HMGT 4600 – Information Technology in Hospitality & Tourism
University of North Texas – College of Merchandising, Hospitality, and Tourism
Course Outline/Syllabus
Spring 2019, Section 001

Instructor: Dr. Xi Leung
Office Location: Chilton 343G
Email: Xi.Leung@unt.edu
Office Hours: Tu 2:00 PM – 3:00 PM or By Appointment
Class Meetings: Tu Th 9:30AM - 10:50AM
Class Location: Chilton 345

1. COURSE DESCRIPTION:

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

2. REQUIRED COURSE MATERIALS:

There is no required book for this course. **Article of the Day** for each module will be posted on Canvas as required readings.

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.
- All written assignments must be typed in a **standard, 12 point Times New Roman font, double spaced, in APA style**. Reference the Purdue Online Writing Lab on the UNT library homepage for help with APA. (http://www.library.unt.edu/help/tutorials/apa-style-sciences)
- **Laptops must be turned off during class time** unless the instructor allows it. Students do not comply with this policy will be requested to leave the classroom and given one absence.
- The Instructor reserves the right to remove disruptive, unruly, or rude students from the class.
- The Instructor reserves the right to revise this syllabus, class schedule, and list of course requirements. Any major revisions will be distributed during the lecture period. Requirements may be amended during the semester, which could affect the total number of possible points and/or their distribution. Final grade points would then change accordingly.
  IMPORTANT: **Students are highly encouraged to read this syllabus and Canvas Announcement before asking questions to the instructor regarding course schedule and grading.**

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, and Final)	CTA, CTT, GP, EC	40% (200 points)
(2) Individual assignments		26% (130 points)
- 6 Excel lessons	CTA, LDP, EC	30 points
- 6 Excel assignments	CTA, LDP, EC	90 points
- In class assignments	CTA, LDP	10 points
(3) Industry IT Innovation Group Project	CTT, CL, LDP, GP, EC	20% (100 points)
(4) Attendance & Participation		14% (70 points)
- Attendance		50 points
- In-class group activities	CTT, CL, LDP, GP, EC	20 points
Total		**100% (500 points)**
Extra Credits:		
- Excel review extra credits (5 points each)		(15 points)
- Teaching evaluation (SPOT) extra credits		(5 points)

1) **Exams:** (**40%** of your total grade) There are **three exams during the semester: Exam 1, Exam 2, and Final Exam**. Final Exam is **cumulative**. Exam 1 and Exam 2 have 50 points each, while Final Exam has 100 points in total. All exams are closed-book, but one-page study aid will be allowed. Exam questions will consist of multiple choice, true/false questions, short essay questions, and Excel questions. There will be **exam review sessions** before exams with extra credit opportunities. Please make sure you attend!

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

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

- **Make-Up Exam: There will be NO MAKE-UP EXAM**. A schedule of exam dates is given on the first day of class, so that students can be sure to be present on those dates. **Only in excused absence circumstance (See below excused absence policy), a make-up exam will be given.**
  o Providing official documentation of the emergency to the instructor will be required **prior to** request for the make-up exam. Student Athletes must contact the instructor prior to exam schedule if he/she has an exam scheduling conflict and present proper documentation. **The instructor will NOT make accommodation for students on exam due to work schedules, other class schedules, or other obligations.**
  o *IMPORTANT:* The instructor will not respond to a student's email which asks for make-up exam unless the student presented the official documents in advance. **The instructor also will not respond to students' requests for giving extra credits after posting final grades.**

2) **Individual Assignments:** (**26%** of your total grade) There will be <u>Six</u> individual Excel assignments based on <u>Six</u> Excel lectures. Student will also complete <u>2</u> in-class practices on paper. Include your full name in Word/Excel file title, and submit them on the due dates (see the tentative schedule; assignments are submitted to Canvas **by 11:59pm** on the due date).

