



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

Instructor Contact

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Class Meetings: Online

Office Location: Chilton 343G
Office Hours: By Appointment
Class Location: Canvas

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. COURSE MATERIALS:

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

Other recommended readings include:

1. Collins, G. R., Cobanoglu, C., Bilgihan, A., & Berezina, K. (2017). *Hospitality Information Technology: Learning How to Use It (8th Edition)*. Dubuque, IA: Kendall Hunt.
2. Laudon, K. C. & Laudon, J. P. (2020). *Management information systems: Managing the digital firm (16th Edition)*. Upper Saddle River, NJ: Pearson.

3. CMHT GLOBAL COLLEGE LEVEL OUTCOMES (SLOs)

- Critical Thinking: Analytical (CTA); Theoretical (CTT)
- Collaboration (CL)
- Leadership: Ethical (LDE); Professional (LDP)
- Global Perspectives (GP)
- Effective Communication (EC)

4. LEARNING OBJECTIVES:

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

- Identify the new technology trends in the hospitality/tourism industry (**GP, EC**);
- Evaluate the strategic roles of information systems in the hospitality/tourism industry (**CTT, LDP, GP**);
- Apply various information technology in the hospitality/tourism industry (**CTT, LDP, GP, EC**);
- Analyze IT-enabled marketing, promotion, and distribution practices in the hospitality/tourism industry (**CTT, LDP, GP**);
- Prepare the hospitality/tourism industry for the mobile technology and sharing economy (**CTT**,

LDP, GP);

- Analyze IT applications for hospitality/tourism businesses (CTT, CL, LDP, GP, EC).

5. TECHNICAL REQUIREMENTS

Minimum technology skills for successful completion of this course include:

- Sending and receiving email
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Opening and printing pdf files using free Adobe Acrobat Reader
- Navigating Canvas and watch videos.

6. 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 the instructor for technical assistance since I have no control over the technical aspects of the learning platform.

7. NETIQUETTE

It is important for students to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and instructors. In an online class it is common for a very substantial portion of your grade to be a function of how well you perform in online discussion areas and other “classroom participation” activities. Your ability to clearly and properly communicate in an online class can be as important to your success as how you perform on multiple-choice tests and written assignments.

These guidelines for online behavior and interaction are known as “netiquette”. When communicating online, you should always:

- Treat the instructor with respect, even in email or in any other online communication.
- Use clear and concise language. Be respectful of readers’ time and attention.
- Remember that all college-level communication should have correct spelling and grammar.
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”.
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.

8. COURSE EXPECTATIONS

1) Student Responsibilities

As a student in this course, you are responsible for:

- reading/watching all materials posted on Canvas in a timely manner.
- completing all quizzes and exams, for submitting all assignments in a timely fashion, and being up to date on any changes that may occur in the class schedule.

- working to remain attentive and engaged in the course and interact with your fellow students, and
- assisting in maintaining a positive learning environment for everyone.

2) Course Requirements

- As a 100% online class, **Canvas** and Student's **UNT email** are the primary class communication methods. Please make sure you check your UNT email for any communication from the instructor.
- Students are using **Canvas** to submit assignments and take quizzes/exams. 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). Assignments turned in electronically are to be submitted to Canvas **by 11:59pm** on the due date.
- The Instructor reserves the right to revise this syllabus, class schedule, and list of course requirements. Any major revisions will be distributed through Canvas Announcements. Requirements may be amended during the semester, which could affect the total number of possible points and/or their distribution. Final grade points would then change accordingly.

❖ IMPORTANT: The instructor will not respond to students' requests for giving extra credits after posting final grades. No Late assignment will be allowed in final week.

