HMGT 4600 – Information Technology in Hospitality & Tourism
University of North Texas – College of Merchandising, Hospitality, and Tourism
Course Outline/Syllabus
Spring 2017, Section 001

Instructor: Dr. Xi Leung
Office Location: Chilton 343G
Email: Xi.Leung@unt.edu
Office Hours: TuTh 2:30 – 3:30 PM or By Appointment
Class Meetings: TuTh 3:30 – 4:50 PM
Class Location: Chilton 387 (Lecture) & 388 (Computer Lab)

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:
This is a case-based course. Students are required to purchase case studies on Harvard Business Publishing Website, at http://cb.hbsp.harvard.edu/cbmp/access/57197455. Name: IT IN HOSPITALITY & TOURISM-SPRING 17.

Any other required readings (journal articles, industry websites, etc) will be posted on Blackboard.

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**);
- Evaluate and compare website design of different hospitality companies (**Analysis & Evaluation**);
- Understand the importance of social media presence and marketing for hospitality/tourism businesses (**Knowledge & Comprehension**);
- Understand the use of mobile technology in the hospitality/tourism/gaming industry (**Knowledge & Comprehension**);
- Design and maintain a Facebook page for hospitality/tourism company to understand social media marketing (**Analysis & Synthesis**)
- 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, guest speakers, all handouts, reading assignments, and all material posted to Blackboard.
- 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. Tardy students will be counted absent.
- Students are responsible for working together as a team for the group project, holding each other accountable, turning in all portions of the project in a timely manner, and producing quality, professional work.
- Students are responsible for making up missed exams on their own. The instructor will not reach out to students who missed exams; it is up to the student to schedule make-up exams.

2) Class Policies

- 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 Blackboard **by 11:59pm** on the due date.
- Attendance is mandatory; **roll is taken every class and is a part of your participation grade**. Check Participation/Attendance for more details of grading.
- The syllabus and class schedule are subject to change by the Instructor's discretion. These changes may be announced in class or on Blackboard.
- 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 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)
- In class assignments and quizzes will must be taken when assigned. Students will not be able to make up in class activities. This includes scheduled and pop-assignments.
- **All electronic devices (Smartphones, laptops, tablets) 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.
- Students are using Blackboard to download course materials, eg., assignments, instructions, additional readings, and to submit assignments. Students must check the Blackboard at least every week for important announcements. Invariably, necessary adjustments related to course material and due dates occur throughout the semester.

IMPORTANT*: Students are highly encouraged to read this syllabus and Blackboard Announcement before asking questions to the instructor regarding course schedule and grading.

5. TECHNICAL ASSISTANCE & SUPPORT:

For assistance with any Blackboard 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 (Mid-term and Final)	33% (200 points)
(2) Quizzes	6.7% (40 points)
(3) Group Projects	36.7% (220 points)
- Industry IT Application project	100 points
- Social Media project	70 points
- Website evaluation project	50 points
(4) Individual assignments	23.3% (140 points)
- 5 Excel assignments	120 points
- In class assignments	10 points
- EIR	10 points
(5) Attendance	**See Below Details!**
Total	**100% (600 points)**
Extra Credits:	Cap credit 4.2% (25 points)
- Group leader extra credits	(10 points)
- Teaching evaluation extra credits	(5 points)
- In class survey extra credits	(10 points)

- **Grading Scale:**
  - **A = 90 - 100%**
  - **B = 80– 89.9%**
  - **C = 70 – 79.9%**
  - **D = 60 – 69.9%**
  - **F = 0 -- 59.9%**

1) **Exams:** (**33%** of your total grade) There are **two exams during the semester: Mid-term and Final Exam**. Exams are **not cumulative**. Both exams are closed-book, but one-page study aid will be allowed. Exam questions will consist of multiple choice, fill in blank, true/false questions, and/or short essay questions.

The final exam will follow the university given final exam schedule. For this class, the final examination date is **December 14th, 2016 (Wednesday) 1:30 pm - 3:30 pm,** 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: **Scantron, #2 Pencil, and one page of study aid. You are not allowed to use smart devices (phones and tablets).** The instructor will not provide supplies for students. Then 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 (such as observance of a religious holiday, University related activities, illness, and family matters), 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) <u>**Quizzes:**</u> (**6.7%** of your total grade) Quizzes will be given through Kahoot! **Students need smart phones/Tablet to complete quizzes.** 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 There will be **NO MAKEUP** case quizzes. All quizzes are **closed-book and closed-notes**. Each question is worth **0.5 point**. Answers for questions in quizzes will be given right after the quizzes.
There will be two types of Quizzes. One is <u>**review quiz**</u> for the lecture we go over in the previous class. The second is <u>**case-based quiz**</u>. Students are expected to **READ THE REQUIRED CASE** before class for full participation of this class. **Case quiz will be given before teaching the case** to make sure everybody has read the cases before coming to class. **All case quiz questions are directly from the case** that will be discussed in that day's class.

