University of North Texas
College of Merchandising, Hospitality, and Tourism
Department of Hospitality and Tourism Management
HMGT 4600.001
Information Technology in Hospitality & Tourism

Instructor Contact

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Class Meetings: Online　　　　　　　**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.**

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**
  <u>C = **315 – 359 points**</u>
  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 • Self-introduction discussion: 2 pts • Module discussions: 12 @ 4 pts	CTT, CL, LDP, GP, EC	11% (50 points)
(4) Individual Assignments • Calculation assignment: 5 pts • Case summary report: 3 @ 25 pts • IT best practices report: 45 pts	CTT, CL, LDP, GP, EC	31% (125 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. 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 (70 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 the module day and will **NOT** reopen. Please remember to take the quiz on time.

3) **Discussion Forum (50 points)**: There will be 13 discussions, one discussion for each module plus a self-introduction discussion. Each discussion is worth 4 points, except self-introduction is worth 2 points. Except self-introduction, all discussions serve as module exit surveys. In each discussion, you are going to write ONE main take-aways from the module learning and ask ONE question that concerns you the most. The discussion for each module is also due **MIDNIGHT (11:59pm)** on the module day.

You may earn **EXTRA credits** by CORRECTLY answering the questions posted by other students (each answer is worth 1 extra point with a cap of 10 points)! In order to qualify extra credits, your answers to others' questions must be posted within **24 hours** of the original post.

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 (125 points)**: There will be three types, a total of five 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 three 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 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.

❖ *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 (Subject to change)

Week Date	Topic	Activities/Assignments
Week 1 7/6	Introduction	Syllabus Quiz Discussion 0 (Self-introduction)
Week 1 7/7	1. Information Technology & Information Systems	Quiz 1 Discussion 1
Week 1 7/8	2. Emerging Technology Trends	Quiz 2 Discussion 2
Week 1 7/9	3. Networking & the Internet	Quiz 3 Discussion 3
Week 2 7/13	4. System & Cyber Security	Quiz 4 Discussion 4
Week 2 7/14	Case study: Credit Card Heist ***Exam 1 Review***	Case I Summary Report
Week 2 7/15	**Exam 1**	
Week 2 7/16	5. Digital Marketing	Quiz 5 Discussion 5 Calculation assignment
Week 3 7/20	6. Social Media Marketing	Quiz 6 Discussion 6

Week 3 7/21	7. Mobile Marketing & Location-based Technology	Quiz 7 Discussion 7
Week 3 7/22	8. Sharing Economy	Quiz 8 Discussion 8
Week 3 7/23	Case study: Competing with the Sharing Economy *Exam 2 review*	Case II Summary Report
Week 4 7/27	**Exam 2**	
Week 4 7/28	9. E-commerce & Distribution Systems	Quiz 9 Discussion 9
Week 4 7/29	10. Automation & Robotics	Quiz 10 Discussion 10
Week 4 7/30	11. Extended Reality & Biometrics	Quiz 11 Discussion 11
Week 5 8/3	12. Business Intelligence	Quiz 12 Discussion 12
Week 5 8/4	Case study: E-Recruitment	Case III Summary Report
Week 5 8/5	Study day Prepare IT Best Practices Report	
Week 5 8/6	*Final exam review*	IT Best Practices Report
Week 5 8/7	**Final Exam (Cumulative)**	*Good Luck* ☺

11. Syllabus Policy Statements
A. Advising and Degree Progression
<u>**Advising**</u>
ALL students are expected to meet with their Academic Advisor <u>**each semester**</u> to update your degree plan and to stay on track for a timely graduation.

While the University is still under limited operations due to the ongoing situation with COVID-19, students should contact their assigned academic advisor if they need assistance rather than attempt to visit the advising office until further notice. Students can schedule an appointment with their advisor online at appointments.unt.edu or by calling 940-565-4635. Advising appointments can be conducted either via Zoom or over the phone.

<u>**Prerequisites**</u>
- 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.

<u>**Transfer Courses**</u>
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.

