EDEM 4500: Strategic Event Design

Fall 2022
3 credit hours

Instructor Contact
Name: Dr. Xingyi Zhang
Pronouns: she, her, hers
Office Location: Matthews Hall 109 (please use this map to locate Matt)
Email: Xingyi.Zhang@unt.edu

Welcome to UNT!
As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description
Capstone course for the event design and experience management degree program. This course serves as a senior-level simulated learning project designed to provide students with an opportunity to integrate knowledge, concepts and capacities from different parts of their learning experiences.

Course Structure
This course will be delivered through face-to-face course meetings every Wednesday, 2-4:50 pm during fall 2022 (8/29-12/16). Students will be divided into smaller groups (3-5 people per group) and work on team activities during the class time and the team project.

Course Prerequisites & Other Restrictions
- Knowledge of personal computer operation, Microsoft Word, Excel, and PowerPoint is required for this 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.
Program Learning Outcomes

PLO1: Students will plan career goals and appropriate strategies for succeeding in the event and experience industries.
PLO2: Students will develop analytical and quantitative skills using information technology to support business decisions in the event and experience industries.
PLO3: Students will integrate event and experience management business principles to lead in diverse, collaborative, and global environments.
PLO4: Students will apply innovative and imaginative methods in operating event and experience management businesses utilizing ethical and sustainable practices.
PLO5: Students will demonstrate effective and efficient communication skills in all settings.

Course Objectives

Upon successful completion of this course, the students will be able to:
1. Create an event proposal to meet the needs & vision of the client (PLO 5)
2. Develop and implement an event timeline, utilize commonly used industry systems and documents, design a production schedule, & marketing plan (PLO 4)
3. Compose written communications for team members and clients (PLO 5)
4. Estimate income and expenses for an event; identify vendors, create a budget; and present the information (PLO 2)
5. Manage potential risk and develop contingency plans for addressing those issues (PLO 4)
6. Develop a post-event evaluation plan (PLO 2)
7. Conduct a SWOT analysis and feasibility study of the event during the research phase (PLO 2)
8. Exhibit a sense of personal responsibility and commitment to the overall success of the event by acting as a fully contributing team member in a collaborative working environment (PLO 3)

Vision of the Hospitality & Tourism Management Program
To be a global leader in advancing education, creating knowledge, and shaping the hospitality and tourism professionals of the future.

Mission of the Hospitality & Tourism Management Program
Educating students for leadership in the global hospitality and tourism industries and advancing the profession through excellence in teaching, research, and service.

Materials


Communication Expectations
In this class, UNT email is the best way to contact the instructor. All communication between students and the instructor should be respectful and professional. Please find the guidelines about communicating via email provided by CLEAR (https://clear.unt.edu/online-communication-tips).
Students should check their email regularly. If you have any questions or concerns about the class, please send an email to the instructor. The response typically will be within 24 hours, not including weekends/holidays.

Revisions
The instructor reserves the right to revise this syllabus, class schedule, and/or list of course requirements when he/she deems such revisions will benefit the achievement of course goals and objectives. All changes and notifications will be made through Canvas.

Evaluation Criteria
Course work will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation (5 × 11 meetings)</td>
<td>55 points</td>
<td>13%</td>
</tr>
<tr>
<td>Event Day Engagement (Phase III)</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Communication (5 × 11 meetings)</td>
<td>55 points</td>
<td>13%</td>
</tr>
<tr>
<td>Peer-Evaluation</td>
<td>40 points</td>
<td>8%</td>
</tr>
<tr>
<td>Semester Conclusion Report</td>
<td>20 points</td>
<td>4%</td>
</tr>
<tr>
<td>Team Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Presentation (Phase I)</td>
<td>80 points</td>
<td>16%</td>
</tr>
<tr>
<td>Committee Proposal (Phase II)</td>
<td>20 points</td>
<td>4%</td>
</tr>
<tr>
<td>Weekly Updates (10 × 6 meetings)</td>
<td>60 points</td>
<td>12%</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>430 points</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note. The due dates for all the assignments are specified on Canvas, please mark your calendar accordingly to avoid missing meetings and events.