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

3) **Group project:** (**20%** of your total grade) There will be one big semester 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/PowerPoint slides are to be submitted to Canvas **by 11:59pm** on the due date. Late submission will result in **a deduction of 10% of the grade per day**, including weekends (one letter grade down per day).
   o **Industry IT Innovation project**: Each student group will pick a hospitality company (eg. hotel, restaurant, travel agent, meeting/event, CVB, airline, etc). The group is required to visit that company and **interview a manager** (GM, department head, IT manager, owner, etc). The subject of the interview is regarding the application of technologies at that company and one issue/question/problem need to be solved by IT innovation. Create questions to find out about what technologies they use on a daily basis, how they use them, what they do, what is the technology trend in that industry, website, social media, mobile app, etc; an all-around information and exploratory interview. Also ask what the interviewee likes and dislikes about the technologies they mentioned. Before you conduct interview, **discuss the interview questions with the instructor and get feedback**. After interview, the group will work together to find a solution/propose an IT innovation to the interview company. The group will conduct research to find evidences/justifications to support their innovative idea/proposal. The group will then present the idea/proposal to the manager in order to get his/her feedback. The group may improve their idea/proposal based on the manager's suggestions. The final IT innovation project will be presentation in front of the whole class at the end of the semester by a PowerPoint presentation. **Please refer to Industry IT Innovation Project grading rubric for detailed requirements.**

4) **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**: 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 **TWO unexcused absence**. Starting from the 3rd unexcused absence, you will be marked as absence on Canvas. Canvas will automatically calculate your roll call attendance at the end of the semester.

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

- **iClicker Participation**: 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.

   <u>**Academic Integrity**</u>: *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**: 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 <u>ONLY one</u> notepaper. Students with <u>excused absence can make up</u> group activities by finishing on their own.

5) <u>**Extra credits:**</u> Students have four opportunities to receive extra credits:
   - **Excel review assignment** extra credits (up to **15 points**): There are 3 Excel review assignments given out during exam review classes. Each Excel review assignment is worth <u>5 extra credits</u>. The due dates of the assignments are on the tentative schedule.
   - **Teaching evaluation** extra credits (**5 points**): At the end of the semester, all students will be able to receive a 5-point extra credit if you finish SPOT teaching evaluation. The instructor is trying to get an unbiased and comprehensive understanding of how this course can be improved in the future.

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

Week Date	Topic	Activities in class (Points available)	Assignments **Due**
Week 1 (1/15)	Introduction	Find your group ☺ Make a working plan	Submit Syllabus agreement Decide your target company
Week 1 (1/17)	1. Hospitality technology strategy	Brainstorm interview questions	
Week 2 (1/22)	2. Hotel Technology	Group Discussion (2)	
Week 2 (1/24)	Excel Lesson 1 Format, Filter, Sort	Excel Lesson 1 (5)	Step 1 Industry IT Interview Questions Due
Week 3 (1/29)	3. Restaurant Technology: RMS & Digital menu	Group Discussion (2)	Excel Assignment 1 Due
Week 3 (1/31)	Excel Lesson 2 Charts	Excel Lesson 2 (5)	
Week 4 (2/5)	4. Online Travel Agent & Global Distribution System	Group Discussion (2) In-class Assignment 1 (5)	Excel Assignment 2 Due
Week 4 (2/7)	*Exam 1 Review*	Excel Review I (extra credit)	
Week 5 (2/12)	**Exam 1**		Excel Review I Due
Week 5 (2/14)	5. Network security & e-Commerce	Group Discussion (2)	
Week 6 (2/19)	6. e-Marketing & Search Engineer Marketing	In-class Assignment 2 (5)	
Week 6 (2/21)	Excel Lesson 3 Basic Functions	Excel Lesson 3 (5)	
Week 7 (2/26)	7. Social media & User generated content (UGC)	Group Discussion (2)	Excel Assignment 3 Due
Week 7 (2/28)	Excel Lesson 4 If Functions	Excel Lesson 4 (5)	Step 2 Industry IT Interview Report Due
Week 8	**No class**	**Individual group set appointment to meet with instructor (15 mins)**	Excel Assignment 4 Due
Week 9	**Spring break – NO Class**		
Week 10 (3/19)	8. Sharing economy	Poster and Gallery Walk (2) Extra credit (2) for winner	
Week 10 (3/21)	*Exam 2 review*	Excel Review II (extra credit)	
Week 11 (3/26)	**Exam 2**		Excel Review II Due
Week 11 (3/28)	9. Mobile app and payment	Mobile app evaluation (4)	
Week 12 (4/2)	*Class Tour to **UNT IT Shared Services***	**Discovery Park**	
Week 12 (4/4)	Excel Lesson 5 Sumif, Countif, & What-if analysis	Excel Lesson 5 (5)	Step 3 Industry IT Innovation Proposal Due