<u>**Dropped for Non-payment**</u>

- 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*. You can find the Census dates for the different Summer 2020 sessions here: https://registrar.unt.edu/registration/summer-registration-guide

<u>**Dropping a Course**</u>

- **A decision to drop a course may affect your current and future financial aid eligibility**. Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course are the student's responsibility.
- **After the 12th class day, students cannot drop a course online** through your my.UNT Student Portal. Please see the instructions for dropping a class here: https://registrar.unt.edu/registration/dropping-class

<u>**Financial Aid Requirements**</u>

- 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.

<u>**What if You Are In Need of Help?**</u>

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

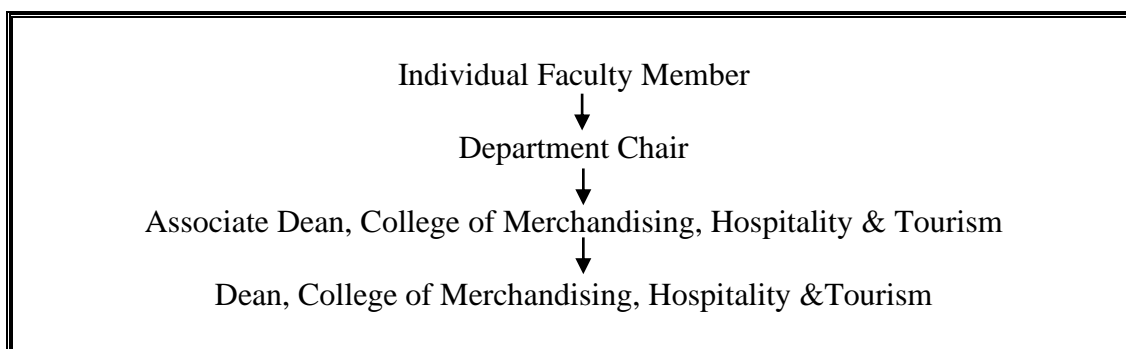   **B. Dates and Deadlines**

Each summer session has its own pertinent dates and deadlines.   Please see the Academic Calendar
http://catalog.unt.edu/content.php?catoid=22&navoid=2386 and the Registration Guide
https://registrar.unt.edu/registration/summer-registration-guide for the particulars of the sessions in
which you are enrolled.

C. 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. The policy details are in the Catalog. When you need problems resolved, please
follow the steps outlined below:

Individual Faculty Member
↓
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 makes reasonable academic accommodation for students with
disabilities. Students seeking reasonable accommodation must first register with the Office of
Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you
with a reasonable accommodation letter to be delivered to faculty to begin a private discussion
regarding your specific needs in a course. You may request reasonable accommodations at any time;
however, ODA notices of reasonable 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
reasonable 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 reasonable
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, refer to the Office of Disability Access website at
http://www.unt.edu/oda. You may also contact ODA 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.

<u>Do you know the penalties of academic dishonesty?</u>
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Other instances of 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. **<u>Plagiarism</u>** 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.

<u>Expected Conduct</u>
- Student are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.
- The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

D. Feedback and Communications
<u>Image Release</u>
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.

<u>What is SPOT?</u>

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.

E. Career Resources
Resume Help
For one-on-one help with your resume or other job-search skills, contact Ms. Janice Lader at Janice.Lader@unt.edu to arrange an appointment.

Career Center
The Career Center is 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. Check their website, https://careercenter.unt.edu/ to determine current programs and on-campus services during Summer 2020.

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 during the long semesters. 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

F. IT Resources

CMHT Virtual Lab
UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View a 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 in installing the VMware client on your personal machine. Please see the above hours of operation for our IT services desk.

CMHT Remote access resources:
Students that need access to technology for remote classes can find the software information here: https://cmht.unt.edu/covid-19-cmht-it

CMHT IT Helpdesk
Students taking CMHT classes and need help with IT resources can contact CMHT IT Helpdesk at 940-565-4227 or join the helpdesk Zoom call unt.zoom.us/j/268838628 (Monday to Friday 8:00 am to 5:00 pm).

G. 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**.**