9. COURSE GRADING:

- **Grading Scale: (Final grade is point-based. Please do NOT email the instructor to round up %)**
 - A = 405 – 450 points**
 - B = 360 – 404 points**
 - C = 315 – 359 points**
 - D = 270 – 314 points**
 - F = 0 – 269 points**

Measurements	SLOs	Points
(1) Exams (Exam 1, Exam 2, and Final)	CTA, CTT, GP, EC	45% (200 points)
(2) Quizzes (75 questions @ 1 pts)	CTA, CTT, GP	13% (75 points)
(3) Discussion Forum <ul style="list-style-type: none"> • Self-introduction discussion: 5 pts • Module discussions: 12 @ 5 pts 	CTT, CL, LDP, GP, EC	11% (65 points)
(4) Individual Assignments <ul style="list-style-type: none"> • Calculation assignment: 5 pts • Case summary report: 2 @ 25 pts • IT best practices report: 55 pts 	CTT, CL, LDP, GP, EC	31% (110 points)
Total		100% (450 points)

- 1) **Exams (200 points):** 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. The exams may consist of, but are not limited to, the following question types: multiple choice, true/false, short answer, fill-in the blank, matching, and essay questions. All exams

will be taken online on Canvas using Respondus LockDown Browser. There will be **exam review videos** for you to watch before exams.

Each Exam will be open on Canvas for 24 hours (12am – 11:59pm) on the exam date designated on class schedule. All exams are offered on Wednesday of the week. Once starting, each exam will have a set time limit (90 mins – 120 mins). The exams **MUST** be taken on the scheduled day. **NO MAKEUP EXAM WILL BE GIVEN.** The instructor will **NOT** make any accommodations due to your work schedule or other classes.

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

- 2) **Quizzes (75 points):** There are a total of 13 quizzes in class, one quiz for each module plus a Syllabus Quiz. Each question is worth 1 point. Quizzes are online and must be finished in a set time limit. You have **TWO** attempts to take each quiz. Quiz for each module will be **close MIDNIGHT (11:59pm)** on **Friday** of the module week and will **NOT** reopen. Please remember to take the quiz on time.
- 3) **Discussion Forum (65 points):** There will be 13 discussions, one discussion for each module plus a self-introduction discussion. Each discussion is worth 5 points. In each discussion assignment, you are required to post ONE discussion and respond to at least ONE discussion (others' posts). Except self-introduction, all discussions serve as module exit surveys. In your initial discussion, you are going to write ONE main take-aways from the module learning and ask ONE question that concerns you the most. In your response discussion, you are required to **CORRECTLY** answer ONE question asked by other students. Your initial discussion post must be posted by MIDNIGHT (11:59pm) on **Thursday** of the module week. Your response(s) to others post(s) must be posted by MIDNIGHT (11:59pm) on **Saturday** of the module week.

You may earn **EXTRA credits** by **CORRECTLY** answering more questions (each EXTRA answer is worth 1 extra point with a cap of 10 points)! In order to qualify extra credits, your answers to others' questions must also be posted by **Saturday** of the module week.

Discussion Forum points are earned according to the quality of the post. When you post on the discussion forum, please stay on topic and incorporate your own knowledge and experiences. Please use proper netiquette.

My role in the class is facilitator and observer in this online environment. As such, I generally do not participate in the online discussion boards except periodically making note of extraordinary analysis and reflection. However, ongoing posts will be monitored by me throughout the semester to ensure that guidelines are followed.

- 4) **Individual Assignments (110 points):** There will be three types, a total of four assignments throughout the semester. The due dates for the assignments are listed on class schedule. All assignments are submitted to Canvas **by MIDNIGHT (11:59pm)** on the due date. The rubric for each assignment is included at the bottom of the assignment document on Canvas.
 - **Calculation assignment:** there is one calculation assignment with 5 points. Please watch the instruction video on Canvas before you do the assignment.

- **Case summary report:** there are two case summary reports with 25 points each. Students will apply their knowledge acquired throughout the course to solve the case studies and answer questions. Case studies are posted under the appropriate modules when they are due. The rubrics for case summary report is posted on Canvas in assignment drop box.
- **IT Best Practices Report:** this is a COVID-19 related individual semester project. In this project, you will evaluate a hospitality company of your choice as it is impacted by COVID-19 and understand how it may take advantage of Technology to get recovery. You will research the similar company that represents the best practices in the industry to develop your guidelines for the target company. The instruction and rubrics for IT Best Practices Report is posted on Canvas in assignment drop box. The project will be posted in the beginning of the semester and due the final week. Please arrange your time wisely to finish the project based on your own schedule. Please **do NOT wait until the last minute!**

❖ *Please note that all written assignments will be submitted using **Turnitin** plagiarism check on **Canvas**. The Turnitin similarity report percentage must be **less than 25%** (Blue or Green color). If higher than or equal to 25%, the assignment will automatically receive a grade of **0**. Please check your similarity score and resubmit if necessary.*

