

**HMGT 4600 – Information Technology in Hospitality & Tourism**  
University of North Texas – College of Merchandising, Hospitality, and Tourism  
Course Outline/Syllabus  
**Spring 2020, Section 001**

**Instructor:** Dr. Xi Leung  
**Class Meetings:** Tu 5:00PM - 7:50PM  
**Class Location:** Chilton 345  
**Tutor Hour:** Wednesday 10-11am

**Office Location:** Chilton 343G  
**Email:** Xi.Leung@unt.edu  
**Office Hours:** Tu 2PM – 4PM or By Appointment  
**Tutor Location:** Chilton 388

## **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:**

- **Required:**

Title: Excel  
Publisher: MyEducator  
Cost: \$49.99  
Version: Online, 2020  
ISBN: 978-0-9898001-0-5

**Purchase link:**

- **Recommended:**

Collins, G. R., Cobanoglu, C., Bilgihan, A., & Berezina, K. (2017). *Hospitality Information Technology: Learning How to Use It (8th Edition)*. Dubuque, IA: Kendall Hunt.

## **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**);
- Develop an IT innovation proposal to solve IT-related issues for hospitality/tourism businesses (**CTT, CL, LDP, GP, EC**).
- Analyze business performances using Excel software (**CTA, LDP, EC**).

## 5. 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.
- 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.**
- **Respect for Diversity:** It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

## 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 me for technical assistance since I have no control over the technical aspects of the new learning platform.*

## 7. COURSE GRADING:

- **Grading Scale: (Final grade is point-based. Please do NOT email the instructor to round up %)**
  - **A = 450 – 500 points**
  - **B = 400 – 449 points**
  - **C = 350 – 399 points**
  - **D = 300 – 349 points**
  - **F = 0 – 299 points**

Measurements	SLOs	Points
(1) Exams - Exam 1, Exam 2, Final Exam, and Excel MOS Exam (50 points each)	CTA, CTT, GP, EC	40% (200 points)
(2) Excel - Excel assignments (total 10) - Pass G-Metrix Excel 2016 Core Practice Exam	CTA, LDP, EC CTA, LDP, EC	35% (175 points) 145 points 30 points
(3) In class calculation assignments	CTA, LDP	2% (10 points)
(4) Industry Interview Report	CTT, CL, LDP, GP, EC	9% (45 points)
(5) Attendance & Participation - Attendance - In-class group activities	  CTT, CL, LDP, GP, EC	14% (70 points) 45 points 25 points
<b><u>Total</u></b>		<b><u>100% (500 points)</u></b>
Extra Credits: - Competition winner - Excel review extra credits - Teaching evaluation (SPOT) extra credits		(up to 4 points) (10 points) (5 points)

- 1) **Exams: (40% of your total grade)** There are **four exams during the semester: Exam 1, Exam 2, Final Exam, and Excel MOS Exam**. Each exam is worth 50 points.
  - **Exam 1, Exam 2, and Final Exam.** The three exam are traditional exams that will be taken in classroom. Exam 1 and Exam 2 include both lecture contents and excel questions. Final Exam is **cumulative on lecture contents only**. All exams are closed-book. 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!
  - **Excel MOS Exam.** This exam is computer-based exam that will be taken in computer-based testing center. Students who pass this exam will receive **Microsoft Office Specialist Excel 2016 Certificate** issued by Microsoft. Students will be able to add this badge on their LinkedIn profile. Each student will receive ONE token to take this exam for FREE (regular cost: \$100) and also receive FREE GMetrix account to practice for this exam (regular cost: \$42)

The final exam will follow the university given final exam schedule. For this class, the final examination date is **May 10<sup>th</sup>, 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.**

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.**

**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) **Excel (35% of your total grade)** You are going to complete all Excel assignments using MyEducator ebook. There will be 8 Excel lessons with 1-2 assignments for each lesson (Total 10 assignments). Please use MyEducator ebook to finish lessons and submit assignments. All Excel assignments are due **on Friday** of the module week and will be graded by MyEducator. Please refer to **Canvas points** (not MyEducator points) as the final points for assignments. **Please be aware that MyEducator has Cheating Detection** so please finish all your assignments on your own!

**Academic Integrity:** \* Please note that *Excel assignments* 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 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.