Week 13 (4/9)	10. Location-based service technology (RFID, Beacon)	Group Discussion (2)	Excel Assignment 5 Due
Week 13 (4/11)	Excel Lesson 6 PivotTable & PivotChart	Excel Lesson 6 (5)	
Week 14 (4/16)	11. Robotics in hospitality	Group Discussion (2)	Excel Assignment 6 Due Step 4 Industry IT Innovation Presentation Due
Week 14 (4/18)	**No class**	**Individual group set appointment to meet with instructor (10 mins)**	
Week 15 (4/23)	12. Virtual Reality		
Week 15 (4/25)	Group Project presentation		
Week 16 (4/30)	Group Project presentation		
Week 16 (5/2)	*Final exam review*	Excel Review III (extra credit)	Excel Review III Due (Sunday 5/5)
Week 17 (**5/9**)	**Final Exam 8:00 a.m. - 10:00 a.m.**	**Thursday**	*Be on time and Good Luck* ☺

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

9. **College of Merchandising, Hospitality & Tourism Syllabus Statements**
<u>Have you met with your advisor?</u>
- **ALL** students are expected to meet with their Academic Advisor **each semester** to update your degree plan and to stay on track for a timely graduation.

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

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

<u>Could you be dropped?</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*.

<u>Are you receiving financial aid?</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.

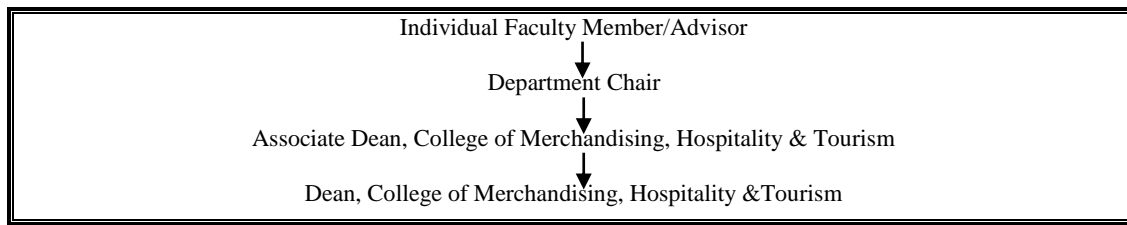<u>Are you thinking about dropping course?</u>

- **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. Effective Fall 2018, the procedure to drop a course changed. See https://registrar.unt.edu/registration/dropping-class

Do you know these important dates in Spring 2019

January 14	First day of class
January 21	MLK Jr. Day – UNT is closed, so no classes
January 18	Last day for change of schedule other than a drop. (Last day to add a class.)
January 28	Census date –Students cannot be added to a course for any reason after this date.
January 29	Beginning this date, students must follow university procedures to drop a class. See https://registrar.unt.edu/registration/dropping-class
March 11-17	Spring Break
April 1	Last day for a student to drop a course and receive a W.
May 1-2	Pre-final days
May 2	Last class day
May 3	Reading day (no classes)
May 4-10	Final exams **(Exams begin on Saturday)**
May 10-11	Graduation ceremonies

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

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the steps outlined below:

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.

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

- Student are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

What is SPOT?
The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on the course. Student feedback is important and is essential as we strive for excellence.

Do you know the date/time of the final exam in this course?
Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. *Please check the calendar early in the semester to avoid any schedule conflicts.*

Do you know what you may be missing?
Your access point for ALL business and academic services at UNT occurs within the 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.

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

Monday:	8:00AM – 9:30PM
Tuesday:	8:00AM – 9:30PM
Wednesday:	8:00AM – 9:30PM
Thursday:	8:00AM – 9:30PM
Friday:	8:00AM – 5:00PM

These Dell laptops can be checked out at any point during the above hours and must be returned on the same business day to the CMHT-IT Services personnel. These laptops must remain on campus and will **not** save your data. So be sure to use a USB or email yourself to save your work! For more information, please stop by the CMHT-IT Services desk or visit us at: https://itservices.cmht.unt.edu/

CMHT Student Computer Lab
Located on the 3rd floor of Chilton Hall, technology classroom **388** will be open for students as a computer lab Monday - Friday between the hours of 8:00AM – 1:00PM. In this computer lab, there will be laptops available for checkout as well as printers for your course-related printing needs. Please take advantage of this environment to work on group projects or as a study room.

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://itservices.cmht.unt.edu/labs
Also, 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.

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**.**