

University of North Texas
College of Merchandising, Hospitality and
Tourism



HMGT 1500: Orientation to the Hospitality Industry

Instructor Contact information

Name: Dr. Yidan Huang

Email: yidan.huang @unt.edu (Include course number in subject)

Class Meetings: Tuesdays and Thursdays, 12:30 pm – 13:50 am

Class Location: Chilton 345

Office Location: Chilton Hall 359B

Office Hours: Tuesdays and Thursdays, 2pm – 4pm

To contact the instructor, please use the email address provided above (yidan.huang @unt.edu) or Canvas messages. UNT requires instructors to use their work emails, and/or Canvas, for anything work-related.

HETM MISSION

We educate the next generation of hospitality and tourism leaders who strive for excellence and embrace our diversity in a caring, innovative, and empowering community.

HETM VISION

To be world class in advancing innovative education, creating collaborative knowledge, and transforming future hospitality and tourism leaders.

COURSE DESCRIPTION

Survey of the hotel, restaurant, club and food service industries, including history, scope, organization and career opportunities.

COURSE PRE-REQUISITES, CO-REQUISITES, AND/OR OTHER RESTRICTIONS

There are no pre-requisites for this class.

MATERIALS

Recommended Textbooks: Walker, J.R. (2018). Exploring the Hospitality Industry, 4th Ed. Upper Saddle River, N.J.: Prentice Hall. (ISBN: 9780134744919) Author: John R. Walker

<https://www.pearson.com/store/p/exploring-the-hospitality-industry/P100000821829/9780134744919>

In addition to the course textbook, students will also be required to access Canvas. During the semester, pertinent additional materials may be added via Canvas.

PROGRAM LEARNING OUTCOMES (PLO):

PLO1: Identify and apply the knowledge and skills necessary for hospitality and tourism operations.

PLO2: Develop and integrate a core set of business skills necessary to successfully operate a hospitality and tourism organization.

PLO3: Demonstrate competence in the communication skills necessary for hospitality and tourism management.

PLO4: Formulate business decisions in hospitality and tourism management.

PLO5: Evaluate leadership principles necessary in the diverse and global hospitality and tourism industry.

EXPECTED OUTCOMES

This is an introductory course that will provide you with basic knowledge related to the hospitality industry. After completing this course, you should be able to:

- Identify the characteristics and interrelated nature of the global hospitality and tourism industry (PLO3).
- Identify, compare, and contrast career opportunities in the global hospitality and tourism industry (PLO1).
- Understand the scope, development, and history of the global hospitality and tourism industry (PLO5).
- Identify and analyze different business operational units within hospitality organizations (for example, food and beverage, rooms division, etc.) in the global hospitality and tourism industry (PLO2).
- Explain the scope of specialized components within the global hospitality and tourism industry (for example, cruise ships, clubs, event planning, etc.) (PLO4)
- Introduce and discuss basic business subjects from a hospitality perspective (for example, marketing, human resources, accounting, etc.) in the global hospitality and tourism industry (PLO3).
- Understand business ethics and describe ethical issues in the global hospitality and tourism industry (PLO4).

COURSE FORMAT

This course will primarily meet in person. Lecture material will be based expanding course material through the lens of industry trends, current events, and collective discussion. You are expected to read the relevant course materials before coming to class.

The secondary components of the course will be learning through canvas and in the field. All class quizzes, tests, and most assignments will be submitted via the Canvas platform. If you are unable to access Canvas at home, plan time to use the computer labs on campus.

COURSE GRADING

The course grades are broken into 5 components: quizzes, assignments, group project, attendance, and tests. Except the group project, all work will be turned individually. You are encouraged to study and explore material as a group, but your submissions must be your own.

1. Exams (30%)

There are 2 exams of equal weight. Each exam will cover one segment of the hospitality industry. Exams are closed-book/note and only a single attempt is allowed. **Exams are held during class time only, so it will be proctored and secured with an access code.** You may use your own laptop or check one out from the Help desk in Chilton Hall prior to class.

All the quizzes and exams will be given on the dates that are listed in course syllabus.

Exams dates are specified on syllabus and there will be no make-ups allowed. Make-up exams will be allowed only for serious reasons, i.e.:

- A. Illness (confirmed by physician)
- B. Schedule conflicts, official school excuse, (and then only if the faculty member in charge of the course is notified prior to scheduled exam time).

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.