3) <u>**Group projects:**</u> (**36.7%** of your total grade) There will be five group projects based on in-class practices and out-class activities. All projects are group assignments so one group only submit one project/assignment. **Please refer to separate project/assignment grading rubrics for more detailed requirements.** Assignment due dates are on the tentative schedule. Hard copy assignments are due **at the beginning of class**. Electronic copy/PowerPoint slides are to be submitted to Blackboard **by 11:59pm** on the due date. Late submission will result in **a deduction of 10 percent of the grade per day**, including weekends (one letter grade down per day).
  - o **Industry IT Application project** (**100** points): Each student group will be assigned a specific hospitality industry (eg. hotel, restaurant, travel agent, meeting/event, CVB, airline, etc). The group is required to visit a company in this industry 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. 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, 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 with the instruct the interview questions and get**

feedback. Also conduct research online about technology trends, applications, future initiatives in that industry. **Create an 8-10 minutes' video presentation** and play it in class. Your group will be present and answer questions when playing video. **Please refer to the separate Industry IT Application Project grading rubric for more detailed requirements.**

- o **Social Media project** (**70** points): Each student group will create a **hospitality company** and then pick **TWO** social media channels to market that company (eg, Facebook, Twitter, Pinterest, Instagram, YouTube, Google+, Linkedin, etc). The group will maintain both social media pages for 6 weeks (at least 2 posts per week). Present your social media pages at the end of the semester. **Please refer to the separate Social Media Project grading rubric for more detailed requirements.**

- o **Website evaluation project** (**50** points): Evaluate and compare website designs of two hospitality companies (must be direct competitors), record scores for all the evaluation metrics (Excel worksheet), write a summary of the comparison (Word, 5-6 pages, double spaced). **Please refer to the separate Website evaluation project grading rubric for more detailed requirements.**

4) **Individual Assignments:** (**23.3%** of your total grade) There will be five individual assignments based primarily on Excel lecture and in-class practices. Include your student number, full name, and submit them on the due dates (see the tentative schedule; assignments are submitted to Blackboard **by 11:59pm** on the due date; **Only electronic copy will be accepted**).

- **Executive in Residence (EIR)**

This is a mandatory event for all hospitality students; ALL HOSPITALITY MANAGENENT MAJORS MUST ATTEND THIS EVENT ON FEBRUARY 7TH 10:00 am -12:00 pm (TUESDAY). Attending this event will give students 10 points for this class (other classes may also have points/assignments for this event, so you must attend).

5) **Attendance:** Successful completion of this course requires regular attendance of classes and active participation in class activities (discussions and practices).

- **Attendance:** Attendance will be monitored and is **MANDATORY. Roll is taken in EVERY class. Students are expected to attend all classes and to arrive on time.** You are allowed **FOUR unexcused absences**. On the 5th unexcused absence you will **lose 1 letter grade** automatically for this course (ex: if you earned a B you will get a C in this course). On your 6th unexcused absence you will **lose 2 letter grades** (ex: if you earned a B you will get a D in this course). **On your 7th absence you will receive an F**. No Exceptions!
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 you have been marked as absent and you should see the instructor at the end of class to be counted as present. **Once class begins it is the student's responsibility to be sure their attendance has been recorded correctly**. 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.

A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the instructor to substantiate excused absence and delivering the request personally to the instructor. Students must notify the instructor of anticipated absences and official document **in advance** to be assured of this opportunity. All documentation for excused absences must be provided to the instructor **no later than one week after excused absence**. Failure to provide an explanation within this time frame will deem it unexcused. **If a student has to leave early with any of the reasons listed above, the student should INFORM THE INSTRUCTOR BEFORE THE CLASS STARTS.**

6) **Extra credits:** (capped at **4.2%** of your total grade) Students have three opportunities to receive extra credits:

- **Group leader extra credits (10 points):** This extra credit opportunity is **only available for group leaders**. In the beginning of the semester, each group will select a group leader. Group leader will put extra efforts in all the group assignments. He/She will organize group meetings, host group discussions, assign tasks to each member, and review the group assignments. At the end of the semester, all the group members (except group leader) will evaluate the group leader's performance. If the group leader receives a score of 3 or better out of 5, he/she will receive extra credits. The extra credit points will depend on the performance score he/she receives.
- **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 UNLV course teaching evaluation. The instructor is trying to get an unbiased and comprehensive understanding of how this course can be improved in the future.
- **In class Survey extra credit (10 points):** You will be asked to complete two short surveys at the beginning and the end of the semester. The surveys are about a research project the instruct is conducting. More details will be given before the survey is given out. You will get 10 extra credit for completing both surveys. You have to complete both surveys to be qualified for extra credit. However, you can also do an essay to get the same extra credit points if you don't want to participate.

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

Week Date	Topic	Activities in class	Assignments **Due**
Week 1 1/17	Introduction	Find your group ☺	Read Syllabus
Week 1 1/19	Hotel Business Intelligence (M3Link)	Make a plan for Industry IT application project (Decide your target company)	Submit Syllabus agreement
Week 2 1/24	Hospitality technology strategy	*Case 1:* Foxwoods: Turning Data into Insights in the Hospitality Industry	
Week 2 1/26	Excel Lesson 1	Format, Filter, Sort	
Week 3 1/31	Customer relationship management (CRM)	*Case 2:* Hilton Hotels: Brand Differentiation through Customer Relationship Management	

Week 3 2/2	Guest Speaker (Hotel)	Hotel In-room Technology	Excel Assignment 1 Due
Week 4 2/7	In-room Technology	*Case 3:* The Walsham Hotel: The Mechatronic KoolNitro 346 Mini-Bar (Download from **BlackBoard**)	
Week 4 2/9	Excel Lesson 2	Charts	Interview questions Due
Week 5 2/14	Restaurant reservation management	*Case 4*: Blackshop Restaurant	
Week 5 2/16	Guest Speaker – NCR	POS	Excel Assignment 2 Due
Week 6 2/21	Digital Menu	*Case 5:* Binnj on the Apple Ipad	
Week 6 2/23	Excel Lesson 3	Basic Functions	Industry IT Application Interview report Due
Week 7 2/28	Internet Marketing and Search Engineer Marketing	*Case 6:* Air France Internet Marketing: Optimizing Google, Yahoo!, MSN, and Kayak Sponsored Search	
Week 7 3/2	Social media (Facebook)	Create your own hospitality Facebook page – Group Project	Excel Assignment 3 Due
Week 8 3/7	**Mid-term Review**		*Extra Credit on Exam!*
Week 8 3/9	**Mid-Term Exam**		*Be on time and Good Luck* ☺
Week 9	*Spring Break (No Class)*		
Week 10 3/21	**Industry IT Application project Presentation**		Industry IT Application project Due
Week 10 3/23	Excel Extra Assignment	Assignment In Class	
Week 11 3/28	User generated content (UGC)	*Case 7:* TripAdvisor	
Week 11 3/30	Hospitality website design	Evaluate and compare two hospitality websites – Group Project	Excel Extra Assignment Due
Week 12 4/4	Online Travel Agent	*Case 8:* Tripit: The Traveler's Agent	
Week 12 4/6	Guest Speaker - Expedia	Online Travel Agent	Website evaluation project Due
Week 13 4/11	Global distribution system and channels	*Case 9:* Accor: Strengthening the Brand with Digital Marketing	
Week 13 4/13	Excel Lesson 4	Basic Functions	
Week 14 4/18	Sharing economy	*Case 10:* Airbnb: What's Next?	
Week 14 4/20	Excel Lesson 5	Pivot Table	Excel Assignment 4 Due
Week 15 4/25	Mobile App and Online Gaming	*Case 11:* Royal Reels: Enhancing the Customer Experience for Slot Machines and Beyond	

Week 15 4/27	Social Media Project Presentation		Excel Assignment 5 Due Social Media Project Due
Week 16 5/2	Social Media Project Presentation		
Week 16 5/4	**Final Exam Review**		*Extra Credit on Exam!*
Week 17 5/9	**Final Exam 1:30 pm - 3:30 pm**		*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 Blackboard.

8. DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

Do you want to graduate on time?
- A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.
- Advisors help you sequence courses correctly for an "on time" graduation.   Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- Students who have not met prerequisites will not be allowed to remain in a course.
- Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Have you met with your advisor?
- ALL students should meet with their Academic Advisor at least one time per semester (Fall & Spring). Update your degree plan regularly to stay on track for a timely graduation.
- All pre-majors MUST meet with their Academic Advisor to receive an advising code to register for classes each semester.