Grades will be distributed as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>387-430</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>344-386.9</td>
<td>80-89.99%</td>
</tr>
<tr>
<td>C</td>
<td>301-343.9</td>
<td>70-79.99%</td>
</tr>
<tr>
<td>D</td>
<td>258-300.9</td>
<td>60-69.99%</td>
</tr>
<tr>
<td>F</td>
<td>587.9 or less</td>
<td>59.99% or less</td>
</tr>
</tbody>
</table>

Course-Specific Policy

**Class Participation:** You are expected to attend every class throughout the semester. The participations in the semester event planning and production is required. Your engagement in the course discussion is essential for your and your team’s success, therefore, your attendance rate of regular classes must be 75% or above, excluding Week 1 & 16 and the Event Day. If a student’s attendance rate of regular classes failed to meet 75% or above, he or she would earn an F grade in this course.
All excused documents must 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 from Dean of Student 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.

**Assignment Policy:** Students will need to complete a semester event throughout the semester. The event will be completed by four phases. The figure below shows the process of the four phases.

Students will be divided into smaller teams (3-4 members per team) and work on team assignments. The grades on those team assignments are based on the team performance. Therefore, every member within the team will receive the team score on those assignments.

No late submission will be accepted on individual assignments. If you have a question about a grade of an assignment, please email the instructor within one week to set up an appointment after a grade has been released. For example, if grades are released on August 31, please email me within one week of August 31 to discuss the grade.
College of Merchandising, Hospitality & Tourism  
Syllabus Statements  
Fall, 2022  

COVID-19  

Official Information: As the situation with the virus continues to evolve, students are required to keep abreast of guidelines via official communication (usually via email) from UNT official announcements.

Face Coverings: UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Vaccinations: If you are not vaccinated, you are urged to get vaccinated as soon as possible to protect yourself, your friends and family, and our campus. Vaccines reduce the chance of experiencing severe impacts and minimize transmission.

Mandatory testing: All students, faculty and staff will be required to have a COVID-19 test at designated intervals throughout the semester, beginning with the first testing interval Aug. 16-Sept. 10. Vaccinated individuals can opt out by uploading vaccination proof by Sept. 10. (If you've already uploaded your vaccine information for the incentive program, you'll receive an email asking you for permission to use that proof to opt out of testing.) If you contracted COVID-19 in the last 90 days, you can opt out until the 90 days expires by uploading your positive test result.

Mandatory self-reporting: Students, faculty and staff will continue to be required to report symptoms and exposure to COVID@unt.edu, quarantine as necessary and cooperate with UNT's contact tracing team.

Disciplinary actions for noncompliance: Students who fail to comply will go through the Student Conduct Process.

Attendance: Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at
COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Materials for Remote Instruction: Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone, and any other materials deemed essential by your faculty for specific courses, to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

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)
- SCHEDULE APPOINTMENTS HERE: appointments.unt.edu

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 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student’s responsibility to make all payments on time.

- Students cannot be reinstated for any reason after the 12th class day regardless of situation.

Dropping a Course

- A decision to drop a course may affect your current and future financial aid eligibility. Talk to your academic advisor or Student Financial 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.
- There are different procedures for dropping a class depending on the time of semester. 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](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:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNT Police</td>
<td>940-565-3000</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>940-565-2648 or 940-565-2039</td>
</tr>
<tr>
<td>Counseling and Testing</td>
<td>940-565-2741</td>
</tr>
<tr>
<td>Student Health and Wellness Center</td>
<td>940-565-2333</td>
</tr>
<tr>
<td>Office of Disability Access</td>
<td>940-565-2333</td>
</tr>
<tr>
<td>Housing and Residence Life</td>
<td>940-565-2610</td>
</tr>
<tr>
<td>Substance Use and Resource Education Center</td>
<td>940-565-3177</td>
</tr>
<tr>
<td>Veterans Center</td>
<td>940-369-8021</td>
</tr>
<tr>
<td>Denton County Friends of the Family</td>
<td>940-387-5131</td>
</tr>
<tr>
<td>National Suicide Hotline</td>
<td>1-800-273-TALK</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Individual Faculty Member</th>
<th>Department Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Dr. Pookulangara if it is a class in MDR, Dr. Williams if it is a class in HTM.)</td>
<td></td>
</tr>
<tr>
<td>Associate Dean (Dr. Kinley), College of Merchandising, Hospitality &amp; Tourism</td>
<td></td>
</tr>
<tr>
<td>Dean (Dr. Hawley), College of Merchandising, Hospitality &amp; Tourism</td>
<td></td>
</tr>
</tbody>
</table>

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 Academic Integrity Policy?**
Academic Integrity Standards and Consequences, UNT Policy 06.003. 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.