2. Quizzes (20%)

There will be 5 quiz of equal weight throughout the semester. Each quiz will have 10 questions and worth total of 20 points (2 points/question) and cover material from the course text. You will have 20 minutes to complete each quiz. All quizzes can be accessed through Canvas. Quizzes are open book/note and two attempts are allowed. The quizzes will close at 11:59pm on the specified date and will **NOT** be reopened. Please remember to take the quiz on time.

3. Assignments (20%)

There will be 4 individual assignments announced throughout the semester. Assignments will be submitted through Canvas. Assignments submitted via email will **NOT** be accepted. Come to

class prepared to share key points from your individual assignments and discuss your work with classmates. Assignments, due dates, and resources will be announced on canvas and in class.

4. Group project (20%)

Students are expected to collaborate in groups of 2 or 3 to conduct a research project for a hospitality company. The outcomes of this project include a written report and a presentation. Only one team member needs to submit the assignments on behalf of the team. Every team member will receive the same score on those assignments. **If the member submits a team assignment late, all the team members will receive 0 on that assignment.**

5. Attendance (10%)

Students are expected to attend class and participate in class activities throughout the entire semester. We will be utilizing Kahoot for in-class participation/activities as part of the class attendance. The lowest 3 Kahoot scores will be dropped, meaning you can miss 3 classes with no penalty. Each absence will result in 1% grade deduction and the maximum grade deduction results from class absence will be 10% unless it is considered a legitimate absence (e.g., university-sponsored events, or any medical issues). A legitimate absence occurs when students submit documentation (e.g., doctor's note, absence card certified from the Dean of Students Office) to the instructor. If no supporting documentation is submitted to the instructor, students' absence will be considered a personal absence even if students have sent an email to the instructor. In addition, being late for more than 10 minutes for the class will be regarded as absence. To foster a positive learning environment, the use of digital devices (e.g., phones, laptops, iPads) for non-class-related activities during class time is prohibited.

Final grade is percentage-based. Please do NOT email the instructor to round up %.

A = 90% and above

B = 80% - 89.99%

C = 70% - 79.99%

D = 60% - 69.99%

F = 59.99% and below

All written assignments MUST follow this format:

- Typeface: Times New Roman
- Font: 12
- Margins: 1" on each side (and top and bottom)
- Spacing: 1.5
- Headings: Bold and/or underlined
- Font color: Black
- APA formatting and citation style (excepting font)

Course Schedule

Week	Date	Topic	Important Deadlines
1	8/19	Welcome! Introduce Yourself & Go Over Syllabus	
	8/21	Chapter 1 Hospitality Spirit	
2	8/26	Chapter 2 Tourism & Why People Travel	
	8/28	Resume Writing	
3	9/2	Peer-review day for the resume	
	9/4	Chapter 3 Characteristics of Tourism	Quiz1 (Chapter 1-3)
4	9/9	Chapter 4 Lodging Operations	
	9/11	Group project workday	Choose the company for your group project Assignment 1: Resume due
5	9/16	<i>Special Topic 1</i>	
	9/18	Guest Speaker	Quiz2 (Chapter 3-4, ST1)
6	9/23	Chapter 5 Cruising	Career Expo on 9/24 is required
	9/25	Chapter 6 Restaurants	
7	9/30	Chapter 7 Restaurant Operations	
	10/2	<i>Special Topic 2</i>	Assignment 2: Career Expo Reflection due
8	10/7	Exam Review	
	10/9	Mid-Term Exam 1 (chapters 1-8, special topic 1)	
9	10/14	Chapter 8 Managed Services	Quiz3 (Chapter 5-8, ST2)
	10/16	Interview and Elevator Speech	
10	10/21	Group project workday	Continue to work on your written project
	10/23	Chapter 9 Beverages	Assignment 3: Guest Speaker Reflection due
11	10/28	Chapter 10 Clubs	
	10/30	Group project workday	Continue to work on your written project
12	11/4	Chapter 11 Theme Parks & Attractions	Quiz4 (Chapter 9-11)
	11/6	Chapter 12 Gaming Entertainment	Assignment 4: Elevator Speech due;
13	11/11	Group project workday	Ask questions about your written report and practice your presentation
	11/13	Presentation Day 1	
14	11/18	Presentation Day 2	
	11/20	Presentation Day 3	
15	11/25	NO CLASS Thanksgiving	
	11/27		

16	12/2	Chapter 13 Meeting, Convention, and Expositions	Quiz5 (Chapter 12-13)
	12/4	Final Exam Review	Written Report & Peer evaluation is Due
17	12/11	Final exam (chapters 9-13; special topic 2)	10:30-11:30am

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

TECHNICAL REQUIREMENTS

Access to this class will be through Canvas. After opening the Canvas log in page (<https://unt.instructure.com/login/ldap>), enter a username and password. Your username is your EUID and your password is your “personalized password”.