- **G-Metrix (30 points):** You will receive a free GMetrix account to practice for Excel MOS exam (regular cost: \$42). G-Metrix has two modes: Training mode and Testing mode. You may practice in training mode multiple times before you work in testing mode. You are **required to pass** one Excel 2016 Core Practice Exam in testing mode. **Print your test result page and submit it on Canvas.** To help you prepare for Excel MOS exam, you may also watch **Lynda (now LinkedIn Learning) online course** at: <https://www.linkedin.com/learning/cert-prep-excel-2016-microsoft-office-specialist-77-727/create-and-manage-tables?u=74650474>  
(You will access LinkedIn Learning through UNT free account at: <https://it.unt.edu/linkedinlearning>)

- 3) **In class Calculation Assignments:** (2% of your total grade) There will be 2 in-class calculation assignments on paper. Students will have time in class to finish the assignment. Include your full name in assignments and submit them by the end of the classes.
- 4) **Group project:** (9% of your total grade) There will be one group project based on in-class practices and out-class activities. Students will form groups of 3-4 for the group project in this class. Group project due

dates are on the tentative schedule. Electronic copy shall 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).

- **Industry Interview Report:** 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. 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. Please refer to Industry IT Interview Project grading rubric for detailed requirements.**
- 5) **Attendance and Participation:** (14% of your total grade) Successful completion of this course requires regular attendance of classes and active participation in class activities (discussions and practices).
  - **Attendance** (45 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 45 points are deducted. With full attendance (with Two unexcused absence), you will receive 45 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** or leave the class **15 minutes** before class is dismissed, you will be marked as late and only receive **half credits** in attendance. If you are late for more than **30 minutes** or leave the class **30 minutes** before class is dismissed, you will be marked as absent and **lose all attendance credits**. 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 UNT Dean of Student.** 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 **no later than one week after excused absence**. **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 **with any of the reasons listed above**, the student should **INFORM THE INSTRUCTOR BEFORE THE CLASS STARTS.**

- **iClicker Participation:** Students need **smart phones/Tablet to participate in class through iClicker Cloud**. This is both to check your attendance and to help you prepare for exams. 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.*

- **In-class group activities** (25 points): In each lecture class, there will be some type of group activities (please refer to course schedule for details). Each 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.

6) **Extra credits:** Students have three opportunities to receive extra credits:

- **Competition winner** extra credits (up to **4 points**): there are two poster competitions throughout the semester: Robotics in hospitality idea competition; and Sharing economy idea competition. In each competition, the winner will receive an **extra 2 points**.
- **Excel review assignment** extra credits (up to **10 points**): There are 2 Excel review assignments given out during exam review classes. Each Excel review assignment is worth **5 extra credits**. The due dates of the assignments are on the tentative schedule.
- **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 the completion rate of SPOT teaching evaluation reaches **75%**. The instructor is trying to get an unbiased and comprehensive understanding of how this course can be improved in the future.

## 8. TENTATIVE COURSE SCHEDULE (Subject to change per class progress)

Week Date	Topic	Activities in class (Points available)	Assignments Due
Week 1 (1/14)	Syllabus Introduce to Excel (MyEducator) Excel Lesson 1: Basics	Find your group ☺ Brainstorm interview questions	Excel Assignment 1 (10)
Week 2 (1/21)	1. Strategic technology trends Excel Lesson 2: Formulas and Functions ( <b>Skip 2.3</b> )	Group Discussion (3)	Excel Assignment 2-1 (15) <b>(Skip “Finance” part)</b> Excel Assignment 2-2 (5)
Week 3 (1/28)	2. Hospitality technology strategy Excel Lesson 3: Logic and Reference Functions ( <b>Skip 3.4</b> )	Group Discussion (3)	Excel Assignment 3 (25) <b>(Skip “Lookup” part)</b> Step 1 Industry IT Interview Questions (Sun 2/2)
Week 4 (2/4)	3. Automation & robotics Excel Lesson 4: Date, Time, and Text Functions	Poster and Gallery Walk (3)	Excel Assignment 4 (20)