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. Your teacher should have a syllabus policy describing penalties for academic dishonesty.

Your instructor may decide to record lectures and/or class content for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of
the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**Do you meet ALL expectations for being enrolled in a course?**
- CMHT students are expected to meet all prerequisites for the courses in which they are registered.
- Students are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Code of Student Conduct.
- UNT's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.deanofstudents.unt.edu](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 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.

If your instructor employs lecture capture technology to record class sessions, students may occasionally appear on video. The recording may be used in future course offerings.

**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.* You can find the Final Exam Schedule here: [https://registrar.unt.edu/exams/final-exam-schedule](https://registrar.unt.edu/exams/final-exam-schedule)
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.

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.
Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Career Resources

Resume Help
For one-on-one help with your resume or other job-search skills, Ms. Janice Lader (Janice.Lader@unt.edu) is our Career Center advisor. Contact her for an appointment or drop by her office in Chilton 3.

Career Center
The Career Center is currently located in Sage Hall. They provide *free* help with resumes, interview skills, business cards, professional portraits, etc. They also host several recruiters throughout the year and host job fairs. Learn more about their services here: https://careercenter.unt.edu/.

Internship / Career Industry Contact Opportunities

- In the fall semester, watch for information about the Global Discussions and Executive in Residence (EIR) Lecture. These are opportunities to hear about innovative industries and network with CMHT Board members and speakers.
- The CMHT Career Expo, which provides opportunities to talk with recruiters and maybe schedule an interview on the spot!
- 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.
- 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 when we are on campus, and available via Zoom when we are not. These events may be publicized in your classes and on the CMHT social media sites.

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 Sites - @UNTCMHT and @UNTHTM
- Instagram - @untcmht
CMHT-IT Resources

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

Monday: 8:00AM – 9:00PM
Tuesday: 8:00AM – 9:00PM
Wednesday: 8:00AM – 9:00PM
Thursday: 8:00AM – 9:00PM
Friday: 8:00AM – 1:00PM

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 in Chilton Hall 386 or visit us on Zoom helpdesk at unt.zoom.us/j/268838628 or give us a call at (940) 565-4227.

CMHT Virtual Lab
UNT Students currently enrolled in a CMHT course have access to the CMHT Virtual Lab provided by VMware Horizon View virtual desktop system. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: https://cmht.unt.edu/vmware-virtual-lab.

The CMHT-IT Services desk can assist you with installing the VMware client on your personal machine. Please see above hours of operation for our IT services desk.

UNT IT Resources
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

EDEM 4500 Course Syllabus Fall 2022
For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

**Course Technology & Skills**

**Minimum Technology Requirements:** This course will highly rely on computer and software during the class time. Following are the minimum requirements:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

**Computer Skills & Digital Literacy:** Following are the required skills for your success for this course:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

*Note:* For the class meetings involve RAQs and in-class activities, students are required to bring their laptops with a Microsoft operation system. If your laptop is a Mac, please go to CMHT IT center to check out a laptop before the class.

**Additional Information**

**Are You An F-1 Visa Holder?**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no
on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

