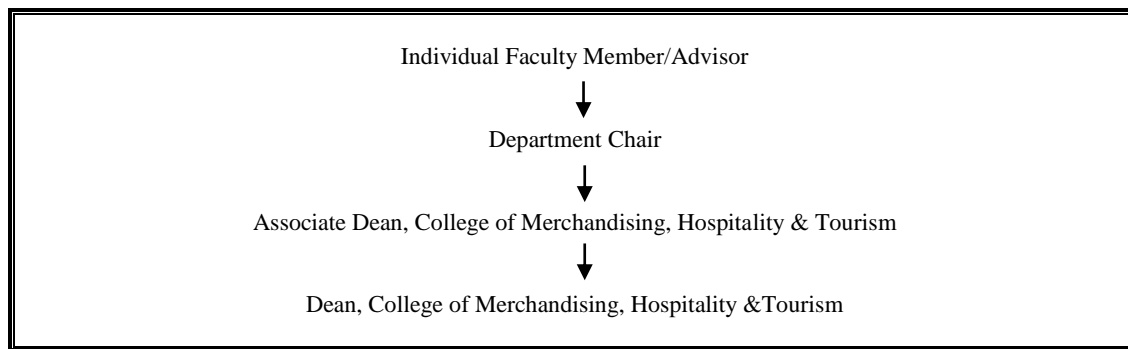### are you considering transferring a course to meet UNT degree requirements?
Any course from another university must receive prior approval from the CMHT academic advisor to ensure all CMHT degree plan requirements are met.

Do you know these important dates in Fall 2018

August 27	First day of class
August 31	Last day for change of schedule other than a drop. (Last day to add a class.)
September 3	Labor Day – UNT closed
September 10	Census date –Students cannot be added to a course for any reason after this date.
September 11	Beginning this date, students must follow university procedures to drop a class. See https://registrar.unt.edu/registration/dropping-class
November 5	Last day for a student to drop a course and receive a W.
November 22-25	Thanksgiving holiday – UNT closed
December 5-6	Pre-final days
December 6	Last class day
December 7	Reading day (no classes)
December 8-14	Final exams **(Exams begin on Saturday)**
December 15-16	Graduation ceremonies

Do you know who to contact for a course-related or advising 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:

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│                      Individual Faculty Member/Advisor                        │
│                                    ↓                                          │
│                            Department Chair                                   │
│                                    ↓                                          │
│       Associate Dean, College of Merchandising, Hospitality & Tourism         │
│                                    ↓                                          │
│          Dean, College of Merchandising, Hospitality &Tourism                 │
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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 http://www.unt.edu/oda. 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 penalties of academic dishonesty?

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. See UNT policy: https://policy.unt.edu/sites/default/files/06.003_StudentStandardsOfAcademicIntegrity_8_2017.pdf

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

- Student 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 disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and 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 www.deanofstudents.unt.edu

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 damages 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).

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.***

Do you know what you may be missing?

Your access point for ALL business and academic services at UNT occurs within the 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: http://eagleconnect.unt.edu.

Are you an F-1 visa holder?

- 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 must be approved in advance by the instructor and can include activities such as taking an on-campus exam, participating in multiple 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 Advising Office. The UNT International Advising Office 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, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

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 www.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. The instructor will post announcement on Canvas, so please check Canvas in case of a university closure.

- **Please submit this agreement to Dr. Leung once you have read the syllabus, schedule, the academic conduct policy and other university links provided.**

SYLLABUS AGREEMENT
HMGT 4600, Section: 002
Dr. Xi Leung

I, _____ (print your name) have read and understand the syllabus and the information it contains. I plan to follow and fulfill the requirements listed in the syllabus for HMGT 4600 (Section 002) in the Fall Semester of 2018.

I further understand that it is my responsibility to adhere to the requirements of this course in order to earn a passing grade. I understand that my grade is my responsibility, and that the requirements of the course have been outlined in advance of my agreeing to take the course. I further understand the expectations regarding to academic integrity, and hereby agree to conduct myself in an appropriate manner which does not violate the Student Academic Misconduct Policy. I acknowledge that any violations of the Student Academic Misconduct Policy will result in severe sanctions, up to and including expulsion from the University.

Signature: _____

Date: _____

Note: Submit your acknowledgement of reading this contract to Dr. Leung in class by Tuesday, 9/4/18. If you do not submit it by the due date, it will result in a deduction of 5 points from your attendance score.