Minimum technology skills for successful completion of this course include:

- Sending and receiving emails
- Creating, sending, and receiving Microsoft Word documents
- Posting to discussion boards
- Opening and printing PowerPoint files
- Taking quizzes online
- Navigating Canvas and watching videos.

COURSE EXPECTATIONS

1. Student Responsibilities

As a student in this course, you are responsible for:

- Attending each course meeting time, or contacting the instructor or notes on missed materials
- reading/watching all materials posted on Canvas in a timely manner,
- completing all quizzes, assignments, and exams in good time,
- keeping up to date with any changes that may occur in the class schedule,
- engagement in the course and interaction with your fellow students,
- assisting in maintaining a positive learning environment for everyone, and
- abiding by student and academic regulations as published by UNT.

2. Course Requirements

i) Make-up Examinations

Make-up exams will **NOT** be scheduled unless arrangements are made prior to the examination. Make-up exams will be arranged only under reasonable circumstances deemed as such by the instructor. Under no circumstances whatsoever will a student be allowed to make-up an exam once the regularly scheduled exam has been administered unless she/he has made prior arrangements with the instructor. All requests should be made as early as possible and sufficient evidence must be presented to support requests.

ii) Grade Dispute

Once a grade is posted, a student has **five (5) working days** to talk to the instructor to dispute the grade. If the student does not meet with the instructor or send her an email within the 5 working days, the assignment grade stands as recorded and will **NOT** be reviewed at a later date.

iii) Submission of Assignments

It is your responsibility as a student and a future professional to complete all assigned work and meet deadlines for this class. Therefore, all assignments must be submitted on the assigned due date which are very well established in the syllabus.

Five (5) points will be deducted **each** calendar day the assignment is submitted late. Assignments will **NOT** be accepted after the **fourth day** following the submission date.

iv) Academic Integrity

If you are caught cheating or plagiarizing, you will receive a failing grade “F” for the course and appropriate administrative action will be taken.

v) Revisions

The instructor reserves the right to revise this syllabus and list of requirements when, in her judgement, such revision will benefit the advancement of the course goals and objectives.

COURSE SCHEDULE

The full course schedule, or table of dates, will be posted via Canvas.

Important University Dates

- August 18 – Classes begin.
- September 1 – University closed for Labor Day.
- November 7 – Last day to drop with a grade of W.
- November 24 - November 30– No class in Thanksgiving break.

TECHNICAL ASSISTANCE & SUPPORT

If you experience any problems with Canvas reach out to UIT Help Desk:

UIT Help Desk: <https://it.unt.edu/helpdesk>

Email: helpdesk@unt.edu

Phone: 940-565-2324

Phone, email, ticket, or chat support hours:

Monday–Thursday: 8 a.m.- 9 p.m.

Friday: 8 a.m. - 5 p.m.

Saturday-Sunday: 11 a.m. - 3 p.m.

In Person: Sage Hall, Room 330

Walk-in Hours: Monday–Friday: 8 a.m.- 5 p.m.

For additional support, visit Canvas Technical Help
(<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>)

NETIQUETTE

Netiquette refers to a set of acceptable rules that govern online communication. It is important for students to recognize that their ability to clearly and properly communicate in an online class is as important to their success as how they perform on multiple-choice tests and written assignments. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your instructor's proper title.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- 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-point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or J.
- 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 sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these Engagement Guidelines (<https://clear.unt.edu/online-communication-tips>) for more information.

College of Merchandising, Hospitality & Tourism Syllabus Statements Fall 2025 (All Sessions)

Advising and Degree Progression

Undergraduate 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*
- *Email: cmhtadvising@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 the catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain on 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 the 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 is 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>

Graduate Advising

- Graduate students should work on their degree plan and discuss their progress with their assigned academic advisor. If you do not know who your academic advisor is, contact your graduate program coordinator

Financial Aid Requirements

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility. Visit <https://financialaid.unt.edu/sap> for more information about financial aid Satisfactory Academic Progress.

What if You Are In Distress?