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 (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an 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 Student and Scholar Services Office. ISSS 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, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.
## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/31</td>
<td>• Course introduction &amp; syllabus overview</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Team formation</td>
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<tr>
<td>2</td>
<td>9/7</td>
<td>• <strong>Stakeholder Meeting</strong></td>
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<tr>
<td></td>
<td></td>
<td>• Event design and objectives</td>
<td></td>
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<tr>
<td>3</td>
<td>9/14</td>
<td>• <strong>Event Project Presentation</strong></td>
<td>• Team project presentation slides due (11:59 pm, 9/13)</td>
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<tr>
<td></td>
<td></td>
<td>• Work breakdown</td>
<td>• Team project presentations due in class (9/14)</td>
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<tr>
<td></td>
<td></td>
<td>• Proposal development</td>
<td></td>
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<tr>
<td>4</td>
<td>9/21</td>
<td>• CMHT career EXPO (10 am – 1 pm)</td>
<td>• Committee proposal presentation due in class</td>
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<tr>
<td></td>
<td></td>
<td>• Committee proposal review</td>
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<td></td>
<td></td>
<td>• Meeting with Mr. William Schuelke at 3:30 pm</td>
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<tr>
<td></td>
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<td>• Event design and objectives Finalization</td>
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<td></td>
<td></td>
<td>• Marketing plan</td>
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<td></td>
<td></td>
<td>• Event program (speaker &amp; talent, entertainment, merchandise, etc.)</td>
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<tr>
<td>5</td>
<td>9/28</td>
<td>• Weekly updates</td>
<td>• Update presentations due in class</td>
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<td></td>
<td></td>
<td>• Meeting with Ms. Shirley Agustin</td>
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<tr>
<td>6</td>
<td>10/5</td>
<td>• Weekly updates</td>
<td>• Update presentations due in class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sponsorship package &amp; fundraising</td>
<td>• Confirm all vendors, speakers, talent, etc. by 11: 59 pm, 10/7</td>
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<td></td>
<td></td>
<td></td>
<td>• Confirm sponsors by 11: 59 pm, 10/7</td>
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<tr>
<td>7</td>
<td>10/12</td>
<td>• Weekly updates</td>
<td>• Update presentations due in class</td>
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<tr>
<td></td>
<td></td>
<td>• Site visit at 3 pm (Gateway Center)</td>
<td>• Event website release by 11: 59 pm, 10/14</td>
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<td></td>
<td>• Registration portal open by 11: 59 pm, 10/14</td>
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<tr>
<td>8</td>
<td>10/19</td>
<td>• Weekly updates</td>
<td>• Update presentations due in class</td>
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<tr>
<td></td>
<td></td>
<td>• Financial management</td>
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<tr>
<td></td>
<td></td>
<td>• Experience design</td>
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<tr>
<td>9</td>
<td>10/26</td>
<td>• Weekly updates</td>
<td>• Update presentations due in class</td>
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<td></td>
<td></td>
<td>• Project Discussion</td>
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<tr>
<td>10</td>
<td>11/2</td>
<td>• Weekly updates</td>
<td>• Update presentations due in class</td>
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<tr>
<td></td>
<td></td>
<td>• Event walk through</td>
<td>• Confirmation with all vendors, speakers, talent by 11:59 pm, 11/4</td>
</tr>
<tr>
<td>11</td>
<td>11/9</td>
<td>• Final preparations</td>
<td></td>
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<tr>
<td>11</td>
<td>11/10</td>
<td>• <strong>Event Day (Gateway Center Ballroom)</strong></td>
<td></td>
</tr>
</tbody>
</table>

EDEM 4500 Course Syllabus Fall 2022
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16</td>
<td>Implementation starts at 10 am</td>
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<tr>
<td></td>
<td>• Event starts at 5 pm</td>
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<tr>
<td></td>
<td>• Event ends at 8 pm</td>
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<tr>
<td>11/16</td>
<td>• Post-event evaluation</td>
</tr>
<tr>
<td>11/23</td>
<td>• Thanksgiving break (no class)</td>
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<tr>
<td>11/30</td>
<td>• Correction of errors</td>
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<td></td>
<td>• Attendee feedback</td>
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<tr>
<td>12/7</td>
<td>• Event conclusion meeting</td>
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<tr>
<td>12/16</td>
<td>• Conclusion reporting</td>
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<tr>
<td></td>
<td>• Post-event communication to stakeholders by 11:59 pm, 12/2</td>
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<tr>
<td></td>
<td>• Conclusion report due by 11:59 pm, 12/9</td>
</tr>
<tr>
<td></td>
<td>• Peer evaluation report due by 11:59 pm 12/16</td>
</tr>
</tbody>
</table>

*Note*: The class scheduled may be modified at any time. All changes and notifications will be made through Canvas.