Academic Integrity: *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, and including information or ideas from research material without citing the Source. 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.***

10. TENTATIVE CLASS SCHEDULE (The dates are Mondays of the week)

Week Date	Topic	Activities/Assignments
Week 1 (8/24)	Introduction Semester Project: IT Best Practices Report	Syllabus Quiz Discussion 0 (Self-introduction)
Week 2 (8/31)	1. Information Technology & Information Systems	Quiz 1 Discussion 1
Week 3 (9/7)	2. Business Intelligence	Quiz 2 Discussion 2
Week 4 (9/14)	3. Networking & the Internet	Quiz 3 Discussion 3
Week 5 (9/21)	4. System & Cyber Security Exam 1 Review	Quiz 4 Discussion 4

Week 6 (9/28)	Exam 1 (Wednesday 9/30) Case study: Credit Card Heist	Case I Summary Report
Week 7 (10/5)	5. Digital Marketing	Quiz 5 Discussion 5 Calculation assignment
Week 8 (10/12)	6. Social Media Marketing	Quiz 6 Discussion 6
Week 9 (10/19)	7. Mobile Marketing & Location-based Technology	Quiz 7 Discussion 7
Week 10 (10/26)	8. Sharing Economy Exam 2 review	Quiz 8 Discussion 8
Week 11 (11/2)	Exam 2 (Wednesday 11/4) Case study: Competing with the Sharing Economy	Case II Summary Report
Week 12 (11/9)	9. E-commerce & Distribution Systems	Quiz 9 Discussion 9
Week 13 (11/16)	10. Emerging Technology Trends	Quiz 10 Discussion 10
Week 14 (11/23)	11. Automation & Robotics	Quiz 11 Discussion 11
Week 15 (11/30)	12. Extended Reality & Biometrics Final exam review	Quiz 12 Discussion 12
Week 16 (12/9)	Final Exam (Cumulative) (Wednesday 12/9)	IT Best Practices Report (Due 12/8) Good Luck ☺

11. Syllabus Policy Statements

COVID-19 Precautions

The College of Merchandising, Hospitality and Tourism abides by university policy regarding COVID-19 precautions. All rules and guidelines established by the university apply to CMHT courses. You can find regularly updated information on the UNT Return to Learn website: <https://vpaa.unt.edu/return>.

Some of the safety precautions we have put into place in the CMHT classrooms include:

- Social distancing in the classrooms
- Lowered in-person class capacity
- Hand sanitization stations in the Chilton hallways
- Gym etiquette in the classrooms – meaning that students will:
 - Clean your space prior to class. Plan to enter the classroom in time to do so. Cleaning materials are supplied for you.
 - Clean your space – and all surfaces you have touched – at the end of class. Your teacher will allow you time to do so.
- Reduced hallway seating to allow for social distancing

In order to maintain this protocol, students:

- Should not remove cleaning materials from the classrooms
- Should clean your space before and after class
- Should wear face coverings for the duration of class
- Be aware of social distancing while in the classroom and hallways
- Exercise patience as we work together as a CMHT family to discover what is working and what is not

If you have anxiety about attending face-to-face classes, alert your teacher now. We may be able to make an accommodation that reduces your anxiety and helps you be more ready to learn.

Advising and Degree Progression

Advising

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

- **CMHT Advising Contact Information (Chilton Hall 385 – 940.565.4635)**

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 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.

Transfer Courses

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

Dropped for Non-payment

- Students will be dropped for nonpayment for enrolled courses, parking fees, schedule change fees, etc. Please check your account daily through the 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- *Students cannot be reinstated for any reason after the 12th class day regardless of 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 Services 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. Please see the instructions for dropping a class here: <https://registrar.unt.edu/registration/dropping-class>

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:

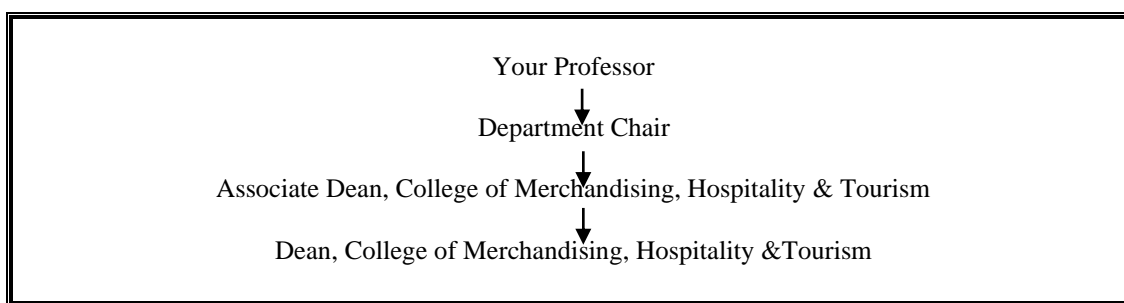
UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans Center	940-369-8021
Denton County Friends of the Family	940-387-5131
National Suicide Hotline	1-800-273-TALK
COVID Hotline – COVID@unt.edu	844-366-5892

Dates and Deadlines

August 24	First day of class
August 28	Last day for change of schedule other than a drop. (Last day to add a class.)
September 5	Census date –Students cannot be added to a course for any reason after this date.
September 7	Labor Day (no classes, University closed)
November 2	Last day for a student to drop a course and receive a W.
November 20	Last day to withdraw (drop all classes) and receive W's.
November 26-27	Thanksgiving Break (no classes, University closed)
December 2-3	Pre-finals days
December 3	Last class day
December 4	Reading day (no classes)
December 5-11	Final exams (Exams begin on Saturday)

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 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.

Class Recordings - COVID

Synchronous (live) sessions may be recorded for students 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 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.
- UNT's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at 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).

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 TKinley@unt.edu and request that your name and image not be shared. Dr. Kinley 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.

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. You will be able to access these surveys through your my.unt toward the end of the semester.

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 <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 Announcement regarding assignments, exams, field trips, and other items that may be impacted by the closure.

Career Resources

Resume Help

For one-on-one help with your resume or other job-search skills, Ms. Janice Lader, from the Career Center and also one of our CMHT 2790 (Career Development) instructors, will be available to you. Contact her at Janice.Lader@unt.edu to set up an appointment.

Career Center

The Career Center is currently located in Sage Hall. They provide ***free*** help with resumes, interview skills, business cards, professional portraits, etc. They also host several recruiters throughout the year and host job fairs.

Internship / Career Industry Contact Opportunities

- In the fall semester, watch for information about the **Executive in Residence (EIR) Lecture**. This is an opportunity to hear about innovative industry and network with CMHT Board members and speakers. In Fall 2020, if we have an EIR event, it will be virtual.
- Also in fall, look for the **MDR Career Expo**, which provides opportunities to talk with recruiters and maybe interview on the spot! There may also be an opportunity to have lunch with recruiters.
- In the spring semester, watch for information about the **Consumer Experience Symposium**. The format will be similar to the EIR in that it affords you an opportunity to hear directly from industry and network with Board members and speakers.
- Spring semester also brings the **HTM Career Expo**, where our industry recruiters come to campus to visit with you!
- **CMHT Student organizations** bring industry opportunities to campus in their monthly or bi-monthly meetings. Join them and participate!
- We sometimes have an **Industry Partner of the Day** set up in the hallway near the advising offices. For Fall 2020, these will be virtual. These may be publicized in your classes and are posted on the bulletin board in that Chilton hallway.

Online Job Board and Social Media Sites

- <https://cmht.unt.edu/jobs>
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- LinkedIn - <https://www.linkedin.com/in/unt-cmht-2023b8173/>
- Twitter - @UNTCMHT
- Facebook Social Site - @UNTCMHT and @UNTHTM
- Instagram - @untcmht

IT Resources

CMHT-IT Services Student Laptop Checkout Information

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

Monday:	8:00AM – 9:00PM
Tuesday:	8:00AM – 9:00PM
Wednesday:	8:00AM – 9:00PM
Thursday:	8:00AM – 9:00PM
Friday:	8:00AM – 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 or visit us at <https://cmht.unt.edu/cmht-it-services> or give us a call at (940) 565-4227.

CMHT Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. 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://cmht.unt.edu/vmware-virtual-lab>. The CMHT-IT Services desk can assist you with installing the VMware client on your personal machine. Please see above hours of operation for our IT services desk.

Additional Information

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.