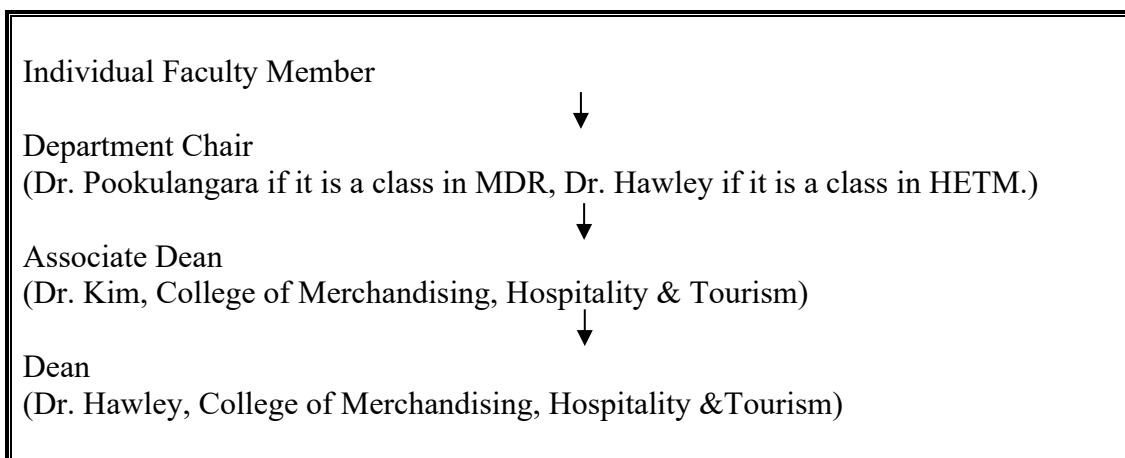
The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas law. Some resources you might consult are:

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

Grade and Class Concerns

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

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



Do you require special accommodations?

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (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 Access website at <https://studentaffairs.unt.edu/office-disability-access>. 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 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 <https://studentaffairs.unt.edu/dean-of-students>.

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 damage 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).

Career Resources**CMHT Career Coach**

For one-on-one help with your resume, cover letter, LinkedIn profile, interview tips/practice or other internship and job-search skills, Mrs. Dee Wilson (Dee.Wilson@unt.edu) is our Career Center Coach. Contact her for an appointment through navigate.unt.edu or drop by her office in Chilton 333.

Career Center

The Career Center is currently located in Sage Hall. They provide *free* business cards, professional portraits, etc. They also host several recruiters throughout the year in various events/information sessions and career fairs. Learn more about their services here:

<https://careercenter.unt.edu/>.

Online Job Board and Social Media Sites

- CMHT Careers Group page on LinkedIn.
<https://www.linkedin.com/groups/14137002/>. This is a private group that current CMHT students and alumni can request to join.
- Facebook CMHT Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM

- Instagram - [@untcmht](#)

CMHT Career Expo

The next CMHT Career Expo will be Wednesday, September 24, 2025, 10am-1pm in Union 314. You can find all information here:

https://app.joinhandshake.com/career_fairs/0453e14d-9c45-48da-8a62-89ab1ccaec24/student_preview.

If you need to borrow professional clothing to wear, please go to the Diamond Eagle Clothing Closet on the first floor of Crumley Hall. The closet is available by appointment at <https://studentaffairs.unt.edu/desresources/programs/clothing-closet.html> under the “Using the Closet” tab. For any questions, please contact the Diamond Eagle Student Resource Center at DESresources@unt.edu.

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 CMHT students. These laptops and the CMHT-IT Services desk will be available during the following hours:

Monday: 7:30AM – 9:00PM
Tuesday: 7:30AM – 9:00PM
Wednesday: 7:30AM – 9:00PM
Thursday: 7:30AM – 9:00PM
Friday: 7:30AM – 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 in Chilton Hall 386 or give us a call at (940) 565-4227.

UNT Citrix Virtual Lab

UNT Students currently enrolled in a CMHT course have access to the UNT Citrix Virtual Lab. 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://academictechnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-options>.

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

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) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability:

- Saturday-Sunday: 11am-3pm
- Monday-Thursday: 8am-9pm
- Friday: 8am-5pm

UNT Libraries Laptop Checkout: <https://library.unt.edu/services/laptop-checkout/>

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

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/) (<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.

Student Code of Conduct

According to the [Code of Student Conduct](#), “The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development, as well as to hold students accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community.”

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 jiyoung.kim@unt.edu and request that your name and image not be shared. Dr. Kim 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>

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.