Week 5 (2/11)	4. Online travel agent & Global distribution system <b>Exam 1 Review</b>	In-class Assignment I (5) Excel Review I (extra credit)	
Week 6 (2/18)	<b>Exam 1</b> Excel Lesson 5: Charting		Excel Review I Due (Mon 2/17) Excel Assignment 5 (15)
Week 7 (2/25)	5. Network & system security Excel Lesson 6: Modeling Basics ( <b>Skip 6.2</b> )	Group Discussion (3)	Excel Assignment 6-1 (10) Excel Assignment 6-2 (10) <b>(Only do “Paycheck Calculator” Task #1-9)</b>
Week 8 (3/3)	6. e-Marketing & search engine marketing Excel Lesson 7: Advanced Modeling ( <b>Skip 7.2</b> )	In-class Assignment II (5)	Excel Assignment 7 (20) <b>(Skip “Cash Flow” part)</b>
Week 9 (3/10)	<i>Spring Break</i>		
Week 10 (3/17)	7. Social media & user generated content (UGC) Excel Lesson 9: Analyzing Data with PivotTables	Group Discussion (3)	Excel Assignment 9 (15)
Week 11 (3/24)	8. Sharing economy <b>Exam 2 review</b>	Poster and Gallery Walk (3) Excel Review II (extra credit)	
Week 12 (3/31)	Introduction to Excel 2016 MOS Exam <b>Exam 2</b>	Watch Lynda Excel 2016 MOS Exam prep course	Excel Review II Due (Mon 3/30) Step 2 Industry IT Interview Report (Sun 4/5)
Week 13 (4/7)	9. Mobile technology G-Metrix Excel 2016 MOS Exam Practice	Mobile app evaluation (4)	
Week 14 (4/14)	10. Location-based service technology (RFID, Beacon) G-Metrix Excel 2016 MOS Exam Practice (cont’d)	Group Discussion (3)	<b>Pass</b> G-Metrix Excel 2016 Core Practice Exam in Testing mode (30)
Week 15 (4/21)	11. Virtual reality <b>Excel 2016 MOS Exam</b>		
Week 16 (4/28)	<b>Final exam review</b> <b>Excel 2016 MOS Exam</b>		
Week 17 (5/5)	<b>Final Exam</b> <b>5:00 p.m. - 7:00 p.m.</b>		<b>Be on time and Good Luck ☺</b>

**\*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.

## 9. College of Merchandising, Hospitality & Tourism Syllabus Statements

### Advising and Degree Progression

#### Advising

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

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

### **Prerequisites**

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed (a grade of C or better) before enrollment in another course. All prerequisites are included in 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 12<sup>th</sup> class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- ***Students cannot be reinstated for any reason after the 12<sup>th</sup> class day regardless of situation.***

### **Dropping a Course**

- **A decision to drop a course may affect your current and future financial aid eligibility.** Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course are the student's responsibility.
- **After the 12<sup>th</sup> 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

### **Dates and Deadlines**

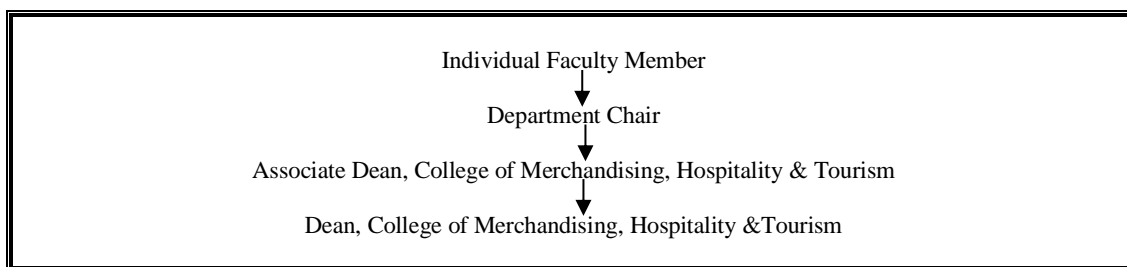
January 13	First day of class
January 17	Last day for change of schedule other than a drop. (Last day to add a class.)
January 20	MLK Day – No classes; University is closed
January 27	Census date –Students cannot be added to a course for any reason after this date.
March 9-13	Spring Break – No classes; University is closed
March 30	Last day for a student to drop a course and receive a W.
April 29-30	Pre-final days
April 30	Last class day
May 1	Reading day (no classes)
May 2-7	Final exams ( <b>Exams begin on Saturday</b> )
May 7-10	Graduation ceremonies

### **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.

#### **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.
- 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.
- 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](http://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](mailto: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.

### **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 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.

## **Career Resources**

### **Resume Help**

For one-on-one help with your resume or other job-search skills, Ms. Janice Lader will have office hours in Chilton 388 on Tuesday and Wednesday afternoons from 2:00 to 4:00. Additional appointments are available in the Career Center if your schedule does not allow you to meet with her during these times.

### **Career Center**

The Career Center is currently located in Chestnut Hall (just across the street from Chilton), and will be moving to Sage Hall sometime this year. 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.
- 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. 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 3<sup>rd</sup> 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: 7:30AM – 9:30PM  
Tuesday: 7:30AM – 9:30PM  
Wednesday: 7:30AM – 9:30PM  
Thursday: 7:30AM – 9:30PM  
Friday: 7:30AM – 9:30PM

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 Student Computer Lab**

Located on the 3<sup>rd</sup> floor of Chilton Hall, technology classroom **388** will be open for students as a computer lab Monday, Tuesday, Thursday and Friday between the hours of 1:00 PM – 5:00 PM and on Wednesdays from 8:00 AM to 12:00 PM (noon).

In this computer lab, please take advantage of the space for your study time, group projects, tutoring or printing needs.

### **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](mailto:international@unt.edu)) to get clarification before the one-week deadline.