Advising Contact Information (Chilton Hall 385 – 940.565.4635)
Merchandising and Retailing A-L   Amanda Johnson
Merchandising and Retailing M-Z   Brittany Barrett, MSIS
Hospitality Management A-L   Jaymi Wenzel
Hospitality Management M-Z   Philip Aguinaga, M.Ed.
Home Furnishings & Digital Retailing   Kelly Ayers, M.Ed.

Could you be dropped?
- It is imperative that students have paid for all enrolled classes**. Please check your online schedule daily through the 12th class day (January 30th, 2017) to insure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc.
- *Students cannot be reinstated for any reason after the 12th class day regardless of situation*.   It is the student's responsibility to ensure all payments have been made.

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.

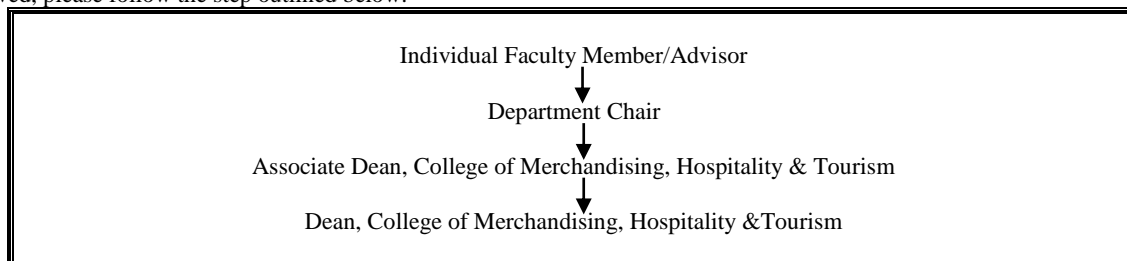### Do you know these important dates in Spring 2017?

January 16	MLK Day – UNT Closed (No classes)
January 17	Classes begin (Tuesday)
January 20	Last day for change of schedule other than a drop. (Last day to add a class.)
February 7	**Hospitality – EIR**
March 13 – 19	Spring Break – No classes
March 22	**Hospitality Career Expo**
April 6	**CMHT Annual Symposium**
April 17	Beginning this date a student who wishes to drop a course must first receive written consent of the instructor.
April 21	Last day to Withdraw (drop all classes).

	Last day for an instructor to drop a student with a grade of WF for nonattendance.
May 4	Last regular class day
May 5	Reading Day (no classes)
May 6 - 11	Final Exams (*Exams begin on Saturday*)
May	Commencement – Check the UNT website for specific dates and times for graduation events.

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 step outlined below:

Individual Faculty Member/Advisor

↓

Department Chair

↓

Associate Dean, College of Merchandising, Hospitality & Tourism

↓

Dean, College of Merchandising, Hospitality &Tourism

Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at 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. In this class, Academic dishonesty will automatically result in failure in assignment or exam or class.

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

- Student are expected to be respectful of others, i.e., other students 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 will be held 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 how the course is taught. Student feedback is important and is essential as we strive for excellence.

<div align="center">**Do you know the date/time of the final exam in this course?**</div>

Final exams or other appropriate end of semester evaluations will be 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.*

<div align="center">**Are you thinking about dropping course?**</div>

- **A decision to drop a course may affect your current and future financial aid eligibility**. Visit *http://financial aid.unt.edu/satisfactory-academic progress-requirements* for more information about financial aid Satisfactory Academic Progress. Talk to your academic advisor or Student Financial Aid if you think about dropping a course.

- A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

  If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office <u>before the deadline to make sure you have been dropped from the course with a "W".</u>** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

<div align="center">**Do you know what you may be missing?**</div>

- Your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link 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 Eagle Connect and how to forward your email: http://eagleconnect.unt.edu/

<div align="center">**Are you considering transferring a course to meet UNT degree requirements?**</div>

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all CMHT degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence *must have prior advisor approval.*

<div align="center">**Are you an F-1 visa holder?**</div>

- 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.**

<div align="center">**Do you know what to do in an emergency or UNT closure?**</div>

- 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 Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the 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: 001
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 001) in the Spring Semester of 2017.

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 before class on Thursday, 1/19/17. If you do not submit it by the due date, it will result in a deduction of 5 points from your total score.